

**ANNUAL MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
TO BE HELD ON THURSDAY 23 JUNE 2016 (11.00 am)  
AT WELLINGTON HOUSE, LEEDS**

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**A G E N D A**

**PART 1 – ANNUAL MEETING BUSINESS**

**1. MEMBERSHIP OF THE WEST YORKSHIRE COMBINED AUTHORITY**  
(pages 5 - 8)

To consider the attached report in relation to:

- Noting the members and substitute members to the Authority appointed by Constituent Councils and the Non-Constituent Council (City of York Council);
- Appointing the Local Enterprise Partnership (LEP) Member and substitute;
- Granting voting rights to the Non-Constituent Council Member from City of York Council and the LEP Member.

**2. APPOINTMENT OF THE CHAIR AND VICE CHAIR OF THE WEST YORKSHIRE COMBINED AUTHORITY**  
(Lead Officer: Ben Still, Author: A Taylor)  
(page 9)

**3. APOLOGIES FOR ABSENCE**

**4. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

**5. EXCLUSION OF THE PRESS AND PUBLIC**  
(page 10)

To identify items where resolutions may be moved to exclude the press and public.

**6. MINUTES OF THE MEETING HELD ON 31 MARCH 2016**  
(pages 11 - 22)

**7. COMMITTEE ARRANGEMENTS AND APPOINTMENTS**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 23 - 37)

**8. WYCA REPRESENTATION ON OUTSIDE BODIES**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 38 - 39)

**9. OFFICER SCHEME OF DELEGATION**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 40 - 56)

**10. GOVERNANCE ARRANGEMENTS**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 57 - 89)

- WYCA Procedure Standing Orders Access to info Annex
- Code of Practice for recording meetings
- Scrutiny Standing Orders
- Contracts Standing Orders
- Financial Regulations
- Members' Code of Conduct

**11. CODE OF CORPORATE GOVERNANCE**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 90 - 97)

**12. MEMBERS' ALLOWANCES SCHEME**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 98 - 108)

**13. CALENDAR OF MEETINGS 2016/17**

(Member Lead: Cllr Peter Box, Author: A Taylor)  
(pages 109 - 111)

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## **PART 2 – OTHER BUSINESS**

- 14. TRANSPORT FOR THE NORTH UPDATE INCLUDING PRESENTATION BY THE CHIEF EXECUTIVE AND CHAIR OF TRANSPORT FOR THE NORTH**  
(Member lead: Cllr Box, Author: Ben Still)  
(pages 112 - 119)
  - 15. BIDS TO GOVERNMENT FOR GROWTH DEAL 3 AND LARGE LOCAL MAJOR SCHEMES**  
(Member lead: Roger Marsh, Author: Rob Norreys)  
(pages 120 - 124)
  - 16. PROJECT AND SPENDING APPROVALS**  
(Member lead: Roger Marsh, Author: Ian Gray)  
(pages 125 - 132)
  - 17. THE ONE ORGANISATION PROGRAMME**  
(Member lead: Cllr Box, Author: Ben Still)  
(pages 133 - 137)
  - 18. TRANSPORT ACT 2000 - TICKETING SCHEME**  
(Member lead: Cllr Wakefield, Author: John Henkel)  
(pages 138 - 139)
- .....

### **For Information**

- 19. (a) MINUTES OF THE MEETING OF THE WEST YORKSHIRE & YORK INVESTMENT COMMITTEE HELD ON 9 MARCH 2016**  
(pages 140 - 144)
- (b) DRAFT MINUTES OF THE MEETING OF THE OVERVIEW & SCRUTINY COMMITTEE HELD ON 23 MARCH 2016**  
(pages 145 - 149)
- (c) DRAFT MINUTES OF THE MEETING OF THE TRANSPORT COMMITTEE HELD ON 15 APRIL 2016**  
(pages 150 - 158)

**(d) DRAFT MINUTES OF THE MEETING OF THE AUDIT & GOVERNANCE COMMITTEE HELD ON 19 APRIL 2016**  
(pages 159 - 163)

**(e) DRAFT MINUTES OF THE MEETING OF THE WEST YORKSHIRE & YORK INVESTMENT COMMITTEE HELD ON 7 JUNE 2016**  
(pages 164 - 170)

**Signed:**



**WYCA Managing Director**

## ITEM 1

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Membership of the West Yorkshire Combined Authority

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### 1. Purpose

- 1.1 To note the appointment of members and substitute members to the WYCA, by Constituent Councils and the City of York Council, the Non-Constituent Council.
- 1.2 To appoint the Leeds City Region Local Enterprise Partnership member (“the LEP Member”) and substitute LEP Member to the WYCA.
- 1.3 To consider voting rights to be granted to the WYCA member appointed by the City of York Council and to the LEP Member.

### 2. Information

#### Membership

- 2.1 The WYCA Order 2014 which established the WYCA provides that the WYCA shall comprise **10 members**. Of these, eight are appointed by Constituent Councils and one by the Non-Constituent Council. The tenth member, the LEP Member, must be nominated by the LEP, and appointed by the WYCA.
- 2.2 The Order also provides for Constituent Councils and the Non-Constituent Council respectively to appoint a **substitute** for each WYCA member. The WYCA must also appoint a substitute LEP Member (also nominated by the LEP) to act in the absence of the LEP Member.
- 2.3 The WYCA members and their substitutes appointed by the Constituent Councils and the Non-Constituent Council are set out in **Appendix 1** to this report.
- 2.4 At their meeting of 18 May 2016, the LEP nominated Roger Marsh to continue as the LEP Member, and Bob Cryan as the substitute LEP Member. The WYCA must now consider their continuing appointment to the WYCA.

## Voting rights

- 2.5 The Order provides for the LEP Member and the Non-Constituent Council Member to be non-voting. However, the voting members of the WYCA (that is, WYCA members appointed by Constituent Councils) may resolve that this provision does not apply.
- 2.6 For the 2015/16 municipal year, the WYCA granted voting rights to both the LEP Member and the Non-Constituent Council Member. These rights were exercisable at any meeting of the WYCA (including any committee or sub-committee to which those members were appointed) on any decision, subject to the following exceptions:
- budget and levy setting, and
  - the adoption of any implementation plans appended to the Single Transport Plan<sup>1</sup> which relate specifically to the combined area (that is, West Yorkshire).
- 2.7 The WYCA is asked to consider and confirm any voting rights to be granted to the LEP Member, and to the Non-Constituent Council Member, for 2016/17.
- 2.8 For clarification, it is also proposed that the WYCA resolve that the substitute LEP Member, and the substitute Non-Constituent Council Member may exercise the voting rights given to the LEP Member and the Non-Constituent Council Member, when acting in the absence of their respective member.

## **3. Financial Implications**

- 3.1 None arising.

## **4. Legal Implications**

- 4.1 The WYCA Order sets out membership arrangements for the WYCA, as outlined above.
- 4.2 The LEP Member and the Non-Constituent Council Member are non-voting unless granted voting rights. The voting rights granted to each may be different.

## **5. Staffing Implications**

- 5.1 None arising.

## **6. Recommendations**

That the WYCA resolve:-

<sup>1</sup> The Single Transport Plan (STP), sets out the WYCA's vision for transport to support the LCR's Strategic Economic Plan, and thus has strategic relevance across the LCR. The STP is also the WYCA's statutory Local Transport Plan.

- (i) To note the members and substitute members of the WYCA appointed by the Constituent Councils and the Non-Constituent Council, as set out in the appendix to this report.
- (ii) To confirm the continuing appointment of:
  - Roger Marsh as the LEP Member of the WYCA, and
  - Bob Cryan as substitute LEP Member, to act in the absence of the LEP Member.
- (iii) That the LEP Member and the Non-Constituent Council Member may vote at any meetings of the WYCA (including any committee or sub-committee to which those members are appointed) on any decision, subject to the following exceptions:-
  - budget and levy setting; and
  - the adoption of any implementation plans appended to the Single Transport Plan which relate specifically to the combined area (that is, West Yorkshire).
- (iv) That the substitutes for the LEP Member and the Non-Constituent Council Member may exercise the voting rights granted to the LEP Member and the Non-Constituent Council Member when acting in the absence of their respective member.





## West Yorkshire Combined Authority - Membership

### WYCA Members appointed by each Constituent Council

	Appointment	Substitute
<b>Bradford</b>	Susan Hinchcliffe	Val Slater
<b>Calderdale</b>	Tim Swift	Barry Collins
<b>Kirklees</b>	Shabir Pandor	Peter McBride
<b>Leeds</b>	Judith Blake	James Lewis
<b>Wakefield</b>	Peter Box	Denise Jeffery

### WYCA Member appointed by the Non-Constituent Council

	Appointment	Substitute
<b>York</b>	Keith Aspden	David Carr

### Members appointed by Constituent Councils to reflect political balance among members of the Constituent Councils

	Appointment	Substitute
The 5 Constituent Councils	To be confirmed	To be confirmed
	To be confirmed	To be confirmed
	To be confirmed	To be confirmed

### LEP Member – to be appointed by WYCA

	Appointment	Substitute
<b>LEP</b>	Roger Marsh	Bob Cryan



Originator: Angela Taylor,  
Director of Resources



## ITEM 2

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Appointment of the Chair and Vice Chair

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### **1. Purpose**

1.1. To appoint the Chair and Vice Chair of the WYCA.

### **2. Information**

2.1. The WYCA Order 2014 requires the WYCA to appoint a Chair and Vice Chair each municipal year from among its members.

### **3. Issues**

3.1. None arising.

### **4. Financial Implications**

4.1. None arising.

### **5. Legal Implications**

5.1. The WYCA Order provides that no WYCA Member (or substitute) is to have a casting vote at WYCA meetings. This extends to the Chair, as reflected in the WYCA's Procedure Standing Orders.

### **6. Staffing Implications**

6.1. None arising.

### **7. Recommendations**

7.1. To appoint the Chair and Vice Chair of the WYCA for the municipal year 2016/17.



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

- (a) Files containing documentation relating to items to be discussed at the meeting may be inspected by contacting the named officer as detailed 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>	15 June 2016



**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY 31 MARCH 2016 AT WELLINGTON HOUSE, LEEDS**

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<b>Present:</b>	Cllr Peter Box (Chair)	-	Wakefield MDC
	Cllr Tim Swift (Dep Chair)	-	Calderdale MBC
	Cllr David Green	-	City of Bradford MDC
	Peter McBride	-	Kirklees MC
	Cllr Judith Blake	-	Leeds City Council
	Cllr Keith Aspden	-	City of York Council
	Cllr Stephen Baines	-	Conservative Representative (Calderdale MBC)
	Cllr Simon Cooke	-	Conservative Representative (City of Bradford MDC)
<b>In attendance:</b>	Cllr Keith Wakefield	-	Chair of WYCA Transport Committee
	Ben Still	-	WYCA
	Nick Winney	-	WYCA
	Angela Shearon	-	WYCA

**76. Apologies for Absence**

Apologies for absence were received from Councillors Andrew Carter (Leeds City Council), David Sheard (Kirklees MC), Jeannette Sunderland (Bradford) and Roger Marsh (Leeds City Region LEP).

**77. Nick Winney**

It was reported that it would be the last meeting for Nick Winney, Director of Legal Services, who would be leaving WYCA on 15 April to take up a new position.

Members thanked Nick for all his hard work during his time with WYCA and wished him well for the future.

## **78. Declarations of Disclosable Pecuniary Interests**

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

## **79. Exclusion of the Press and Public**

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

## **80. Minutes of the Meeting held on 4 February 2016**

**Resolved:** That the minutes of the meeting of the WYCA held on 4 February 2016 be approved and signed by the Chair.

## **81. Implications of Government's 2016 Budget**

The Authority considered a report setting out the implications of the Government's 2016 budget and the principal implications related to Combined Authority powers focusing on business rates, flooding and transport.

### Business Rates

The Chancellor announced cuts for all business rate payers with most of the short-term benefit for small businesses and significant long-term benefits for large businesses. The government committed to compensating local authorities for the loss of income as a result of the cuts to business rates although there was no guarantee that the level of compensation would account for the full loss of business rate income and clarity would need to be sought on the detail.

### Flooding

The Government committed a further £130m to repairing roads and bridges damaged by Storms Desmond and Eva on top of the £49m previously announced which would benefit, for example, Linton Bridge in Leeds, Scout Road in Calderdale and the A646 near Mytholmroyd. In addition, a further £700m would be added to the Government's flood defence capital programme by 2020 with maintenance spending to be increased by £40m.

### Transport

The Chancellor committed support to the Northern Transport Strategy, developed by Transport for the North (TfN), including commitments to develop the following schemes using part of the £300m funding pot announced in November's Spending Review:-

- High Speed 3
- Upgrade of the M62 to a four-lane smart motorway
- Improvements to Leeds Station to capitalise on the benefits of HS2



Further announcements made included the bringing forward by 2 years of previously announced critical road projects, including Lofthouse junction and capacity enhancements to the M1 at junction 35a-39 (Rotherham to Wakefield); funding to improve local roads with £15m allocated from the Pothole Action Fund to repair around 277,000 potholes during 2016-17.

**Resolved –**

- (i) That the headline implications from the Government’s 2016 budget be noted.
- (ii) That a further report be brought to a future meeting of the Combined Authority once further details of the implications of the budget are known.

**82. Growth Deal Approvals**

The Authority considered a report seeking approval to the gateway stages for Growth Deal schemes outlined in the submitted report and providing an update on projects within the Skills Capital, Resource Efficiency, Housing and Regeneration and the West Yorkshire Plus Transport Fund programmes within the Growth Deal.

Skills Capital Programme 16/17 – Leeds College of Building

The report provided details of the project to enable the Leeds College of Building to consolidate its estate to operate from two sites in Leeds to provide world class education and training facilities for students and the construction industry to meet the growing needs and skills gaps in the industry.

Approval was sought from the Authority, subject to completion of the appropriate due diligence and legal documentation, for grant funding of £14m, of which £2.1m would be repaid upon completion of the project.

Resource Efficiency (Pillar 3)

The report provided details of the project, which had been considered by WYCA’s Investment Committee, to construct a new 6.4 kilometre District Heating Network (DHN) to connect the Recycling and Energy Recovery Facility in the Aire Valley to customers across the Leeds, the benefits of which would include tackling fuel poverty and a 40% reduction in carbon between 2005 and 2020.

The Authority were asked to consider the benefits of the project and an appropriate funding mechanism to support the £7m required by Leeds City Council to invest in the project, recognising the developing pipeline of other District Heat Networks.

Housing and Regeneration (Pillar 4) Programme, 2016/17 to 2020/21

It was reported that proposals for a 2016-17 Housing and Regeneration Programme had previously been considered by WYCA’s Investment Committee and that,

following the appraisal of the business cases for the proposed projects and the conclusion of the SEP refresh, a detailed programme would be submitted to the Investment Committee for further consideration and future recommendation to the Combined Authority.

#### York Central Access and Station Masterplan Gateway 1

Members were provided with details of the scheme which would deliver a highly sustainable new central business district providing modern commercial floor space currently lacking in the city centre enabling businesses to grow and encouraging companies to relocate to York and the Leeds City Region and will deliver significant new homes.

Approval was sought to expenditure of £2.1m to progress the scheme through Gateway 1 to the next stage.

#### M62 Junction 24a

Approval was sought to additional expenditure of £70,000 to undertake an extended feasibility study into the economic, social and wider impacts of the scheme.

#### South East Bradford Link Road

Approval was sought to expenditure of £91,000 to undertake pre-feasibility work to re-evaluate the economic benefits of the original scheme and other potential route options.

#### A629 Phase 2

Approval was sought to progress the A629 Phase 2 through Gateway 1 and for the release of the remaining funding of £1,616,000 to cover the costs of developing the scheme from Gateway 1 through to Gateway 2.

#### **Resolved:**

- (i) That, subject to completion of the appropriate due diligence and legal documentation, grant funding of £14m to support the proposal from the Leeds College of Building, of which £2.1m will be repaid upon completion of the project, be approved.
- (ii) That the benefits of the Leeds District Heat Network be recognised and that the final decision on an appropriate funding mechanism for the £7m sought be delegated to the WYCA Director of Programme Delivery, in consultation with the Chair of the Investment Committee.
- (iii) That progression of York Central Access and Station Masterplan through Gateway 1 and the release of £2.1m to cover the costs of developing the scheme from Gateway 1 through to Gateway 2 be approved.

- (iv) That expenditure of £70,000 to progress the feasibility work to progress the M62 Junction 24a project to Gateway 1 be approved.
- (v) That expenditure of £91,000 for pre-feasibility work on the South East Bradford Link Road be approved.
- (vi) That progression of the A629 Phase 2 through Gateway 1 and the release of the remaining funding of £1,616,000 to cover the costs of developing the scheme from Gateway 1 through to Gateway 2 be approved.

### **83. Refresh of the Leeds City Region Strategic Economic Plan**

The Authority considered a report seeking endorsement of the final draft of the refreshed Leeds City Region Strategic Economic Plan (SEP).

It was reported that the first SEP had been completed in March 2014 at the request of the Chancellor and was intended both as a statement of local economic ambition and policy and as a competitive bid document for a share of the government's £12bn Local Growth Fund. In September 2015, following recommendation by the LEP Board, the Combined Authority approved a review of the SEP two years on in order to re-assess the strategy in light of experience of project delivery to date and economic and political developments over that period. Work began in Autumn 2015 on reviewing the SEP which included:-

- an update and review of the economic evidence base underpinning the strategy;
- economic modelling both of the impact of LEP investments to date and of the expected economic impact of investments that it is recognised will happen over the next decade;
- extensive consultation with external stakeholders, business people, local authority partners and the public.

Members considered a first draft of the refreshed SEP at its February meeting, following which an amended version formed the basis of the consultation document. Changes suggested during the consultation exercise were incorporated into the latest version of the Plan, attached as Appendix B to the submitted report, which the Authority were asked to consider, together with the Executive Summary attached at Appendix A.

**Resolved** – That the draft Leeds City Region Strategic Economic Plan be endorsed as the overarching economic strategy of the Combined Authority.

### **84. Land and Assets Board Terms of Reference**

The Authority considered a report seeking endorsement of the Terms of Reference for the Leeds City Region (LCR) Land and Assets Board.

The Authority had considered a report at its meeting on 20 November regarding the establishment of a Leeds City Region Land and Assets Board with the Government's Homes and Communities Agency (HCA) to jointly consider and make recommendations on the use, re-use and disposal of public sector land and assets, including rationalisation of the public estate. The aim of the Board being to identify suitable public sector land for development, taking a strategic view on the use of surplus public sector land whilst seeking to maximise the delivery of the LCR Strategic Economic Plan objectives and targets; particularly housing and economic growth.

The first meeting of the Board, held in February, had considered Terms of Reference which were appended to the submitted report and recommended to the WYCA for consideration.

Members considered the Terms of Reference and discussed the membership and political composition of the Board. It was reported that in determining membership, consideration had been given to ensuring both politically balanced and geographical representation.

**Resolved –**

- (i) That the draft Terms of Reference for the Leeds City Region Land and Assets Board, as set out in Appendix 1 of the submitted report, be endorsed.
- (ii) That the LEP Board be requested to consider clearly defining the political composition of the Land and Assets Board within the terms of reference.

**85. Strategic Planning Update**

The Authority considered a report providing an update of progress in implementing the Leeds City Region (LCR) Planning Review recommendations agreed by the West Yorkshire Combined Authority and seeking endorsement of relevant documents recommended for approval by the LCR Planning Portfolio Board.

The Planning Review had been undertaken in order to explore and develop options on the potential roles of the WYCA and Leeds City Region LEP in adding value to the Duty to Cooperate, planning processes and strategic planning. At its meeting on 17 September 2015, WYCA had endorsed thirty six Planning Review recommendations, which had been made with a view to adding value to existing local priorities and policies, and had been developed and put forward for approval by the LCR Planning Portfolios Board.

Members considered the report which provided an update on progress in implementing the Planning Review recommendations six months on and set out a summary of progress within each of the following workstreams:

- WYCA/LEP Compliance with the Duty
- WYCA/LEP Involvement with Planning Applications
- WYCA/LEP Input into Local Plans

It was noted that significant progress had been made across all of the recommendations. Joint working on LCR housing and employment requirements together with Duty to Cooperate processes had proved to be robust after being tested at both the Leeds and Bradford Local Plan Inquiries.

Members were also asked to consider the LCR Planning Charter, the LCR Statement of Cooperation for Local Plans and the draft West Yorkshire Local Aggregates Assessment which had been recommended for approval by the LCR Planning Portfolios Board and were appended to the report.

**Resolved –**

- (i) That the progress made over the past 6 months in implementing the recommendations of the LCR Strategic Planning Review be noted.
- (ii) That the revised LCR Planning Charter, as detailed in Appendix 2 of the submitted report, be endorsed.
- (iii) That the revised LCR Statement of Co-operation for Local Plans, as detailed in Appendix 3 of the submitted report, be endorsed.
- (iv) That the draft West Yorkshire Local Aggregates Assessment, as detailed in paragraph 3.16 of the submitted report, be noted.

**86. WYCA Planning Consultations**

The Authority considered a report regarding two planning consultations as part of the West Yorkshire Combined Authority's role under the Duty to Co-operate.

In line with the recommendation of the LCR Planning Review, endorsed by WYCA in September 2015, the Authority had been consulted on the Kirklees Local Plan and on a major planning application in Calderdale. The report provided members with details on each of the planning applications.

Kirklees Draft Local Plan Consultation

It was reported that Kirklees Council had consulted WYCA in February 2016 on the Kirklees Local Plan and a response had been submitted within the required period to meet the Council's consultation deadline. A copy of the response submitted was attached at Appendix A to the report for information.

## Calderdale Planning Application Consultation (Cummings Turbo Technologies)

WYCA had been consulted on 10 March by Calderdale Council on a planning application by Cummings Turbo Technologies for a proposed new manufacturing facility at Ainley Top, Calderdale. Members were asked to consider the proposed WYCA response set out in Appendix 2.

### **Resolved –**

- (i) That the response to Kirklees Council on the Kirklees Local Plan consultation, as detailed in Appendix 1 of the submitted report, be supported.
- (ii) That the proposed response to Calderdale Council, as detailed in Appendix 2 of the submitted report, in relation to the Cummings Turbo Technologies manufacturing plant planning proposals be endorsed.

### **87. Transport Priorities and Transport for the North (TfN)**

The Committee considered a report summarising recent progress with Transport for the North and priorities in respect of the future role of Transport for the North as a Sub National Transport Body.

The report set out the key messages in the recently published Transport for the North (TfN) report.

It was noted that Lord Adonis, as Chair of the National Infrastructure Commission, had published a report on rail connectivity between major cities in the north, which recognised the need for immediate and significant investment in the North and a plan for longer-term transformation to reduce journey times, increase capacity and improve reliability. The report also recommended the kick-starting of HS3, bringing forward of investment to boost capacity on the M62 and recognised the benefits of upgrading the Calder Valley route. Members suggested that it would be beneficial to invite Lord Adonis to a future meeting of WYCA to pick up on some of the issues outlined in his report.

Members discussed the ambitions of the Leeds City Region in the context of its role in the Northern Powerhouse and supported the six key messages set out in the report which had been identified by WYCA's Transport Committee. Members agreed that it was of paramount importance to set out a consistent and clear narrative to influence the northern and national agenda and to have a clearly defined list of regional priorities which could be delivered through Transport for the North, namely:-

- A Northern Powerhouse rail network that radically improves journey times and frequencies without causing a detriment to the existing network;
- A full review of Strategic Highway Network priorities, recognising the importance of the M62 and M1 to the Leeds City Region;

- Improved surface access to Manchester and Leeds/Bradford Airports that offer businesses more international destinations;
- Significant improvements to road and rail to transform the distribution network;
- Smart ticketing and fare simplification with LCR leading the way;
- LCR schemes that have pan-northern benefits are prioritised and supported.

**Resolved:**

- (i) That the report be noted.
- (ii) That the key messages and priorities set out in the report be endorsed.
- (iii) That work should continue to identify the priorities of the Leeds City Region and to make the case for economic investment in the north.
- (iv) That Lord Adonis, Chair of the National Infrastructure Commission, be invited to a future meeting of the Authority.

**88. Minimum Standards Charter for Construction Industry Employees**

The Committee considered a report regarding the Minimum Standards Charter for employees in the construction industry.

It was reported that the constituent West Yorkshire authorities were signing up to a Minimum Standards Charter with a view to encouraging the adoption and adherence to a set of minimum standards of employment on construction projects procured by their authorities.

Members discussed the benefits of supporting the Charter and broadly supported the principles but felt that it would be useful to have more information on the implications for tendering and procurement and the effect on smaller contractors.

**Resolved:**

- (i) That the principles of the Minimum Standards Charter be supported, namely:
  - the Authority will adopt the minimum standards in all construction projects procured;
  - underlines that Health & Safety of workers is paramount, and that appropriate welfare facilities should be provided;
  - expects that skilled operatives are used in order to achieve the high standard finished product that is demanded;
  - expects major contractors to offer apprenticeships to the youth of the city region, and generally supports initiatives to improve the education/training of construction employers and employees;

- reiterates the belief that workers should be fairly rewarded, and should be entitled to holiday, sickness, pension, accident compensation and death in service rights; and
- promotes the vital role of trade unions, including inviting construction employers to agree to employ operatives under the terms and conditions of relevant national agreements.

(ii) That a further report be brought to a future meeting of the Authority.

## **89. Organisational Arrangements**

The Committee considered a report seeking approval to a number of organisational and control matters.

### Internal Audit Plan 2016/17

Members were asked to consider the Internal Audit Plan 2016/17 which had been endorsed by the Governance & Audit Committee and was attached to the report as Appendix A.

### Further Budget Approvals

Members were asked to consider approval of expenditure in relation to further funding secured since the budget was agreed in February, namely £6m for the Business Growth Programme, £15.7m for the Access to Capital Grants programme, £625k for the LEP Growth Service and £62k for the Better Homes project.

### Treasury Management

In order to manage the expected increase in cash balances upon receipt of Growth Deal funding, and recognising some stresses in the economic markets, changes were proposed to increase flexibility in managing cash by increasing the time limits for investment with local authorities to three years with up to £20 maturing in each of the next three years.

### European Investment Bank

Approval was sought for the Director of Resources to enter into an agreement with the European Investment Bank for a facility of £100m, providing a flexible alternative to the usual Public Works Loan Board borrowing, that would be required to fund the Transport Fund in future years.

### Monitoring Officer

The Authority is required by law to designate an officer as the statutory Monitoring Officer with the post of Assistant Director Legal currently fulfilling this obligation. Following the resignation of the Assistant Director Legal (re-named Head of Legal and Democratic Services), it is proposed that the Managing Director as Head of Paid



Service be the designated Monitoring Officer of the Authority from the date upon which the current Assistant Director Legal leaves that post until the date upon which the post is filled following recruitment.

### Committee Arrangements

Members were asked to consider the request made by the Overview and Scrutiny Committee for the Chair to be given permission to speak at meetings of the Combined Authority in order to share any views of the Committee.

#### **Resolved:**

- (i) That the internal audit plan for 2016/17 be approved.
- (ii) That further budget approvals be approved as follows:
  - a further £6m for the business growth programme in 2016/17;
  - £15.7m for the Access to Capital Grants programme;
  - a further £625k for the LEP Growth Service;
  - a further £62k for the Better Homes project.
- (iii) That the treasury management arrangements be amended, as set out in paragraph 2.7 of the submitted report, to enable longer term investments to be placed with local authorities.
- (iv) That the Director, Resources be authorised to enter into a facility with the European Investment Bank to the value of £100m which would enable WYCA to undertake disbursements over a five year term.
- (v) That the Managing Director as Head of Paid Service be the designated Monitoring Officer of the Authority from the date upon which the current Assistant Director Legal leaves that post until the date upon which the post is filled following recruitment.
- (vi) That upon commencement of employment, the new Head of Legal and Democratic Services become the designated Monitoring Officer of the Authority.
- (vii) That the Chair of the Overview and Scrutiny Committee be invited to attend future meetings of the Combined Authority to present the views and recommendations of the Committee.

**90. Feedback from Combined Authority Spokespersons Representing the WYCA on External Bodies**

Councillor Wakefield provided members with feedback from meetings of Transport for the North and the Rail North Partnership Board which he had attended on 25 February.

**Resolved:** Members noted the update provided by Councillor Keith Wakefield of the meetings of Transport for the North and the Rail North Partnership Board which he had attended on 25 February.

**91. Draft minutes of the meeting of the Governance & Audit Committee held on 9 February 2016**

**Resolved:** That the draft minutes of the meeting of the Governance & Audit Committee held on 9 February 2016 be noted.

**92. Draft minutes of the meeting of the Overview & Scrutiny Committee held on 16 February 2016**

**Resolved:** That the draft minutes of the Overview & Scrutiny Committee held on 16 February 2016 be noted.

**93. Draft minutes of the meeting of the Transport Committee held on 26 February 2016**

**Resolved:** That the draft minutes of the meeting of the Transport Committee held on 26 February 2016 be noted.

Originator: Angela Taylor,  
Director of Resources



## ITEM 7

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Committee Arrangements and Appointments

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### 1. Purpose

- 1.1 To appoint committees of the WYCA.
- 1.2 To appoint members to WYCA committees.
- 1.3 To appoint Chairs/Deputy Chairs of WYCA committees.
- 1.4 To grant voting rights to members of WYCA committees.
- 1.5 To confirm the continuing appointment of Independent Persons.

### 2. Information

- 2.1. In the context of on-going discussions about devolution, and the re-organisation of the WYCA's governance arrangements to promote a "one-organisation" approach, it is proposed that the existing committee arrangements be retained, albeit as an interim measure, and subject to some minor amendments.
- 2.2 The Local Democracy, Economic Development and Construction Act 2009<sup>1</sup>, (the LDEDC Act), now sets out a new specific statutory duty for a Combined Authority to appoint an overview and scrutiny committee and an audit committee, with specified functions. As a result, some minor amendments are required to the terms of reference of both committees.
- 2.3 Appendices to this report set out the proposed terms of reference for each committee, with proposed amendments summarised in the table below.

<sup>1</sup> As amended by the Cities and Local Government Devolution Act 2016

2.4 Table of proposed amendments to Terms of Reference:

Appendix	Committee	Proposal
1	Governance and Audit Committee	<p>Amend to reflect the statutory functions of an audit committee, as now required by Schedule 5A of the LDEDC Act – set out in paragraphs 1-4 of appendix 1.</p> <p>Amend to provide for the Committee to:</p> <ul style="list-style-type: none"> <li>• consider the findings of a review of the effectiveness of the system of internal control;</li> <li>• approve the annual governance statement consider and approve the statement of accounts;</li> <li>• consider external audit arrangements including considering any audit letter - set out in paragraphs 5-7 of appendix 1.</li> </ul> <p>(These functions could not previously be discharged by the committee as its membership included co-opted members – see further below.)</p> <p>Insert footnote to clarify that this is the statutory audit committee.</p> <p>Note: It is proposed that the Committee retain its existing functions in relation to standards.</p>
2	Leeds City Region Partnership Committee	No changes proposed.
3	Overview and Scrutiny Committee	Amend to reflect the revised statutory functions of an Overview and Scrutiny Committee, as required by Schedule 5A of the LDEDC Act.
4	Transport Committee	<p>For updating purposes:</p> <ul style="list-style-type: none"> <li>• delete existing footnote 19 (refers to New Generation Transport);</li> <li>• update footnote 6 to delete reference to Executive Director of Transport.</li> </ul>
5	West Yorkshire and York Investment Committee	Insert a reference to advising in relation to any function of the Authority relating to its role as accountable body for funding received for Leeds City Region (new paragraph 5 of appendix).

## Appointments

- 2.5 **Appendix 6** sets out appointments and/or co-options proposed to the Governance and Audit Committee, Overview and Scrutiny Committee, Transport Committee and the West Yorkshire and York Investment Committee.
- 2.6 The revised LDEDC Act now provides that the Secretary of State may by Order make additional provisions relating to an overview and scrutiny committee and/or an audit committee. Such Orders may include provision about the membership, voting rights and the Chair. It is understood that an Order may be laid this autumn, subject to parliamentary scheduling, so Members are asked to note that arrangements for either committee approved at this meeting may be subject to review, further to any Order.
- 2.7 To date, membership of the **Governance and Audit Committee** has comprised co-opted members. However, because the statutory basis of the committee has now changed, the power to co-opt to the committee can no longer be exercised. Therefore, pending any Order by the Secretary of State, membership of the committee must be restricted to WYCA Members only.
- 2.8 Pending any Order, the Membership provisions for the **Overview and Scrutiny Committee**, as set out in the WYCA Order, will continue to apply. The proposals for co-optees to the Overview and Scrutiny Committee reflect the nominations made by district councils.
- 2.9 The proposals for co-optees to the **Transport Committee** reflect nominations made by district councils.
- 2.10 Consistent with previous arrangements, it is proposed to co-opt onto the **West Yorkshire and York Investment Committee** the relevant portfolio holders, ex-officio, of the Constituent Councils and the City of York Council from time to time, as confirmed by the relevant Chief Executive. The current portfolio holders are identified on appendix 6 for information.
- 2.11 It is understood that the Transport Committee will re-appoint District Consultation Sub-Committees.
- 2.12 In relation to the **LCR Partnership Committee** it is proposed to appoint:
- each WYCA Member individually appointed by each Constituent Council,
  - the Non-Constituent Council WYCA Member, and
  - as co-optees, ex-officio, the Leaders of other LCR Councils from time to time.

It is proposed that that WYCA continue to appoint a substitute member for each of the co-opted members on the LCR Partnership Committee. It is proposed that the substitute for each co-opted member will be that Member nominated as substitute by the Monitoring Officer of the relevant authority to the Head of Legal and

Democratic Services. (WYCA Members on the committee have substitutes appointed under the terms of the WYCA Order).

### Voting Rights

- 2.13 It is proposed that voting rights for co-opted members remain unchanged from the last municipal year. That is, that any members from a Constituent Council or the Non-Constituent Council, (the City of York Council), appointed to any WYCA committee or sub-committee, including the Overview and Scrutiny Committee may vote, with the exception of the City of York Council member co-opted to the Transport Committee. It is proposed that this member is appointed as a non-voting member of the committee.

### Appointment of Independent Persons

- 2.14 The WYCA is required to have Independent Persons available to act in relation to complaints concerning allegations of a breach of the WYCA's Members' Code of Conduct. The WYCA at its annual meeting in 2015 approved the appointment of:

- Ian Brown
- Carolyn Lord

to be paid £800 annually, with a further £220.19 for each day or part of a day attending at a meeting of the relevant committee at which an allegation of misconduct is considered. Both have confirmed their continuing eligibility to be independent persons.

- 2.15 It is proposed that the terms of office of these Independent Persons continue to the WYCA's annual meeting in 2017.

## **3. Financial Implications**

- 3.1 The Members' Allowances Scheme provides for remuneration for co-opted members on some committees. Any change to the number of co-opted members may therefore impact on the overall budget for Members' allowances.

- 3.2 No changes to the remuneration for Independent Persons are proposed.

## **4. Legal Implications**

- 4.1 **Political balance requirements** under S15 Local Government and Housing Act 1989 apply to the appointment of WYCA Members to WYCA ordinary committees, unless those requirements are waived in accordance with S17 of the 1989 Act. The Governance and Audit Committee and the Overview and Scrutiny Committee are not ordinary committees for this purpose.

- 4.2 The Co-option of members onto WYCA committees does not need to be politically balanced under S15, but by convention, the WYCA has sought to reflect a balance in relation to the appointments.
- 4.3 The WYCA Order 2014 provides that members appointed from the City of York Council to the Overview and Scrutiny Committee, or to any other committee or sub-committee, shall be non-voting, but may be given voting rights by resolution of the WYCA. Co-opted members of advisory committees may vote.
- 4.4 Section 28 of the Localism Act 2011 requires the authority to appoint at least one independent person, and for the appointment to be approved by a majority of the members of the authority.

## 5. Staffing Implications

- 5.1 None.

## 6. Consultees

- 6.1 None.

## 7. Recommendations

- 7.1 That the WYCA appoint the following **committees** to discharge the functions set out in the terms of reference attached to this report:
- Governance and Audit Committee (Appendix 1)
  - LCR Partnership Committee (Appendix 2)
  - Overview and Scrutiny Committee (Appendix 3)
  - Transport Committee (Appendix 4)
  - West Yorkshire and York Investment Committee (Appendix 5)
- 7.2 That the WYCA resolves in accordance with S17 Local Government and Housing Act 1989 to appoint **WYCA members** to:
- the Governance and Audit Committee, the Transport Committee and the West Yorkshire and York Investment Committee, and
  - the LCR Partnership Committee as follows:
    - each of the 5 WYCA Members individually appointed by each Constituent Council, and
    - the Non-Constituent Council WYCA Member.
- 7.3 That the WYCA **co-opts** members to:
- the Overview and Scrutiny Committee and the Transport Committee as set out in the attached Appendix 6;

- the West Yorkshire and York Investment Committee as set out paragraph 2.10 above, and
- to the LCR Partnership Committee as set out in the paragraph 2.12 above.

- 7.4 That the WYCA appoints **Chair and Deputy Chairs** (where appropriate) of the committees.
- 7.5 That any Member of a Constituent Council co-opted to the Transport Committee, the West Yorkshire and York Investment Committee and the Overview and Scrutiny Committee shall be a voting member of that committee, (and of any sub-committee to which they may be appointed by that committee).
- 7.6 That all co-opted members of the LCR Partnership Committee shall be voting members of that committee, and that substitute arrangements for those members will continue as for 2015/16.
- 7.7 That the WYCA resolves, in accordance with the WYCA Order 2014, that any member from the City of York Council co-opted to the Overview and Scrutiny Committee shall be a voting member of that committee, (and of any sub-committee to which they may be appointed by that committee).
- 7.8 That the City of York Council member appointed to the Transport Committee shall be a non-voting member of that committee.
- 7.9 That the following will continue as Independent Persons, on the existing terms for remuneration, until the WYCA's annual meeting in 2017:
- Ian Brown
  - Carolyn Lord

## **8. Background Documents**

- 8.1. None.



## Terms of Reference

### Governance and Audit Committee<sup>1</sup>

The Governance and Audit Committee is authorised:

1. To review and scrutinise the Authority's financial affairs.
2. To review and assess the Authority's risk management, internal control and corporate governance arrangements.
3. To review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the Authority's functions.
4. To make reports and recommendations to the Authority in relation to reviews conducted under paragraphs 1, 2 and 3 above.
5. To consider the findings of a review of the effectiveness of the system of internal control and approve the annual governance statement<sup>2</sup>.
6. To consider and approve the statement of accounts.
7. To consider external audit arrangements and reports, and consider any audit letter from the local auditor following an audit.
8. To promote and maintain high standards of conduct by Members and co-opted Members of the Authority.<sup>3</sup>
9. To advise the Authority in relation to:
  - adopting, revising or replacing its Members' Code of Conduct<sup>4</sup>;
  - appointing at least one independent person<sup>5</sup>;
  - arrangements for investigating and making decisions about allegations of failing to comply with the Members' Code of Conduct.
10. To consider and determine any allegation of failing to comply with the Members' Code of Conduct<sup>6</sup>.

<sup>1</sup> Appointed in accordance with Schedule 5A paragraph 4 of the Local Democracy, Economic Development and Construction Act 2009.

<sup>2</sup> Regulation 6 of the Accounts and Audit Regulations 2015.

<sup>3</sup> This function does not extend to adopting, revising or replacing the Members' Code of Conduct.

<sup>4</sup> The Code applies to members and voting co-opted members of the Authority, and includes provision about registering and disclosing interests.

<sup>5</sup> In accordance with Section 28(7) Localism Act 2011.

11. To advise the Authority in relation to the LCR assurance framework.
12. To consider and determine any matter within the delegated authority of a Director<sup>7</sup>, which is referred to the Committee by that Director.

<sup>6</sup> In accordance with arrangements made by the Authority.

<sup>7</sup> A Director, in this context, is any officer to whom functions are directly delegated by the Authority, under the Officer Delegation Scheme.

### Terms of Reference

#### Leeds City Region<sup>1</sup> Partnership Committee

The Leeds City Region Partnership Committee is authorised:

1. To act as a consultative forum in relation to any matter referred to it by the Authority<sup>2</sup>; and
2. To advise the Authority in relation to:
  - any function of the Authority relating to its role as accountable body for funding received for the Leeds City Region;
  - the Authority's duty to co-operate in relation to the planning of sustainable development; and
  - appointments to the Leeds City Region Enterprise Partnership (the LCR LEP)<sup>3</sup>.

<sup>1</sup> The Leeds City Region consists of the areas of those local authorities in the LCR LEP.

<sup>2</sup> This may include a matter raised (through the Chair of this committee) by any LCR authority, the LCR LEP Board or Leeds City Region RIF (GP) Limited.

<sup>3</sup> Including any of the LCR LEP's supporting Boards and Panels.



### Terms of Reference

#### Overview and Scrutiny Committee

The Overview and Scrutiny Committee is authorised:

1. To review or scrutinise decisions made, or other action taken, in connection with any function of the Authority.<sup>1</sup>
2. To make reports or recommendations to the Authority, with respect to any function of the Authority.
3. To make reports or recommendations to the Authority on matters that affect the Authority's area or the inhabitants of the area.
4. To receive and monitor responses to any reports or recommendations made.

<sup>1</sup> In relation to a decision made but not implemented, this includes:

- the power to direct that a decision is not to be implemented while it is under review or scrutiny by the Overview and Scrutiny Committee, and
- the power to recommend that the decision be reconsidered in accordance with the Scrutiny Standing Orders.



### Terms of Reference Transport Committee

In accordance with the policies and strategies set by the Authority, the Transport Committee is authorised:

1. To monitor and manage the delivery of the Single Transport Plan<sup>1</sup> across the combined area.
2. To determine which public passenger transport services the Authority should secure to meet public transport requirements which would not otherwise be met.<sup>2</sup>
3. To formulate general policies about promoting:
  - (a) the availability and operation of public passenger transport services to meet the public passenger transport requirements the Authority consider appropriate to be met; or
  - (b) the convenience of the public in using all such available services.
4. To approve<sup>3</sup>:
  - (a) agreements in connection with rail network, station or light maintenance depots;
  - (b) arrangements for services with any person providing passenger transport services by air;
  - (c) agreements with the owner of any locomotive or other rolling stock;
  - (d) arrangements to transfer any part of an undertaking or property of the Authority;
  - (e) acquiring land<sup>4</sup>, developing land<sup>5</sup> and, disposing of any property or, save to the extent delegated to the Managing Director, any interest in land<sup>6</sup>, and;

<sup>1</sup> This is the Authority's Local Transport Plan

<sup>2</sup> In accordance with S9A Transport Act 1968.

<sup>3</sup> In accordance with S10 Transport Act 1968.

<sup>4</sup> under S10(1)(xx)(b) Transport Act 1968.

<sup>5</sup> under S10(1)(xxii) Transport Act 1968.

<sup>6</sup> under S10(1)(xxiii) Transport Act 1968.

- (f) submitting a request to the Minister to authorise the compulsory purchase of land.
5. To approve<sup>7</sup>:
    - a) changes in the general level of charges for transport services or facilities provided by the Authority<sup>8</sup>; and
    - b) reductions in or waiving of such charges.<sup>9</sup>
  6. To make grants for transport facilities and services.<sup>10</sup>
  7. To make payments towards capital expenditure on public transport facilities.<sup>11</sup>
  8. To establish or vary a local travel concession scheme and adopt arrangements for the operation, scope and application of such a scheme.<sup>12</sup>
  9. To make, vary, revoke or postpone a quality partnership scheme.<sup>13</sup>
  10. To make, continue, revoke or vary a quality contracts scheme.<sup>14</sup>
  11. To make, vary or revoke a ticketing scheme.<sup>15</sup>
  12. To consult on, and determine the availability of, local bus information and ascertain if it is being made available.<sup>16</sup>
  13. To enter into a voluntary partnership agreement relating to buses.<sup>17</sup>
  14. To direct the Managing Director to invite tenders for specified activities or descriptions of activities of the Authority.<sup>18</sup>
  15. To consider and determine any matter within the delegated authority of the Managing Director, which is referred to the Committee by the Managing Director.

<sup>7</sup> S15(2)a Transport Act 1968.

<sup>8</sup> In accordance with S6 Transport Act 1983.

<sup>9</sup> S15 Transport Act 1968, subject to S104(2) Transport Act 1985.

<sup>10</sup> S106 Transport Act 1985.

<sup>11</sup> S56 Transport Act 1968.

<sup>12</sup> Transport Act 1985.

<sup>13</sup> or postpone facilities or standards of service under a scheme.

<sup>14</sup> Part II Transport Act 2000.

<sup>15</sup> Part II Transport Act 2000.

<sup>16</sup> S139 Transport Act 2000.

<sup>17</sup> S153(2) Transport Act 2000.

<sup>18</sup> In accordance with S8 Transport Act 1983.



16. To exercise the power to promote wellbeing<sup>19</sup> by making grants of up to £250,000.
17. To determine any action to take in the exercise of general powers related to transport functions.<sup>20</sup>
18. To respond to reports and recommendations from an overview and scrutiny committee.<sup>21</sup>
19. To advise the Authority in relation to any of its transport or transport-related functions.
20. To liaise with the West Yorkshire and York Investment Committee to promote the strategic alignment of regional transport funding investment.<sup>22</sup>

<sup>19</sup> S99 Local Transport Act 2008.

<sup>20</sup> S102B Local Transport Act 2008.

<sup>21</sup> Of the Authority or any Constituent Council.

<sup>22</sup> This may be through holding joint meetings with the West Yorkshire and York Investment Committee.



### Terms of Reference

#### West Yorkshire and York Investment Committee<sup>1</sup>

In relation to any function of the Authority relating to:

- economic development and
- economic and transport led regeneration

the West Yorkshire and York Investment Committee is authorised:

1. To advise the Authority about:
  - a. any proposed funding submissions by the Authority;
  - b. local financial strategies, and
  - c. project management and delivery arrangements.
2. To advise the Authority on the adoption, application and review of a Single Assessment Framework (SAF) for schemes seeking funding from the Authority or the LEP.<sup>2</sup>
3. To review the impact of programmes funded by the Authority or the LEP and make recommendations to the Authority as appropriate.
4. To liaise with the Transport Committee to promote the strategic alignment of regional transport funding investment.<sup>3</sup>
5. To advise the Authority in relation to any function of the Authority relating to its role as accountable body for funding received for the Leeds City Region.
6. To consider and advise the Authority about any other key issue affecting the discharge of these functions.

<sup>1</sup> This is an advisory committee appointed under S102(4) Local Government Act 1972.

<sup>2</sup> Including gateway criteria for entry of schemes into the SAF.

<sup>3</sup> This may be through holding joint meetings with the Transport Committee.



## WEST YORKSHIRE COMBINED AUTHORITY COMMITTEE MEMBERSHIP 2016 – 2017

	WYCA Members	Bradford Co-optees	Calderdale Co-optees	Kirklees Co-optees	Leeds Co-optees	Wakefield Co-optees	York Co-optees
<b>Transport Committee</b> <i>Chair: Keith Wakefield</i> <i>Dep Chair: Eric Firth</i>  <i>Member appointed to better reflect political balance across West Yorkshire</i>	To be confirmed	Abid Hussain (L) Hassan Khan (L) Rebecca Poulsen (C) Taj Salam (L)	Peter Caffrey (C) Daniel Sutherland (L)	Martyn Bolt (C) Eric Firth (L) Mohan Sokhal (L)  Andrew Pinnock (LD)	Neil Buckley (C) Michael Lyons (L) Christine Towler (L) Keith Wakefield (L)	Glyn Lloyd (L) Kevin Swift (L)	Ian Gillies (C) (non-voting)
<b>West Yorkshire &amp; York Investment Committee</b> <i>Chair:</i> <i>Dep Chair:</i>	To be confirmed	Relevant Portfolio-holder: Alex Ross-Shaw (L)	Relevant Portfolio-holder: Barry Collins (L)	To be confirmed	Relevant Portfolio – holder: Richard Lewis (L)	Relevant Portfolio-holder: Denise Jeffery (L)	Relevant Portfolio-holder: Ian Gillies (C)
<b>Governance and Audit</b> <i>Chair:</i>	Membership to be confirmed.	N/A	N/A	N/A	N/A	N/A	N/A
<b>Overview and Scrutiny</b> <i>Chair:</i>	N/A	Mohammed Amran (L) Michael Ellis (C) Fozia Shaheen (L)	Stephen Baines (C) James Baker (LD) Dot Foster (L)	Andrew Cooper (G) Paul Kane (L) Robert Light (C)	Kim Groves (L) Peter Harrand (C) Jonathan Pryor (L)	Margaret Isherwood (L) Albert Manifold (L) Elizabeth Rhodes (L)	Barbara Boyce (L) Ian Cuthbertson (LD) Helen Douglas (C)



Originator: Angela Taylor,  
Director of Resources



## ITEM 8

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** WYCA Representation on Outside Bodies

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### 1. Purpose

1.1. To consider WYCA representation on outside bodies.

### 2. Information

The Authority are represented on a number of outside bodies as detailed in Appendix 1 attached and are asked to consider appointments to these bodies for the municipal year 2016/17.

### 3. Financial Implications

3.1. None arising.

### 4. Legal Implications

4.1. None arising.

### 5. Staffing Implications

5.1. None arising.

### 6. Recommendations

6.1. That appointment be made to the outside bodies for the municipal year 2016/17 as detailed in Appendix 1.





## APPENDIX 1

### WYCA Representation on Outside Bodies & LEP Panels

<b>Outside Body</b>	<b>2016/17</b>
Transport for the North Partnership Board <b>Substitute LEP</b>	Judith Blake Keith Wakefield Roger Marsh
Rail North Ltd <b>Director Substitute</b>	Judith Blake Keith Wakefield
The Association of Rail North Partner Authorities Leaders' Committee <b>Substitute</b>	Judith Blake Keith Wakefield
East Coast Main Line Authorities	Deputy Chair of Transport Committee
HS2 Regional Programme Board	Keith Wakefield
Calder Valley Line Working Group	Keith Wakefield
City Regions Transport Special Interest Group	Chair of Transport Committee
	Deputy Chair of Transport Committee
	Leader of Opposition - Transport Committee
Northern Powerhouse Investment Fund – Strategic Oversight Board	Roger Marsh
European Structural & Investment Fund (ESIF) - Local Sub Committee <b>Chair</b>	Roger Marsh
LEP – Business, Innovation and Growth Panel	Tim Swift
LEP – Investment Panel <b>Chair</b>	Judith Blake
LEP – LCR Strategic Land & Assets Board <b>Chair</b>	TBC



Originator: Angela Taylor,  
Director of Resources



## ITEM 9

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Officer Delegation Scheme

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### 1. Purpose

1.1 To approve amendments to the Officer Delegation Scheme.

### 2. Information

2.1 The WYCA amended the WYCA Officer Delegation Scheme on 4 February 2016 to reflect changes in the staffing structure, including the appointment to the post of WYCA Managing Director.

2.2 At that date, the WYCA Managing Director was given authority to discharge all functions of the WYCA, save for those expressly reserved to the WYCA, or delegated to any WYCA committee or delegated to another officer under the Officer Delegation Scheme.

2.3 Those functions which are expressly reserved to the WYCA are set out in Table A of the Officer Delegation Scheme. The only other officers to whom functions are delegated under the Scheme are the Director of Resources, and the Secretary and Solicitor, the post title for which has now been changed to Head of Legal and Democratic Services.

2.4 At its meeting on 31 March 2016, the WYCA designated the Managing Director as Monitoring Officer of the Authority, in view of an impending vacancy in that post. The Managing Director was designated Monitoring Officer until the new Head of Legal and Democratic Services comes into post. The new Head of Legal and Democratic Services starts on 4 July 2016.

2.5 It is now proposed that the Officer Delegation Scheme is amended as follows:-

<b>Introduction</b>	Minor amendments for clarification.
<b>Table A</b>	<p>Minor amendments for clarification and updating purposes, further to legislative changes.</p> <p>Delete reference to considering the audit letter and the findings of a review of the system of internal control, approving the annual governance statement and approving the statement of accounts, (proposed to be within the terms of reference of the Governance and Audit Committee).</p>
<b>The Managing Director</b>	<p>Amend to reflect that this post currently is designated as Monitoring Officer, and that relevant functions are therefore this post’s responsibility.</p> <p>Minor amendments for clarification.</p> <p>Amend to reflect that the Managing Director’s delegation in relation to economic development loans may only be exercised in specified circumstances – see further paragraphs 2.6 – 2.11 below.</p> <p>Amend to clarify the delegation to the Managing Director in relation to disposals of land.</p>
<b>Director of Resources</b>	Insert to provide authority to settle claims up to a £100,000, (to facilitate timely settlements), subject to consultation with the Chair of the WYCA in relation to any settlement over £50,000.
<b>Head of Legal and Democratic Services</b>	<p>Amendment to reflect change of post title from Secretary and Solicitor.</p> <p>Amend to reflect that until this post is no longer vacant, the Managing Director is designated as Monitoring Officer.</p> <p>Amend authority to settle claims for clarification and consistency with current Contracts Standing Orders, and to allow this postholder to settle claims up to £75,000, (to facilitate timely settlements), subject to consultation with the Chair of the WYCA in relation to any settlement over £50,000.</p> <p>Update by deleting delegation in relation to New Generation Transport scheme.</p>

- 2.6 At its meeting on 7 June 2016, the Investment Committee made recommendations to the WYCA in relation to the governance arrangements for approving economic development loans.
- 2.7 To ensure ownership, transparency and clear oversight of the process, the Investment Committee recommended that WYCA approves the economic development loans in principle (i.e. approving projects and loan amounts), in some cases following consideration of recommendations made by the LEP Investment Panel and in all cases by the Investment Committee. It also recommended that further to the WYCA approving loans in principle, the WYCA Managing Director under delegated authority finalises and approves the loans, taking into account any recommendations by the LEP Investment Panel on due diligence and final terms.
- 2.8 In accordance with the approach previously adopted by the LCR Leaders' Board, the WYCA's Managing Director proposes that if approval on such applications cannot be sought from WYCA in a timely way, due to decisions being required in between scheduled meetings, the recommendations of the Investment Committee will be circulated by email to WYCA Members. In the absence of any objections or issues being raised by any WYCA Member within a specified timeframe of 5 working days, the Managing Director could determine the application under delegated authority.
- 2.9 However, should any objection or issue be raised in relation to an application, the Managing Director will refer the loan back to the WYCA for further consideration.
- 2.10 In relation to any loan application from the wider Leeds City Region area, it is proposed the LCR Partnership Committee should also be consulted. If recommendations cannot be sought from the LCR Partnership Committee in a timely way, it is proposed that the Managing Director consult individual members of the LCR Partnership Committee by email, with any resulting views and any recommendations being referred to WYCA.
- 2.11 To give effect to these recommendations, amendments are set out in the revised Officer Delegation Scheme attached to this report as an **Appendix**. Decisions on loans made under delegated authority, will be reported to subsequent WYCA meetings.

### **3. Financial Implications**

- 3.1 There are no direct financial implications arising from this report. Changes in relation to financial delegations are set out in the main body of the report.

### **4. Legal Implications**

- 4.1 Changes to the Officer Delegation Scheme must be approved by the WYCA.

### **5. Staffing Implications**

- 5.1 The Officer Delegation Scheme provides that any officer may sub-delegate their functions to another officer of suitable experience and seniority.

**6. Consultees**

6.1 None.

**7. Recommendations**

7.1 That the arrangements set out above for approving economic development loans, including the delegation to be exercised by the Managing Director, are endorsed.

7.2 That the Officer Delegation Scheme amended as shown in the attached Appendix to this report, be approved.

7.3 That the Officer Delegation Scheme be further revised to reflect the re-designation of the post of Head of Legal and Democratic Services as Monitoring Officer when that post is no longer vacant (from 4 July).

**8. Background Documents**

8.1 None.

## West Yorkshire Combined Authority

### Officer Delegation Scheme

#### Introduction

##### General roles and responsibilities of Members and Officers

The Authority has approved policies which determine the framework in which operational decisions are made. The policies are supported by the Local Transport Plan, and strategies covering bus, rail and passenger information.

Key overarching decisions are made by Members (such as approving the budget, the capital programme and agreeing individual capital projects).

Officers implement decisions made by the Authority (or its committees). They also take measures to carry out these policies and decide day-to-day operational matters, within the framework of these decisions.

In doing so, officers are subject to other control measures. These include:-

- standing orders and financial regulations (incorporating procurement regulations and contract awards);
- Officers' Code of Conduct, a gifts and hospitality policy and a register of Directors' interests;
- organisational values;
- anti-fraud and anti-corruption policy; and
- internal audit and risk management arrangements.

##### Delegations by the Authority and Committees

The Authority may lawfully delegate functions to the Authority's committees or officers.

**Table A** in this scheme sets out:

- functions which the Authority cannot lawfully delegate, together with
- functions which the Authority has decided not to delegate.

This Officer Delegation Scheme sets out functions delegated to officers by the Authority. The Authority may also make other delegations to officers in relation to any specific matter.

The Financial Regulations, Contracts Standing Orders and other Standing Orders of the Authority also contain delegations to officers; under these, certain decisions may only be made by, or must be approved by, specified officers.

Where the Authority have appointed a committee to discharge its functions, that committee can also delegate its functions to an officer<sup>1</sup>.

The Authority (or a committee) may continue to exercise any function which it has delegated to an officer.

### **Sub-delegations**

Unless required by law, or expressly indicated in the scheme, an officer is not required to discharge their delegated authority personally. An officer may arrange for another officer of suitable experience and seniority to exercise their delegated authority on their behalf. However, the officer with authority delegated to them by the Authority under this scheme will remain responsible for any decision taken.

### **Referral of matters to the Authority or relevant committee**

An officer may decide not to exercise their delegated authority in relation to any matter. If so, the officer shall refer the matter to the Authority or a relevant committee.<sup>2</sup>

When exercising their delegated authority, an officer must:

- ensure that decision conforms with and furthers policies approved by the Authority; and
- follow approved practices and procedures of the Authority, relevant Government Guidance and industry/professional best practice.

### **Recording Officer Decisions<sup>3</sup>**

An Officer is required to make a **written record** of their decision if the decision has been delegated:

- under a specific express authorisation, or
- under the Officer Delegation Scheme where the effect of the decision is to:
  - a) grant a **permission** or **licence**;
  - b) affect the **rights of an individual**; or
  - c) award a **contract** or **incur expenditure** which, in either case, **materially affects the Authority's financial position**.

<sup>1</sup> A committee's power to delegate may, however, be limited by the Authority, or in some circumstances by the law.

<sup>2</sup> For determination or consultation.

<sup>3</sup> See further Access to Information Annex to the Procedure Rules.



For the purposes of c) above, any award of a contract over the value of £500,000 or expenditure incurred over £500,000 will be deemed to materially affect the Authority's financial position.

An Officer may also record and publish any other decision if they consider this to be in the public interest.

The written record of the decision should be made on the **template form** attached as an Annex to this Officer Delegation Scheme.

## **Officer Delegation Scheme: delegations**

Any reference to a **Director** within this Officer Delegation Scheme should be construed as a reference to any officer to whom functions are directly delegated by the Authority under the scheme, except where the context requires otherwise.

Any reference to a function within this Officer Delegation Scheme should be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the specified function.

Under this Officer Delegation Scheme, the Head of Paid Service may direct a Director not to exercise their delegated authority in respect of a particular matter and instead refer the matter to the relevant committee or the Authority.

### **General Delegations**

Each Director is authorised to carry into effect without reference to the Authority or to any of its committees, matters of day-to-day management and administration in relation to functions within their remit. This includes the following:

#### **Expenditure**

1. To incur expenditure within the revenue budget in accordance with the Financial Regulations and Contracts Standing Orders.
2. To incur expenditure on capital schemes, in accordance with the Capital Programme and Financial Regulations.

#### **Human Resources**

3. To appoint staff within the approved structure in accordance with the Authority's Recruitment and Selection Procedure.
4. To appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.

5. With the exception of:-

- granting voluntary redundancy requests;
- releasing preserved pension benefits on ill health grounds; and
- payments to officers for loss or damage to property arising out of their employment with the Authority.

to deal with employment issues arising in respect of individual officers, in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

### **Proper Officer functions**

6. Each Director is appointed the Proper Officer for any function within their remit.

### **Miscellaneous**

7. To carry out functions relating to health and safety.

8. To implement and ensure compliance with requirements relating to:-

- a) data protection;
- b) human rights;
- c) surveillance activities;
- d) freedom of information; and
- e) equality and diversity.

**Table A:**

**Functions reserved to the West Yorkshire Combined Authority<sup>4</sup>**

<b>Functions</b>	<b>Relevant legislation</b>
To approve, amend, withdraw and revoke the major economic and transport investment policies and strategies for the Authority from time to time including the Strategic Economic Plan, the Single Local Growth Fund, the West Yorkshire and York Transport Fund, and any European funding strategies.	
To prepare, review, alter or replace a Single Transport Plan <sup>5</sup>	S108 Transport Act 2000
To appoint the <b>Local Enterprise Partnership Member</b> and substitute member to the Authority.  To grant any <b>voting rights</b> to the Local Enterprise Partnership and non-constituent Council member.	West Yorkshire Combined Authority Order 2014 (the 2014 Order)  S85(5) Local Transport Act 1985 and Schedule 1 paragraph 4(5) of the 2014 Order
To appoint a <b>Chair and Vice Chair</b> for the Authority.	The 2014 Order 2014
To make arrangements for the discharge of functions by a <b>committee or officer</b> and to appoint committees.	S101 and S102 Local Government Act 1972
To appoint one or more <b>overview and scrutiny committees</b> , and give any <b>voting rights</b> to any member of any such committee appointed by the non-constituent Council.	The 2014 Order
To approve, amend, withdraw or revoke any plan or strategy for the control of the Authority's <b>borrowing, investments or capital expenditure</b> .	Part 1 Local Government Act 2003
To approve the Authority's <b>budget</b> .	
To set a <b>levy</b> .	Local Government Finance Act 1988; Transport Levying Bodies Regulations 1992

<sup>4</sup> These comprise:

- functions which the Authority cannot lawfully delegate, or
- functions which are reserved to the Authority for the purposes of this Scheme, but which the Authority may specifically delegate outwith this Scheme.

<sup>5</sup> This is the Authority's Local Transport Plan.

To approve, amend, withdraw or revoke <b>Standing orders</b> <sup>6</sup>	The 2014 Order, Schedule 1
To <b>consent to orders</b> relating to the <b>governance and functions of the Authority</b> .	S103 – 113D Local Democracy, Economic Development and Construction Act 2009
To <b>consent to regulations</b> to establish a <b>sub-national transport body</b> .	S102F Local Transport Act 2008
To <b>consent to regulations to levy</b> in relation to expenses reasonably attributable to the exercise of functions other than transport functions.	S74(11) Local Finance Act 1988
To <b>consent to regulations to borrow</b> .	S23 Local Government Act 2003(6)
To make, amend revoke or re-enact <b>byelaws</b> .	S83 West Yorkshire Act 1980
To promote or oppose any <b>Bill</b> in Parliament.	S239 Local Government Act 1972 and s10 Transport Act 1968
To make, amend, revoke or replace a <b>Members' Allowances Scheme</b> .	The 2014 Order
To authorise a person to exercise a function pursuant to an Order, or to revoke any such authorisation.	S70 Deregulation and Contracting Out Act 1974
To appoint <b>Proper Officers</b> .	S270(3) Local Government Act 1972 (see further Officer Delegation Scheme)
To designate a <b>Head of Paid Service</b> , and to consider any report of the Head of Paid Service under S4 Local Government and Housing Act 1989.	S4 Local Government and Housing Act 1989
To designate a <b>Monitoring Officer</b> , and to consider any report of the Monitoring Officer under S5(2) Local Government and Housing Act 1989.	S5 Local Government and Housing Act 1989
To appoint a <b>Chief Finance Officer</b> , and to consider any report of the Chief Finance Officer under S114 Local Government Finance Act 1988.	S73 Local Government Act 1985 S114 Local Government Finance Act 1988
To <b>appoint, discipline and dismiss</b> Directors.	S112 Local Government Act 1972
To <b>appoint to outside bodies</b> .	
To adopt, revise or replace a Members' <b>Code of Conduct</b> .	S28 Localism Act 2011

<sup>6</sup> Except in so far as this function is specifically delegated under the Officer Delegation Scheme.

To appoint at least one <b>independent person</b> .	S28(7) Localism Act 2011
To make <b>arrangements</b> for investigating and making decisions about <b>allegations of failing to comply with the Members' Code of Conduct</b> .	S28(6) Localism Act 2011
To adopt, revise or replace the <b>LCR</b> assurance framework <sup>7</sup> .	
The publication of an <b>annual report</b> on the exercise and performance of <b>transport functions</b> .	S16 Transport Act 1968
Functions relating to <b>road user charging schemes</b> .	Part III Transport Act
Approval of <b>joint quality partnership arrangements</b> .	S114 Transport Act 2000
To approve <b>joint quality contracts arrangements</b> .	S124 Transport Act 2000
To approve <b>joint ticketing arrangements</b> .	S135 Transport Act 2000
To discharge any other function which, by virtue of any enactment, may be discharged only by the Authority, including the approval any other plan or strategy which must by law be adopted or approved by resolution of the Authority.	

<sup>7</sup> Except in so far as specifically delegated to a Director.

## Managing Director

The Managing Director is authorised:-

1. To exercise the statutory functions of the Head of Paid Service.
2. To exercise the statutory functions of the Monitoring Officer<sup>8</sup>.
3. To carry out the following functions with the exception of any matter which the Chair of the Authority has directed should be referred to the Authority for determination:-
  - a) to approve<sup>9</sup>:-
    - the manner in which the discharge by the Authority of their different functions is coordinated;
    - the number and grades of staff required by the Authority for the discharge of their functions;
    - the organization of the Authority's staff; and
    - the appointment and proper management of the Authority's staff<sup>10</sup>.
  - b) to exercise any function of the Authority which is not expressly:-
    - reserved to the Authority<sup>11</sup>,
    - within the terms of reference of any committee of the Authority; or
    - otherwise delegated to the Director of Resources and to the Head of Legal and Democratic Services under this Scheme.

<sup>8</sup> Designated under S5 Local Government and Housing Act 1989. For the purposes of this Scheme this include the following functions:

- To establish, maintain and publish the register of Members' interests.
- Following consultation with the Chair of the Governance and Audit Committee, to consider and determine written requests for dispensations.
- To administer the appointment and remuneration of Independent Persons.
- To maintain and keep the register of Officers' declarations of interests.

<sup>9</sup> The Head of Paid Service is under a duty to prepare a report to the Authority setting out his proposals in relation to any of the matters specified in a) where he considers this appropriate (S4(2) Local Government and Housing Act 1989).

<sup>10</sup> Except so far as this has been otherwise reserved to the Authority, or otherwise delegated to a committee or officer.

<sup>11</sup> These functions are set out in Table A to the Officer Delegation Scheme.

provided always that in relation to economic development loans, this delegated authority is subject to the conditions set out below.<sup>12</sup>

c) to dispose of leasehold interests in land.<sup>13</sup>

<sup>12</sup> The Managing Director may approve any economic development loan only

- i. after its approval in principle by the WYCA, (or where approval cannot be sought from the WYCA in a timely way, after consultation with each WYCA Member and in the absence of any objection or issue raised by a WYCA Member) and
- ii. taking into account any recommendations of the LEP Investment Panel in relation to due diligence and final terms.

<sup>13</sup> Under S10(1)(xxiii) Transport Act 1968, provided that the disposal is on normal commercial terms to tenants occupying properties owned by the Authority for uses appropriate to the business of the Authority or of benefit to the travelling public. This authority does not extend to the approval of leases to be granted on terms equivalent to a capital disposal or in circumstances where to do so could impede strategic redevelopment by the Authority.

## Director of Resources

The Director of Resources is authorised:-

1. To exercise the statutory functions of the Chief Finance Officer.<sup>14</sup>
2. With the exception of any matter which is:-
  - reserved to the Authority<sup>15</sup> or
  - which the Head of Paid Service has directed the Director of Resources to refer to the Authority or the Governance and Audit Committee for determination,

to carry out functions in relation to:-

- a) making arrangements for the proper administration of the Authority's financial affairs<sup>16</sup>;
- b) human resources<sup>17</sup> ;
- c) information and communications technology;
- d) procurement and purchasing;
- e) corporate planning and policy development;
- f) corporate performance management;
- g) corporate service improvement and transformation;
- h) knowledge and information management;
- i) risk management and business continuity; and
- j) office accommodation and facilities management.

<sup>14</sup> Appointed under S73 Local Government Act 1985.

<sup>15</sup> These functions are set out in Table A to the Officer Delegation Scheme.

<sup>16</sup> This includes authority to approve Financial Regulations and Contracts Standing Orders.

<sup>17</sup> Including granting voluntary redundancy requests, and releasing preserved pension benefits on ill health grounds and payments up to £250 to officers for loss or damage to property arising out of their employment with the Authority, but excepting those functions which are otherwise specifically delegated to the Head of Paid Service.



4. To negotiate and to settle claims for or against the Authority whether or not legal proceedings have begun subject to:

- the value of the settlement not exceeding £100,000; and
- professional advice being obtained, where appropriate, that the settlement represents good value for money, and
- consultation with the Chair of the WYCA in relation to any settlement over £50,000.

## Head of Legal and Democratic Services

1. With the exception of any matter:-

- reserved to the Authority<sup>18</sup> or
- which the Head of Paid Service has directed the Head of Legal and Democratic Services to refer to the Authority or the Governance and Audit Committee for determination, to carry out the following functions:

### a) Legal proceedings and settlements

- To take any legal action to implement a decision of the Authority.
- To institute, defend or participate in any proceedings or disputes where such action is necessary to give effect to a decision of the Authority or to protect the interests of the Authority, and to take all necessary steps in relation to such proceedings or disputes.
- To enforce byelaws.
- To make payments or provide other benefits in cases of maladministration.
- To negotiate and to settle claims for or against the Authority whether or not legal proceedings have begun subject to:
  - the value of the settlement not exceeding £75,000; and
  - professional advice being obtained, where appropriate, that the settlement represents good value for money, and
  - consultation with the Chair of the WYCA in relation to any settlement over £50,000.

### b) Documentation

- To certify documents on behalf of the Authority.
- To sign or execute any legal instruments on behalf of the Authority.
- To authenticate the seal of the Authority and keep custody of it.

<sup>18</sup> These functions are set out in Table A to the Officer Delegation Scheme.

- To sign certificates for contracts in accordance with Local Government (Contracts) Act 1997.

**c) Insurance and indemnities**

- To secure all necessary and sufficient insurances and indemnities (including Officers' and public and employer's liability).

**d) Authorising officers**

- To authorise officers possessing such qualifications as may be required by law or in accordance with the Authority's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Authority (however described) and to issue any necessary certificates of authority.

**e) Governance**

- To discharge secretarial and other functions in relation to meetings of the Authority and its committees.
- To make any changes<sup>19</sup> to the standing orders, committees' terms of reference, or officer delegation scheme of the Authority, which are required:
  - as a result of legislative change or decisions of the Authority;
  - to enable them to be kept up to date; or
  - for the purposes of clarification only.
- To make any changes<sup>20</sup> to the LCR Assurance Framework which are required:
  - as a result of legislative change or decisions of the Authority;
  - to enable it to be kept up to date; or
  - for the purposes of clarification only.

**f) Members' Allowances**

- To administer the Members' Allowances Scheme.

**g) Interests in Land**

- To obtain particulars of persons interested in land<sup>21</sup>.

<sup>19</sup> Any such changes shall be recorded and published.

<sup>20</sup> Any such changes shall be recorded and published.

<sup>21</sup> S16 Local Government (Miscellaneous Provisions) Act 1976.



Originator: A Taylor,  
Director of Resources



## ITEM 10

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Governance Arrangements

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### 1. Purpose

- 1.1. To ask members to confirm or consider amendments to WYCA's Standing Orders and other governance documents.

### 2. Information

#### Procedure Standing Orders

- 2.1 Minor amendments are proposed to the WYCA's **Procedure Standing Orders** for the purposes of clarification and updating, including changing all references to the Secretary and Solicitor, to the Head of Legal and Democratic Services.
- 2.2 The amendments proposed are highlighted in **Appendix 1** attached, and the **Access to Information Annex**, attached as **Appendix 2**:

Procedure Standing Order	Proposal
Contents/definitions	Technical amendments further to legislative changes requiring a statutory overview and scrutiny and an audit committee.
Standing Order 5 (annual meeting)	Amend for clarification including inserting references to:- <ul style="list-style-type: none"><li>• appointing the new statutory committees, and</li><li>• annually approving the Members' allowances scheme.</li></ul>
Access to Information Annex	Update to reflect legislative changes, the new post title of Head of Legal and Democratic Services and the authorisation of the Monitoring Officer as a qualified

Procedure Standing Order	Proposal
	person for the purposes of granting an exemption under S36 Freedom of Information Act 2000.

### Scrutiny Standing Orders

- 2.3 Minor amendments are proposed to the **Scrutiny Standing Orders**, as set out in **Appendix 3** attached. These include reducing the minimum number of meetings for the Overview and Scrutiny Committee to 5, to facilitate accommodating Members' scheduling requirements.
- 2.4 As outlined in the earlier item on committee arrangements, specific statutory provisions now provide for overview and scrutiny committees for combined authorities. It is proposed that the Scrutiny Standing Orders are amended to reflect the new statutory provision that an overview and scrutiny committee may appoint a sub-committee, and to reflect the new duty to have regard to any guidance issued by the Secretary of State.
- 2.5 There is also a new statutory duty on an overview and scrutiny committee to publish details about how it proposes to exercise its powers in relation to the review and scrutiny of decisions made but not yet implemented (that is, its call-in powers), and its arrangements in connection with the exercise of these powers. The overview and scrutiny committee must obtain the consent of the WYCA to its proposals and arrangements. The revised Scrutiny Standing Orders attached reflect the current call-in provisions which to date have been approved by the WYCA. Members should note that in the discharge of its new duty, the overview and scrutiny committee will be asked to review these provisions, and formally request the consent of the WYCA to its call-in proposals and arrangements.
- 2.6 Members are also asked to note that Scrutiny Standing Orders may need to be further revised further to any Order of the Secretary of State, which is expected to be laid in the Autumn.

### Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct

- 2.7 It is proposed to amend the **Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct** to add a footnote requiring the Monitoring Officer, in the event of complaint, to ask the Independent Person to confirm that they are still independent, and to notify the Monitoring Officer of any circumstances which might be perceived as presenting a potential conflict of interest on the part of the Independent Person. If the Independent Person is not independent, or in the event of any conflict of interest arising, the Monitoring Officer will refer the matter to another Independent Person.

## **Contracts Standing Orders**

- 2.8 Minor amendments are proposed to the Contracts Standing Orders, as set out below.

<b>Contracts Standing Order</b>	<b>Proposal</b>
Throughout	References to Secretary and Solicitor to be changed to Head of Legal and Democratic Services.
Standing Order 42.3 (authority to initiate or defend legal proceedings)	Delete as replicates provision in Officer Delegation Scheme.
Standing Order 42.4 (authority to settle claims)	Delete as revised provision proposed to be inserted into Officer Delegation Scheme – see previous item.

## **Financial Regulations**

- 2.9 WYCA's Financial Regulations were adopted at its meeting on 1 April 2014. There are no changes currently proposed, except in so far as references to the Secretary and Solicitor need to be updated.

## **Members' Code of Conduct**

- 2.10 WYCA's Members' Code of Conduct was adopted at its meeting on 1 April 2014. There are no changes currently proposed. The Members' Code of Conduct can be accessed via the following link:-

<http://www.westyorks-ca.gov.uk/about/governance/>

## **Miscellaneous**

- 2.11 Any references to the Secretary and Solicitor in other WYCA Standing Orders or governance documents need to be amended to refer to the Head of Legal and Democratic Services.

## **3. Financial Implications**

- 3.1. None arising from this report.

## **4. Legal Implications**

- 4.1. The WYCA may amend its standing orders at any time. The proposals ensure that the standing orders and other governance documents are up to date, and hence fit for purpose. The proposed amendments to the Procedure Standing Orders, Access to Information Annex and Scrutiny Standing Orders reflect provisions introduced by the Cities and Local Government Devolution Act 2016.

## 5. **Staffing Implications**

5.1. None arising from this report.

## 6. **Consultees**

6.1. None.

## 7. **Recommendations**

7.1. That the revisions to **Procedure Standing Orders** shown in Appendix 1 to this report, and to the **Access to information Annex** shown in Appendix 2 to this report are approved.

7.2. That the revisions to the **Scrutiny Standing Orders** shown in Appendix 3 to this report are approved.

7.3. That the **Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct is amended**, to add a footnote requiring the Monitoring Officer, in the event of complaint, to ask the Independent Person to confirm that they are still independent, and to notify the Monitoring Officer of any circumstances which might be perceived as presenting a potential conflict of interest on the part of the Independent Person. If the Independent Person is not independent, or in the event of any conflict of interest arising, the Monitoring Officer will refer the matter to another Independent Person.

7.4. That the **Contracts Standing Orders** are amended as set out in paragraph 2.8 above.

7.5. That the **Financial Regulations** be updated so that references to the Secretary and Solicitor are to be amended to the Head of Legal and Democratic Services.

7.6. That the **Members' Code of Conduct** adopted by WYCA at its meeting on 1 April 2014 be confirmed.

7.7. That any other references to the Secretary and Solicitor in WYCA Standing Orders or governance documents are replaced by a reference to the Head of Legal and Democratic Services.

## 8. **Background Documents**

8.1. None.



**West Yorkshire Combined Authority**

**Procedure Standing Orders**

<b>Contents</b>	<b>Standing Order no.</b>
Application to committees and sub-committees	-
Definitions	1
Interpretation	2
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Suspending and amending Standing Orders	4
Annual meeting	5
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Public access to agenda and reports	11
Public access to meetings	12
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Chair (and Vice-Chair)	14
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Order of business	17
Order of debate	18
Voting	19
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Record of attendance	21
Attendance by committee or sub-committee Chairs	22
Reporting proceedings	23
General disturbance	24
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### **Standing Orders Applying To Committees and Sub-Committees**

These Standing Orders apply to meetings of committees and sub-committees of the Authority except that:

- Standing Orders 3-5, 6.1 and 6.2, 7, 9.2, 15.2, and 22 shall not apply to any committee or sub-committee of the Authority and
- Standing Orders 6.3, 15.3, 19.1 – 19.5 shall not apply to any Overview and Scrutiny Committee nor to any Overview and Scrutiny Sub-committee.

In relation to a meeting of any committee and sub-committee:

- except where the context requires, references to the Authority are to the committee or sub-committee;
- references to the Chair are to the Chair of the committee or sub-committee, and
- references to the Vice Chair are to the Deputy Chair of the committee or and sub-committee.

## 1. Definitions

In these Procedure Standing Orders:

“The Authority” means the West Yorkshire Combined Authority.

“Committees and sub-committees” mean any committee or sub-committee appointed by the Authority including any overview and scrutiny committee or sub-committee, and the Committee appointed to discharge audit committee functions, except where the context otherwise requires.

“The Constituent Councils” means the City of Bradford Metropolitan District Council, Calderdale Council, Kirklees Metropolitan Council, Leeds City Council and City of Wakefield Metropolitan District Council.

“The Area of the Authority” means the area consisting of the areas of the Constituent Councils.

“The LEP” means the Leeds City Region Local Enterprise Partnership.

“The non-constituent Council” means the City of York Council.

“The Offices of the Authority” mean Wellington House, 40-50 Wellington Street, Leeds LS1 2DE.

“The 2014 Order” means the West Yorkshire Combined Authority Order 2014.

“Standing Orders” means together these Procedure Standing Orders, the Contracts Standing Orders, the Financial Regulations of the Authority and any other procedures, protocols, rules, policies and governance from time to time adopted by the Authority and designated as Standing Orders of the Authority.

## 2. Interpretation

2.1. The Chair shall make any final decision about:

- how Standing Orders should be interpreted; or
- any question of procedure not provided for by the Standing Orders.

### 3. Membership of the Authority

- 3.1. The Authority comprises the members as provided by the 2014 Order<sup>1</sup>.
- 3.2. Members of the Combined Authority shall be appointed in accordance with the 2014 Order.

### 4. Suspending and amending Standing Orders

- 4.1. The Authority may by resolution suspend Standing Order 18 (order of debate) for the duration of a meeting if at least 4 members of the Authority appointed by the Constituent Councils are present.
- 4.2. Any motion to:
  - add to, vary or revoke any Standing Orders; or
  - grant, vary or revoke the voting rights of the member appointed by the non-constituent Council or the LEP member

will, when proposed and seconded, stand adjourned without discussion to the next meeting of the Authority.

### 5. Annual Meeting

- 5.1. The Authority will hold an annual meeting every year, between 1 March and 30 June. It shall be held at a time fixed by the Authority, or if the Authority does not fix a time, at twelve noon.
- 5.2. The annual meeting will:
  - a) **appoint Members**<sup>2</sup> of the Authority<sup>3</sup>;
  - b) **elect the Chair and Vice Chair** of the Authority from among the members of the Authority;
  - c) approve the **minutes** of the last meeting;
  - d) receive any **declarations of interest** from members;

<sup>1</sup> Schedule 1 of the 2014 Order.

<sup>2</sup> Except where the context otherwise requires, any reference to a member in these Standing Orders shall be taken to include reference to a substitute member acting in that member's place.

<sup>3</sup> Who are not otherwise appointed. The Authority will appoint the LEP Member and substitute LEP Member, and may resolve to grant voting rights to the LEP Member and the non-constituent Council Member. The Authority shall also note the substitute Members appointed by each Constituent Council and the non-constituent Council.

- e) receive any **announcements** from the Chair and/or Head of Paid Service;
- f) consider any recommendations made by the Governance and Audit Committee;<sup>4</sup>
- g) appoint an overview and scrutiny committee or committees;
- h) appoint an audit committee;
- i) appoint such **other committees** as the Authority considers appropriate;
- j) appoint **committee members**<sup>5</sup>, after:
  - i. deciding the number of members to be appointed to each committee, and their term of office;
  - ii. allocating seats to political groups in accordance with political balance rules<sup>6</sup>; and
  - iii. **considering any** nominations **received** from Constituent Councils, the Non-Constituent Council and the LEP.
- k) appoint to **outside bodies**;
- l) agree the **officer** scheme of **delegation**;
- m) approve **standing orders**;
- n) approve the Authority's Members' **allowances scheme**;
- o) decide the date and time for the **ordinary meetings** of the Authority for the municipal year; and
- p) consider **any other business** set out in the notice convening the meeting.

## 6. Ordinary Meetings

- 6.1. The Authority may decide to hold any number of ordinary meetings in a municipal year, in addition to the annual meeting. Each ordinary meeting shall be held at such date and time as the Authority decides.
- 6.2. At an ordinary meeting, the Authority will:
  - a) approve the **minutes** of the last meeting;
  - b) receive any **declarations of interest** from members;
  - c) receive any **announcements** from the Chair or the Head of Paid Service;
  - d) deal with any business from the last ordinary meeting of the Authority;
  - e) consider reports and recommendations from any **overview and scrutiny committee** of the Authority;
  - f) receive **reports from any other committee** of the Authority and receive questions and answers on any of those reports;

<sup>4</sup> In relation to amending any governance documents.

<sup>5</sup> This may include appointing the Chair and any Deputy Chair of each committee, and confirming the voting rights of any co-optees. In the absence of an appointment by the Authority, a Committee shall appoint its own Chair and any Deputy.

<sup>6</sup> **Where applicable, and** subject to any arrangements approved in accordance with S17 Local Government and Housing Act 1989.

- g) receive reports and receive questions and answers on the **subsidiary companies** of the Authority;
- h) consider **motions**; and
- i) consider **any other business** specified in the summons to the meeting, and for debate.

6.3. A committee may decide to hold any number of ordinary meetings in a municipal year. Each shall be held at such date and time as the committee decides<sup>7</sup>.

## 7. Extraordinary Meetings

7.1. The following may call an extraordinary meeting of the Authority:

- a) the Chair of the Authority at any time<sup>8</sup>;
- b) any three members of the Authority who have signed a requisition which has been presented to the Chair of the Authority:
  - i. if the Chair refuses to call a meeting; or
  - ii. after seven days, if the Chair has failed to call a meeting within seven days after being presented with the requisition.

## 8. Place of Meetings

8.1. The Authority shall hold its meetings at any place within or outside of the Area of the Authority, as the Authority directs<sup>9</sup>.

## 9. Notice of meetings

9.1. The **Head of Legal and Democratic Services** shall give public notice of the time and place of a meeting by posting it at the Offices of the Authority:

- at least five clear days before the meeting or,
- if the meeting is convened at shorter notice, at the time it is convened.

9.2. Where the meeting is called by three members of the Authority under Standing Order 7.1 the notice must

<sup>7</sup> **The Head of Legal and Democratic Services** in consultation with the Chair of a committee, may also convene a special meeting of a committee.

<sup>8</sup> The Monitoring Officer, Head of Paid Service or the Chief Finance Officer may require the Chair to call an extraordinary meeting.

<sup>9</sup> Or, in the case of urgency, any place which the Head of Paid Service, in consultation with the Chair, directs.

- be signed by those members and
- specify the business to be carried out at the meeting.

## 10. Summons to attend a meeting

- 10.1. At least five clear days before a meeting of the Authority, the Head of Paid Service will sign a summons to attend the meeting, which sets out the business to be carried out at the meeting.<sup>10</sup>
- 10.2. The Secretary and Solicitor will send the summons by post to every member of the Authority or leave it at their usual place of residence<sup>11</sup>.

## 11. Public access to agenda and reports

- 11.1. Subject to 11.3 below, at least five clear days before a meeting of the Authority<sup>12</sup>, the **Head of Legal and Democratic Services** will make available for inspection by the public at the Offices of the Authority:
- a copy of the agenda and
  - (subject to 11.4 below) reports for the meeting.
- 11.2. Where an item is added to an agenda, copies of which are open to inspection by the public, copies of the item (or of the revised agenda) and copies of any report for the meeting relating to the item (subject to 11.4 below), shall be open to inspection from the time the item is added to the agenda.
- 11.3. Nothing in 11.1 or 11.2 above requires copies of any agenda, item or report to be open to inspection by the public until copies are available to members of the Authority.

<sup>10</sup> The Chair shall set the business to be considered at any ordinary meeting of the Authority in consultation with the Head of Paid Service, although the Monitoring Officer, Head of Paid Service or Chief Finance Officer may require an item to be considered at any meeting. The Chair, in consultation with the Head of Paid Service may permit any deputation referred by a Constituent Council, the Non-constituent Council or directly to the Authority, to be an item of business on an agenda. The Chair may also permit a spokesperson for any deputation to address the meeting.

<sup>11</sup> A member of the Authority may give notice in writing to the Monitoring Officer that the summons should be sent to the member at some other address. The Monitoring Officer may send the summons to the member by e-mail if a member has provided an e-mail address for that purpose.

<sup>12</sup> or where the meeting is convened at shorter notice, from the time the meeting is convened.

- 11.4. If a report relates only to an item during which, in the **Head of Legal and Democratic Services'** opinion, the meeting is likely not to be open to the public<sup>13</sup>, the **Head of Legal and Democratic Services** may decide not to make the report (or part of it) open for inspection.
- 11.5. Where a report or any part of a report is not open to public inspection the **Head of Legal and Democratic Services**:
- will mark every copy of the report (or the part) "Not for publication"; and
  - state on every copy of the report (or the part) the description of the exempt information by virtue of which the Authority are likely to exclude the public<sup>14</sup>.

## 12. Public access to meetings

- 12.1. Any meeting of the Authority shall be open to the public except to the extent that the public are excluded (during the whole or part of the proceedings):
- to prevent the likely disclosure of confidential information<sup>15</sup> or
  - by resolution, to prevent the likely disclosure of exempt information<sup>16</sup>; or
  - under Standing Order 24 relating to general disturbances.
- 12.2. A motion to exclude the press and public may be moved without notice at any meeting in relation to an item of business whenever it is likely that if members of the press or public were present for that item there would be disclosure of exempt information.<sup>17</sup>

## 13. Substitute Members

- 13.1. A substitute member may only act in the absence of a member:-
- for whom they are the designated substitute;
  - where the member will be absent for the whole of the meeting; and
  - where the member has notified the **Head of Legal and Democratic Services** that they require the substitute to act in their absence.

<sup>13</sup> In accordance with Part VA Local Government Act 1972. See further Standing Order 12.

<sup>14</sup> In accordance with the Local Government Act 1972 - See further Annex attached.

<sup>15</sup> In accordance with the Local Government Act 1972 - See further Annex attached.

<sup>16</sup> In accordance with the Local Government Act 1972 - See further Annex attached.

<sup>17</sup> In accordance with the Local Government Act 1972 - See further Annex attached.



- 13.2. A substitute member<sup>18</sup> may not exercise any special powers or duties exercisable by the member for whom they are substituting.<sup>19</sup>

## **14. Chair (and Vice-Chair)**

- 14.1. A person ceases to be Chair or Vice-Chair if they cease to be a member of the Authority.
- 14.2. If a vacancy arises in the office of Chair or Vice-Chair, an appointment to fill the vacancy is to be made at the next ordinary meeting of the Authority<sup>20</sup>.
- 14.3. At each meeting of the Authority, the Chair shall preside.
- 14.4. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside.
- 14.5. If both the Chair and Vice-Chair are absent from a meeting, the members present shall choose another member to preside.
- 14.6. The person presiding at the meeting may exercise any power or duty of the Chair.

## **15. Quorum**

- 15.1. During any meeting if the Chair counts the number of members present and declares there is not a quorum present, the meeting will adjourn immediately to a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next ordinary meeting.
- 15.2. No business shall be transacted at a meeting of the Authority unless three members<sup>21</sup> appointed by the Constituent Councils are present.
- 15.3. The quorum for each committee is as follows:-

<sup>18</sup> These are:

- any substitute member of the Authority appointed in accordance with the 2014 Order 2014, schedule 1 para 1(5), and (9), or
- any substitute member of the LCR Partnership Committee (appointed by the Authority to substitute for a co-opted member of the committee), being that person notified to the Secretary and Solicitor of the Authority from time to time by the Monitoring Officer of the authority of which the co-optee is an elected member).

<sup>19</sup> Except in respect of any voting rights granted to that member.

<sup>20</sup> Or if that meeting is to be held within 14 days of the vacancy arising, at the meeting following that meeting (Schedule 1, para 2(3) of the 2014 Order).

<sup>21</sup> Or substitute members acting in the absence of such a member.

- the **Governance and Audit Committee:** three
- the **Leeds City Region Partnership Committee:** six
- the **Transport Committee:** four, to include one co-opted member from at least three of the Constituent Councils.
- the **West Yorkshire and York Investment Committee:** three

## 16. Items of business

16.1. No item of business may be considered at any meeting except:-

- the business set out in the summons
- business required by law to be transacted at the annual meeting or
- business brought before the meeting as a matter of urgency in accordance with 16.2 below.

16.2. Nor may an item be considered at any meeting unless:

- a copy of the agenda including the item (or a copy of the item) has been open to public inspection for at least five clear days before the meeting<sup>22</sup>;
- or
- by reason of **special circumstances**, which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

## 17. Order of business

17.1. If the Chair and Vice Chair are absent from any meeting of the Authority, the meeting shall select a person to preside.

17.2. All other items of business will be dealt with in the order specified in the notice of the meeting, except that such order may be varied:-

- at the discretion of the Chair, or
- on a request agreed to by the meeting.

<sup>22</sup> Or, where the meeting is convened at shorter notice, from the time the meeting is convened.

## 18. Order of debate

- 18.1. The Chair will introduce each item and may invite an officer to explain the item.
- 18.2. Each member shall then be given an opportunity to speak on the item and any recommendations contained in the report. This will be in the order decided by the Chair. Unless the Chair decides otherwise, each member shall speak only once on each item.
- 18.3. Any member while exercising the right to speak on the item may:
- move an **amendment** to the recommendations, or
  - move that an item be **withdrawn**.
- Any such motion if seconded shall be voted upon.
- 18.4. Subject to the outcome of any such motion, once each member who wishes to speak has done so, the Chair shall move the item, which if seconded, shall be voted upon.

## 19. Voting

- 19.1. Except as provided below, each member of the Authority is to have one vote.
- 19.2. The following will be non-voting members:
- the member appointed by the non-constituent Council, and
  - the LEP member
- unless granted voting rights by resolution of the members appointed by the Constituent Councils.
- 19.3. Any question will be decided by a majority of members of the Authority, present and voting on that question at a meeting.
- 19.4. No member is to have a casting vote.

### Committees

- 19.5. The non-constituent Council member and the LEP member appointed to the Authority shall be non-voting members of any committee or sub-committee of the Authority, but may be given voting rights by resolution of the Authority.

### **Show of hands**

- 19.6. Unless a ballot or recorded vote is demanded under Standing Order 19.7 or 19.8, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

### **Ballots**

- 19.7. The vote will take place by ballot if the majority of members present at the meeting demand it. The Chair will announce the numerical result of the ballot immediately the result is known.

### **Right to require individual vote to be recorded**

- 19.8. Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the recommendation, or abstained from voting.

### **Recorded vote**

- 19.9. If any member present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

### **Voting on appointments**

- 19.10. If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **20. Point of order**

- 20.1. A member may raise a point of order any time, by specifying how a specific Standing Order or law has been breached.
- 20.2. The Chair will hear the point immediately. The Chair's decision on the point will be final.

## 21. Record of attendance

21.1. The **Head of Legal and Democratic Services** will ensure that the names of all members present during the whole or part of a meeting are recorded.

## 22. Attendance by Committee or Sub-Committee Chairs

22.1. The Chair of any Authority committee or sub-committee may be invited to attend and speak at any meeting of the Authority to:

- present any reports or recommendations of the committee or sub-committee; or
- answer questions about any matter in the minutes of that committee or sub-committee; or
- contribute to discussion about any matter which is relevant to the functions discharged by the committee of which they are Chair.

## 23. Reporting<sup>23</sup> Proceedings

23.1. Without prejudice to the Chair's powers in Standing Order 24, and subject to 23.2 and 23.3 while any meeting of the Authority is open to the public, any person attending may report on the meeting, and publish or disseminate the recording at the time of the meeting or after the meeting<sup>24</sup>.

23.2. The Chair may decide not to permit oral reporting or oral commentary of the meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

23.3. Where the public are excluded from a meeting to prevent the likely disclosure of confidential or exempt information, the Chair may also prevent any person from reporting on that meeting using methods:

- which can be used without that person's presence, and

<sup>23</sup> Reporting in this context means:

- filming, photographing and making an audio recording of proceedings;
- using any other means for enabling people not present to see or hear proceedings at a meeting as it takes place or later;
- reporting or providing commentary on proceedings at a meeting, orally or in writing so that the report or commentary is available as the meeting takes place or later to persons not present.

<sup>24</sup> See further Access to Information Annex, and Code of Practice for recording WYCA meetings attached.

- which enable persons not at the meeting to see or hear the proceedings at the meeting as it takes place or later.

## **24. General disturbance**

- 24.1. If a general disturbance makes orderly business impossible, the Chair may:-
- adjourn the meeting for as long as the Chair thinks necessary or
  - call for any part of the meeting room open to the public, to be cleared, if the disturbance is in that part.
- 24.2. If a member of the public interrupts proceedings, the Chair shall warn the person concerned. If they continue to interrupt, the Chair may order them to be removed from the meeting room.

### **Members**

- 24.3. If the Chair considers at any meeting that a member is behaving improperly or offensively, or is deliberately obstructing business, the Chair may move that the member should not be heard further. If seconded, the motion will be voted on without discussion.
- 24.4. If the member continues to behave in the same way, the Chair may:
- adjourn the meeting for a specified period; or
  - move that the member leaves the meeting (such a motion will be voted on without seconding or discussion).

## **25. Minutes**

- 25.1. Minutes of a meeting shall be recorded on loose leaves consecutively numbered.
- 25.2. The minutes of a meeting must be signed at the same or next suitable meeting<sup>25</sup> by the person presiding at that meeting, and the person signing the minutes shall also initial each leaf of the minutes.
- 25.3. No discussion shall take place upon the minutes except about their accuracy.

<sup>25</sup> The next suitable meeting is the next following meeting.

## 26. Conduct

### Members' Interests

- 26.1. A member of the Authority shall comply with the Members' Code of Conduct, including those relating to registering and disclosing disclosable pecuniary and other interests.
- 26.2. Where a member has a disclosable pecuniary interest in a matter to be considered at a meeting, the member may attend the meeting to:
- make representations,
  - answer questions or
  - give 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.
- 26.3. As soon as the member has finished<sup>26</sup>, the member must leave the room. The member may not remain in the room during the discussion or vote on the matter.

### Officer's interests

- 26.4. An officer must comply with the Authority's Officers' Code of Conduct.
- 26.5. The Authority shall not appoint as an officer any person who is:-
- the operator of any public passenger transport services;
  - a director of any company or an employee of any company or other person who is such an operator;
  - a director or employee of any company which is a member of a group of inter-connected bodies corporate any one or more of which is such an operator.

and any officer who subsequently becomes such an operator, director partner or employee shall immediately vacate their office or employment with the Authority.<sup>27</sup>

<sup>26</sup> Or the meeting decides that the member has finished.

<sup>27</sup> In accordance with S9A(8) Transport Act 1968.

- 26.6. The **Head of Legal and Democratic Services** shall keep a record of any notice of a pecuniary interest in a contract given by an officer under Section 117 of the Local Government Act 1972. The **Head of Legal and Democratic Services** shall make the record open for inspection by any member of the Authority at the offices of the Authority.

### **Canvassing of and recommendations by Members**

- 26.7. Any candidate who canvasses any member of the Authority directly or indirectly for any appointment under the control of the Authority, will be disqualified from appointment.
- 26.8. A member of the Authority shall not solicit any person for any appointment under the control of the Authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for the candidate to submit to the Authority with an application for employment.

### **Relatives of Members or Officers**

- 26.9. A candidate for any appointment under the control of the Authority who is related to any member or officer of the Authority shall, when making application, disclose that relationship to the Head of Paid Service<sup>28</sup>. A candidate who fails to disclose such relationship will be:
- disqualified from appointment or
  - if appointed, liable to dismissal without notice.
- 26.10. A member or officer of the Authority shall disclose to the Head of Paid Service any relationship known to exist between the member or officer and any person who is a candidate for appointment with the Authority. The Head of Paid Service shall report any such disclosure to the Authority.

<sup>28</sup> or in the absence of the Head of Paid Service, the Director of Resources.



## West Yorkshire Combined Authority

### Access to Information Annex

#### Rights to attend meetings, inspect documents and record proceedings.

#### Part 1: Rights of the public

Part 1 summarises the rights of the public

- to attend meetings of the Authority
- to inspect and copy documents
- to be provided with documents and
- to report meetings

References to meetings of the Authority include meetings of any committee or sub-committee appointed by the Authority, including **the Governance and Audit Committee**.

These provisions do not affect any other rights to information arising under any standing orders of the Authority, or by law.

#### 1. Public access to meetings

Any meeting of the Authority shall be open to the public except where the public is excluded (during the whole or part of the proceedings) in accordance with the following:

##### A Confidential information

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.

Confidential information means:-

- information given to the Authority by a Government department on terms which forbid its public disclosure or
- information the public disclosure of which is prohibited by or under an Act or Court Order.

##### B Exempt information

The Authority **may** resolve to exclude the public from a meeting during an item whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed to the public if the public were present during the item.

Exempt information means information falling within one of the following descriptions (as set out in Part 1 of Schedule 12A of the Local Government Act 1972):-

Description
Paragraph 1: Information relating to any <b>individual</b> .
Paragraph 2: Information which is likely to reveal the <b>identity of an individual</b> .
Paragraph 3: Information relating to the <b>financial or business affairs<sup>1</sup> of any particular person</b> (including the Authority holding that information), except information which must be registered under various statutes, such as the Companies Acts or the Charities Act 2011.  “Financial or business affairs” includes contemplated, as well as past or current, activities.
Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any <b>labour relations matter<sup>2</sup></b> arising between the Authority or a Minister of the Crown and employees of, or officer-holders under the Authority.
Paragraph 5: Information in respect of which a claim to legal professional privilege could be maintained in <b>legal proceedings</b> .
Paragraph 6: Information which reveals that the Authority proposes:– (a) to give under any enactment a <b>notice</b> under or by virtue of which requirements are imposed on a person; or (b) to make an <b>order or direction</b> under any enactment.
Paragraph 7: Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of <b>crime</b> .

Information falling within any of these descriptions is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission under regulation 3 of the Town and Country Planning General Regulations 1992.

Information falling within any of these descriptions may only be exempt 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.

A resolution to exclude the public from a meeting must:-

- identify the proceedings, or the part of the proceedings, to which it applies;
- state the description of the exempt information giving rise to the exclusion of the public and;
- confirm (by referring to reasons in a relevant report or otherwise), that in all the circumstances of the case, the **public interest** in maintaining the exemption outweighs the public interest in disclosing the information.

<sup>1</sup> “Financial or business affairs” includes contemplated, as well as past or current, activities.

<sup>2</sup> Labour relations matter” are as specified in paragraphs (a) to (g) of section 218(1) of the Trade Unions and Labour Relations (Consolidation) Act 1992, i.e. matters which may be the subject of a trade dispute within the meaning of that Act or any dispute about any such matter.

## C General Disturbance

Procedural Rule 24 provides for the public to be excluded from a meeting where general disturbance arises.

### 2. Public access to agenda and reports

The **Head of Legal and Democratic Services** shall make the following open to public inspection, at the offices of the Authority<sup>3</sup>, in accordance with the Authority's Procedure Standing Orders:-

- copies of the **agenda** for a meeting of the Authority and,
- copies of any **report** for the meeting open to the public.

### 3. Public access to copies at the meeting

The **Head of Legal and Democratic Services** will make available for the use of members of the public present at a meeting a reasonable number of copies of:-

- the **agenda** and
- those **reports** open to the public.

### 4. Public access to documents after a meeting

The **Head of Legal and Democratic Services** will make available for inspection copies of the following for six years after a meeting:-

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

### 5. Public access to background papers

The author of a report will set out in every report a list of the background papers relating to the subject matter of the report which in the author's opinion:-

- disclose any facts or matters on which the report or an important part of the report is based; and
- have been relied on to a material extent in preparing the report.

This requirement does not extend to:-

- published works or
- papers which disclose exempt or confidential information.

<sup>3</sup> These are available on request during usual office hours

The **Head of Legal and Democratic Services** will:-

- **publish a copy** of each of the background documents listed on the Authority's website at the same time as the report is available for public inspection, and
- **make a copy of each available** to the public at the offices of the Authority, on payment of a reasonable fee<sup>4</sup>.

The **Head of Legal and Democratic Services** will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## **6. Public access to written records of decisions made by officers**

A decision-making Officer may be required to produce a **written record** of their decision.<sup>5</sup>

As soon as reasonably practicable after an officer has made a written record, the **Head of Legal and Democratic Services** shall make any written record and any background papers available for inspection by the public.<sup>6</sup>

- at all reasonable hours, at the offices of the Authority;
- on the Authority's website; and
- by such other means that the Authority considers appropriate.

On request<sup>7</sup> the **Head of Legal and Democratic Services** will provide:

- a copy of the written record;
- a copy of any background papers.;

The Authority will retain each written record and make it available for public inspection for 6 years beginning with the date on which the decision was made.

The Authority will retain any background papers and make them available for public inspection for 4 years beginning with the date on which the decision was made.

<sup>4</sup> A copy is taken to be open where arrangements are made to produce it to members of the public as soon as is reasonably practicable after the request to inspect the copy.

<sup>5</sup> A written record is required if the decision is made:

- under a specific express authorisation, or
- under a general authorisation where the effect of the decision is to grant a permission or licence; affect the rights of an individual; or award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

An Officer may also record and publish any other decision if they consider this to be in the public interest.

<sup>6</sup> The Authority is not authorised to disclose confidential information (nor required to disclose exempt information) contained in these documents or any part of a document.

<sup>7</sup> and on receipt of payment of postage, copying or other necessary charges.

## 7. Recording proceedings<sup>8</sup>

The Authority will provide so far as practicable, reasonable facilities to any person attending a meeting for the purpose of reporting on the meeting.

A person attending a meeting for the purpose of reporting on it may use any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities.

Publication and dissemination may take place at the time of the meeting or occur after the meeting.

Any person reporting on a meeting is expected to comply with the attached Code of Practice.

### Part 2: Press access

The **Head of Legal and Democratic Services** shall supply on request<sup>9</sup> for any newspaper:-

- a copy of the **agenda** and those **reports** open to the public;
- any **further statements** necessary to indicate the nature of the items on the agenda; and
- if the **Head of Legal and Democratic Services** thinks fit, copies of **any other documents supplied to members** of the Authority in connection with the item.

Procedural Standing Order 23 and rights relating to recording proceedings set out above apply to members of the press, in the same way as they apply to the public.

### Part 3: Freedom of Information (FOI)

The Freedom of Information Act 2000 applies to the Authority, which therefore publishes information under a Publication Scheme. The Scheme specifies:-

- the **classes of information** which the Authority publishes or intends to publish;
- **how** information in each class is, or is intended to be, published, and
- whether the material is, or is intended to be, available to the public **free of charge** or on **payment**.

The public also has a **general right of access** to information held by the Authority, but this is subject to exemptions<sup>10</sup>.

A FOI request must be submitted to and dealt with by the **Head of Legal and Democratic Services**.

A FOI request must:-

<sup>8</sup> See further Procedural Standing Order 23. Recording in this context means:

- filming, photographing and making an audio recording of proceedings;
- using any other means for enabling people not present to see or hear proceedings at a meeting as it takes place or later;
- reporting or providing commentary on proceedings at a meeting, orally or in writing so that the report or commentary is available as the meeting takes place or later to persons not present.

<sup>9</sup> And on payment of postage or other necessary charges.

<sup>10</sup> The Monitoring Officer or in their absence the Head of Paid Service is authorised by the Secretary of State to assume the role of "qualified person" for the purposes of S36 FOIA (letter dated 4 May 2016)

- be in writing<sup>11</sup>
- state the name of the applicant
- state an address for correspondence, and
- describe the information requested.

## **Part 4: Members' access**

Any member of the Authority is entitled to inspect any document which:-

- is in the possession of or under the control of the Authority, and
- contains material relating to any business to be transacted at a meeting of the WYCA.

unless it appears to the **Head of Legal and Democratic Services** that it discloses exempt information falling within one of the following descriptions:-

- a) Information relating to the financial or business affairs of any particular person including the Authority, (except to the extent that the information relates to any terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract), or
- b) Information which reveals that the Authority proposes.
  - to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - to make an order or direction under any enactment.

These rights are in addition to any other rights the member may have (such as those arising from a member's need to know at common law).

## **Part 5: List of Members**

The **Head of Legal and Democratic Services** will publish a list stating:-

- the name and address of all current members of the Authority and the constituent or non-constituent council they represent, and
- the name and address of all current members of the other Committees and any sub-committees.

A member of the public may inspect the list.

<sup>11</sup> A request will be treated as made in writing where the text is transmitted by electronic means (e-mail), is received in legible form, and is capable of being used for subsequent reference.

# West Yorkshire Combined Authority

## Scrutiny Standing Orders

### 1. Appointment of committees and sub-committees

1.1 The Authority shall appoint one or more overview and scrutiny committees.

1.2 An overview and scrutiny committee may appoint one or more sub-committees to discharge any of its functions.<sup>1</sup>

### 2. Membership

2.1 The Authority shall appoint members of each of the Constituent Councils and the non-constituent Council to any overview and scrutiny committee.

2.2 No member of the Authority or of the Leeds City Region Local Enterprise Partnership Board may be a member of an overview and scrutiny committee or any overview and scrutiny sub-committee.

### 3. Voting

3.1 Each member of an overview and scrutiny committee, or of any overview and scrutiny sub-committee, appointed from a Constituent Council has one vote.

3.2 Any member of an overview and scrutiny committee, or of any overview and scrutiny sub-committee, appointed from the non-constituent Council is non-voting, unless the Authority has resolved to give such a member voting rights.

3.3 All questions coming or arising before an overview and scrutiny committee, or any overview and scrutiny sub-committee, shall be decided by a majority of the members of the committee present and voting on the question.

3.4 No member of an overview and scrutiny committee, or any overview and scrutiny sub-committee, has a casting vote.

### 4. Chair

4.1 The Authority will appoint the Chair of any overview and scrutiny committee.

<sup>1</sup> A sub-committee of an overview and scrutiny committee may not discharge any functions other than those conferred on it under standing order 1.2.

4.2 The Chair of any overview and scrutiny sub-committee will be appointed by the appointing overview and scrutiny committee.

## 5. Conflicts of Interest

5.1 No member of an overview and scrutiny committee or any overview and scrutiny sub-committee may scrutinise a decision (whether or not implemented) in which they were directly involved as a member of the committee or sub-committee which made the decision.

5.2 Such a member may only attend the overview and scrutiny committee or any overview and scrutiny sub-committee to:

- make representations,
- answer questions, or
- give evidence about the decision.

## 6. Quorum

6.1 The quorum for an overview and scrutiny committee meeting will be 5 (which must include members from 3 Constituent Councils).

6.2 The quorum for any overview and scrutiny sub-committee will be fixed by the appointing overview and scrutiny committee.

## 7. Working Groups

7.1 An overview and scrutiny committee may appoint a working group to contribute to and inform the scrutiny process.

## 8. Work programme

8.1 Each overview and scrutiny committee will set its own work programme.

## 9. Requests for Overview and Scrutiny

9.1 The Authority or any of its committees may ask an overview and scrutiny committee to review any matter or assist in developing budget and policy proposals.

9.2 Any member of an overview and scrutiny committee may by notice in writing to the Secretary and Solicitor require an item to be included on the agenda for the next ordinary meeting of that overview and scrutiny committee.



## 10. Meetings

- 10.1 There shall be at least 5 ordinary meetings of any overview and scrutiny committee in each year.
- 10.2 An extraordinary meeting of an overview and scrutiny committee may be called by:
- the Chair of the committee; or
  - any 5 members of the committee from at least 2 Constituent Councils

## 11. Attendees

### 11.1 Members and officers

- 11.1.1 An overview and scrutiny committee or any overview and scrutiny sub-committee may require any member of the Authority or an officer<sup>2</sup> to attend before it to answer questions<sup>3</sup> or provide information about any matter within its terms of reference.
- 11.1.2 Where a committee or sub-committee requires a member or officer to attend, the Secretary and Solicitor shall inform the member or officer in writing giving at least 5 clear working days' notice of the meeting. The notice will state:
- the date of the meeting they are required to attend;
  - the nature of the item; and
  - whether they must produce any papers for the committee.
- 11.1.3 A member or officer must comply with any notice they are given.
- 11.1.4 Where, in exceptional circumstances, the member or officer is unable to attend on the required date, the overview and scrutiny committee shall consult with the member or officer to arrange an alternative date.

<sup>2</sup> The expectation is that this would be a WYCA Member, or a Chair of any committee or sub-committee, or a senior officer.

<sup>3</sup> A person is not obliged to answer any question which the person would be entitled to refuse to answer in or for the purposes of proceedings in a court in England and Wales.

## **11.2 Others**

11.2.1 An overview and scrutiny committee or any overview and scrutiny sub-committee may invite other people<sup>4</sup> to attend any meeting to

- address it;
- provide information;
- discuss issues of local concern; and/or
- answer questions.

## **11.3 General principles**

11.3.1 Each member of an overview and scrutiny committee or overview and scrutiny sub-committee must be given the opportunity to ask attendees questions, contribute and speak.

11.3.2 Attendees assisting the committee must be treated with respect and courtesy.

# **12. Reports and recommendations**

## **12.1 Preparing reports and recommendations**

12.1.1 An overview and scrutiny committee may make reports or recommendations to the Authority<sup>5</sup>.

12.1.2 If an overview and scrutiny committee cannot agree a final report, a minority report may be prepared and submitted as an appendix to the majority report.

## **12.2 Publishing reports or recommendations**

12.2.1 The overview and scrutiny committee may publish any report or recommendations.

12.2.2 In publishing a report or recommendations, the overview and scrutiny committee:

<sup>4</sup> Including members of the public, stakeholders, members and officers from Constituent Councils, other advisors or assessors. The committee may pay any advisers, assessors and witnesses a reasonable fee and expenses.

<sup>5</sup> All references to the Authority in this standing order should be taken as including a committee of the Authority with authority to consider and respond to reports and recommendations on behalf of the Authority. The Head of Legal and Democratic Services shall in consultation with the Chair of the overview and scrutiny committee determine whether a report or recommendation shall be considered by a relevant committee or the Authority.

- must exclude any confidential information; and
- may exclude any relevant exempt information.

12.2.3 Where information is excluded, the overview and scrutiny committee:

- may replace so much of the document as discloses the information with a summary which does not disclose that information, and
- must do so if, in consequence of excluding the information, the document published would be misleading or not reasonably comprehensible.

### **12.3 Notice**

12.3.1 An overview and scrutiny committee may by notice require the Authority within 2 months of receiving any report or recommendations or (if later) the notice, to:

- consider the report or recommendations;
- respond to the overview and scrutiny committee indicating what (if any) action the Authority proposes to take;
- publish the response, if the overview or scrutiny committee has published the report or recommendations.

12.3.2 The Authority shall comply with any notice given under standing order 12.3.1.

### **12.4 Publishing a response**

12.4.1 In publishing the response, the Authority:

- must exclude any confidential information; and
- may exclude any relevant exempt information.

12.4.2 Where information is excluded, the Authority:

- may replace so much of the document as discloses the information with a summary which does not disclose that information, and
- must do so if, in consequence of excluding the information, the document published would be misleading or not reasonably comprehensible.

## **13. Call-in of Authority and Transport Committee decisions**

### **13.1 Publishing decisions**

13.1.1 The Secretary and Solicitor shall publish details of the decisions of the Authority and the Transport Committee within 2 clear working days of a meeting.

### **13.2 Scope**

13.2.1 With the exception of any decision which the Authority or the Transport Committee has resolved is urgent<sup>6</sup>, any decision of the Authority or the Transport Committee may be called-in for scrutiny.

### **13.3 Implementing decisions**

13.3.1 An urgent decision may be implemented immediately<sup>7</sup>.

13.3.2 Any other decision of the Authority or the Transport Committee may be implemented after 5pm of the fifth clear working day after the publication of the draft minutes, unless it is called-in.

### **13.4 Process**

13.4.1 Five members of the overview and scrutiny committee to include at least one member from two different Constituent Councils may call-in a decision of the Authority or the Transport Committee for scrutiny by notifying the Secretary and Solicitor.

13.4.2 On receipt of a call-in request, the Secretary and Solicitor shall:

- notify the members of the Authority or Transport Committee of the call-in, and
- call a meeting of the overview and scrutiny committee, to scrutinise the decision.

### **13.5 Scrutinising the decision**

13.5.1 The overview and scrutiny committee must scrutinise the decision within 7 clear days of the Secretary and Solicitor receiving the request for call-in.

<sup>6</sup> A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Authority's, Constituent Councils' or the public's interests.

<sup>7</sup> The **Head of Legal and Democratic Services** must report such decisions to the next available meeting of the relevant overview and scrutiny committee, together with the reasons for urgency.

- 13.5.2 Where an overview and scrutiny committee has scrutinised a decision, it may:
- endorse the decision; or
  - recommend that the decision is re-considered by the Authority or the Transport Committee<sup>8</sup>.
- 13.5.3 A decision which has been endorsed by an overview and scrutiny committee may be implemented immediately.
- 13.5.4 A decision which has been recommended for re-consideration may not be implemented, except in accordance with standing order 13.6 below.

### **13.6 Re-considering the decision**

- 13.6.1 The Chair of the overview and scrutiny committee or their nominee may attend the meeting which is re-considering the decision, to present the report or recommendations.<sup>9</sup>
- 13.6.2 The Authority or Transport Committee may confirm, amend or rescind the decision.
- 13.6.3 A decision which has been confirmed or amended may be implemented immediately.

## **14. Guidance of the Secretary of the State**

- 14.1 An overview and scrutiny committee or sub-committee must have regard to any guidance issued by the Secretary of State.<sup>10</sup>

<sup>8</sup> The **Head of Legal and Democratic Services** shall in consultation with the Chair of the overview and scrutiny committee determine whether a report or recommendation relating to a decision of the Transport Committee is considered by the Transport Committee or the Authority. A report or recommendation relating to a decision of the Authority shall be considered by the Authority.

<sup>9</sup> The Chair must notify the **Head of Legal and Democratic Services** that they intend to attend the meeting 3 clear working days before the meeting.

<sup>10</sup> **Under Local Democracy, Economic Development and Construction Act 2009 Schedule 5A paragraph 2(9)**



## ITEM 11

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Code of Corporate Governance

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### 1. Purpose

1.1. To consider a revised Code of Corporate Governance.

### 2. Information

2.1 It is widely recognised that it is best practice for all organisations to have in place a Code of Corporate Governance.

2.2 At its Annual Meeting on 25 June 2015, WYCA adopted a Code of Corporate Governance consistent with guidance issued jointly by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) and which is based on the following six core principles:-

- Focussing on the purpose of the Authority and the outcomes for the community and creating and implementing a vision for the local area;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- Developing the capacity and capability of members and officers to be effective;
- Engaging with local people and other stakeholders to ensure robust public accountability.

2.3 The Code of Corporate Governance has been revised to reflect the full breadth of activities of WYCA over the last year and is attached at **Appendix 1** for consideration.

**3. Financial Implications**

3.1. None arising from this report.

**4. Legal Implications**

4.1. None arising from this report.

**5. Staffing Implications**

5.1. None arising from this report.

**6. Consultees**

6.1. None.

**7. Recommendations**

7.1. That the revised Code of Corporate Governance attached as Appendix 1 to this report be approved.

**8. Background Documents**

8.1. None.



## West Yorkshire Combined Authority

### Local Code of Corporate Governance

#### Introduction

The definition of corporate governance is that it is about ‘how bodies ensure they do the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner. It comprises the systems and processes, and culture and values, by which bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities.’

The West Yorkshire Combined Authority (WYCA) has approved and adopted a code of corporate governance which is consistent with the principles of the best practice guidance issued jointly by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE). The framework is based upon the following six core principles:

1. Focussing on the purpose of the Authority and the outcomes for the community and creating and implementing a vision for the local area;
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles;
3. Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
5. Developing the capacity and capability of members and officers to be effective;
6. Engaging with local people and other stakeholders to ensure robust public accountability.

The WYCA is committed to meeting these principles and this statement sets out how the supporting principles beneath each statement will be achieved, monitored and reviewed.

## The WYCA's core principles

### 1 Focussing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area.

#### **Supporting principles:**

*Exercising leadership by clearly communicating the Authority's purpose and vision and its intended outcome for citizens and service users.*

The WYCA has adopted the Strategic Economic Plan (SEP) for the region, originally developed in 2014 by the Leeds City Region Enterprise Partnership. This sets out the vision for the city region to be a globally recognised economy and sets out ambitious plans to drive growth. A refreshed SEP that reassesses the strategy in the light of experience over the last two years and recognises economic and political developments over the period has been produced and approved by both the WYCA and LEP Boards. WYCA will work with its District partners to deliver the outcomes set out in the SEP.

Alongside this the Local Transport Plan (LTP) sets out key transport plans which are supported by bus, rail, freight, asset and network management strategies. The LTP is being reviewed to ensure it aligns with the SEP and will be relaunched later in 2016 as the Single Transport Plan. It will both reflect recent transport developments and provide clearer links to the SEP.

These key plans will set out the priorities for the region and show the ambition to create additional jobs, grow the economy and increase connectivity. Further detailed plans will set out specific projects, funding and timescales for delivery.

*Ensuring that users receive a high quality of service whether directly, or in partnership or by commissioning.*

The WYCA will produce regular reports setting out its targets and the achievement against them. This will include progress on key projects in the West Yorkshire plus Transport Fund and other priority schemes in the Local Growth Deal. The annual tracker survey will demonstrate satisfaction with the provision of local public transport.

*Ensuring that the Authority makes best use of resources and that tax payers and service users receive excellent value for money.*

The WYCA will prepare a medium term financial strategy which is scrutinised by Members to ensure it supports the ambitions of the WYCA. Detailed annual budgets are considered and approved by the WYCA and shared with the constituent Councils. Annual accounts are produced within three months of the year end and an audit opinion on these and on the value for money position is provided by external auditors.

Work during the coming year will include the development of a services strategy to ensure that the WYCA is clear in identifying its service users and the outcomes for each group.

## **2 Members and officers working together to achieve a common purpose with clearly defined functions and roles.**

### ***Supporting principles:***

*Ensuring effective leadership throughout the Authority by being clear about executive and non executive functions*

*Ensuring a constructive working relationship exists between elected Members and Officers*

*Ensuring relationships between the Authority and the public are clear.*

The WYCA has in place clear constitutional documents and a Committee structure covering all aspects of WYCA's activities. The LEP Board, supported by its Panels, brings together Members and business leaders from the private sector to oversee and make strategic decisions about the SEP.

Schemes of delegation have been put in place to enable Committees, the Managing Director, Monitoring Officer and Directors to work effectively and make decisions in a transparent way. Statutory officers with the appropriate skills and resources have been appointed and ensure advice is given on the necessary financial and procedural matters.

The ways of working are published and reviewed annually, including Standing Orders and Financial Regulations, schemes of delegation, a Members Allowance Scheme and a protocol for Member/Officer relations. An Overview and Scrutiny Committee of co-opted members from all constituent authorities includes within its terms of reference the ability to call in any decision of the WYCA and a Governance and Audit Committee oversees financial and audit matters.

## **3 Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.**

### ***Supporting principles***

*Ensuring members and officers exercise leadership by behaving in ways that uphold high standards of conduct and exemplify effective governance*

*Ensuring that organisational values are put into practice and are effective.*

The WYCA expects the highest standards of conduct and personal behaviour from its Members and employees. Robust arrangements are in place to ensure that these high standards are promoted and upheld. Organisational values have been adopted by the Authority and are reflected in policies and

protocols. These are undergoing review during 2016 to ensure they continue to influence the required behaviours for the CA.

The WYCA has issued, and keeps under regular review, a number of documents including a Member Code of Conduct, an Officer Code of Conduct, a complaints procedure and an anti fraud and anti corruption policy which includes the whistleblowing policy. All employees are trained in the values, standards, policies and procedures that WYCA expects them to adhere to. The operation of a Standards Committee is provided for, as may be necessary.

#### **4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.**

##### ***Supporting principles***

*Exercising leadership by being rigorous and transparent about how decisions are made*

*Having good quality information, advice and support*

*Making sure an effective risk management system is in place*

*Recognising the limits of lawful action*

The WYCA ensures that decision making is transparent and that appropriate advice is taken in reaching decisions. All key decisions of the WYCA and its Committees are made in public meetings with documents available to the public via the internet. Officer decisions are taken in accordance with the schemes of delegation in place and are recorded. The LEP Board publishes its papers and minutes via the internet. Investment decisions are made in the context of an assurance framework that meets national guidance and that is reviewed annually. The Overview and Scrutiny Committee, made up of co-opted Members from across the region, meets regularly and provides the mechanism for ongoing constructive scrutiny and challenge.

Appropriately skilled and qualified officers provide advice and input to the decision making process.

The WYCA has in place a Publication Scheme that complies with the requirements of the Transparency Code and enables the public to directly access a range of information on its website.

A risk management framework is in place and is overseen by the Governance and Audit Committee. An officer Audit and Risk Management Committee manages and develops these arrangements on its behalf with a separate Health and Safety Committee ensuring compliance with health and safety legislation and an appropriate management of those risks. A risk manual provides practical guidance to officers in recording, monitoring and managing risk through the performance management system. A risk appetite statement has been developed and approved.

The WYCA has arrangements in place to ensure it collects, uses and stores information and data appropriately.

The Governance and Audit Committee oversees all governance arrangements and ensures these are operating effectively. It monitors and formally reviews the work of the internal audit function and considers the annual review of internal control produced by the Internal Audit Manager.

Work to be undertaken during the coming year will include establishing webcasting arrangements for meetings of WYCA and its committees and ensuring similar standards of transparency are achieved for LEP Board meetings. Further consideration of the Publication Scheme will also take place to understand whether there is further information that could be published that may reduce the volume of Freedom of Information requests.

## **5 Developing the capacity and capability of members and officers to be effective**

### ***Supporting principles***

*Making sure Members and Officers have the skills, knowledge, experience and resources they need to perform well*

*Developing the capability of people with governance responsibilities*

*Encouraging new talent for membership of the Authority.*

The WYCA seeks to ensure all Members and Officers have the necessary skills and training to fulfil their roles. Members receive an induction programme when they are appointed to a Committee of the WYCA and this is supplemented by specialised training courses where appropriate. Officers are appointed using competency based job descriptions and their performance against these competencies is regularly monitored and reviewed. A detailed learning and development plan ensures that training needs are met at both an individual and an organisational level. The commitment to staff development is demonstrated in the continued commitment to the principles of both the Investor in People standard and the re-accreditation of the Customer Service Excellence standard.

Work to be undertaken during the coming year will include ensuring the same principles are extended to the private sector representatives on the LEP panels.

## **6 Engaging with local people and other stakeholders to ensure robust public accountability.**

### ***Supporting principle***

*Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders.*

The WYCA engages with stakeholders and local people in a variety of ways. Its actions are readily available to the public via the publication of all meeting papers and decisions on the internet and the public nature of all its meetings.

The WYCA fosters close links with the local District Councils, facilitated by the appointment of senior politicians from these Districts to the WYCA. The Chair of the Leeds City Region Enterprise Partnership sits on the WYCA to assist in ensuring close working with local businesses.

The District Engagement Sub-Committees provide the forum for local people to engage on public transport matters that are relevant to them.

The LEP Board and Panels provide the forum for bringing together the public and private sector on economic policy matters.

WYCA and LEP websites are set up both to provide information and to engage with local people.

For all significant projects and strategies public consultation will be undertaken both electronically and in the form of public meetings.

Work to be undertaken during the year will include consideration of how current arrangements for local engagement on transport matters could be extended to include the wider economic agenda. The format and nature of these meetings will also be considered.

### **Monitoring and review**

It is the responsibility of the Governance and Audit Committee to keep corporate governance matters under review. As part of this process it undertakes regular reviews throughout the year with a formal review at the year end of the processes and systems in place during the year. This includes the results of the work carried out by the internal audit section. The Committee reviews the Annual Governance Statement which forms part of the statutory annual accounts which are subject to external audit. The Committee review and recommend this statement to the WYCA for consideration and approval.

Originator: Angela Taylor,  
Director of Resources



## ITEM 12

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Members' Allowances Scheme

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### 1. Purpose

1.1. To consider and approve the Members' Allowances Scheme.

### 2. Information

2.1 At its annual meeting last year, the WYCA adopted a revised Members' Allowances Scheme, further to a review of the Scheme undertaken by an Independent Remuneration Panel.

2.2 The revised Scheme provided for allowances to Co-opted Members on the WYCA's Transport Committee, Overview and Scrutiny Committee and for the Chair of the Governance and Audit Committee.

2.3 The Scheme now needs to be amended, to remove the special responsibility allowance for the Chair of the Governance and Audit Committee, since for the new municipal year, the Chair will not be a Co-opted Member.

2.4 Subsistence allowance rates published in the Scheme at Schedule 3 have been amended to reflect an increase in line with new rates published by the Passenger Transport Forum, as provided for by the Scheme, and are effective immediately.

2.5 If the WYCA committee structure approved for 2016/17 is substantially the same as for 2015/6, it is not proposed that any further substantive changes are made to the Scheme.

### 3. Financial Implications

3.1. The deletion of an allowance to the Chair of Governance and Audit Committee will result in a saving of £3891. The overall budget for allowances will be subject to any changes in the number of co-opted members on any committee for which allowances are paid.

#### **4. Legal Implications**

- 4.1. The WYCA has a duty to make an allowances scheme before the beginning of each year.
- 4.2 Under the WYCA Order 2014, no allowances (except in relation to travelling and subsistence) may be payable to WYCA Members.
- 4.3 There is no specific duty on the WYCA to consider recommendations of an independent remuneration panel, before approving amendments to the allowances scheme. The WYCA has previously appointed a Panel when there have been substantive changes to the WYCA's committee arrangements, to promote accountability and transparency when making the Scheme.
- 4.4 The WYCA should have regard to recommendations made by any Independent Remuneration Panel for a district council by which any of its Members are nominated, when approving its Scheme.

#### **5. Staffing Implications**

- 5.1. None.

#### **6. Consultees**

- 6.1. None.

#### **7. Recommendations**

- 7.1. That the revised **Members' Allowances Scheme** attached as an appendix to this report is adopted.

#### **8. Background Documents**

- 8.1. None.



## West Yorkshire Combined Authority

### Members' Allowances Scheme Municipal Year 2016/17

The West Yorkshire Combined Authority, (WYCA), in exercise of the powers conferred by the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the Regulations"), hereby makes the following scheme:

1. This scheme may be cited as the WYCA Members' Allowances Scheme, and shall have effect for the municipal year 2016/17. It shall continue in force, as amended from time to time, until revoked or amended.

2. In this scheme:

"**WYCA Member**" means a member of the WYCA appointed in accordance with Schedule 1, paragraph 1 of the WYCA Order 2014

"**Co-opted Member**" means a person who is not a member of the WYCA but who is co-opted to any committee or sub-committee of the WYCA.

"**annual meeting**" means the WYCA's annual meeting held each year.

3. WYCA Members (as opposed to Co-opted Members) are only entitled to Travel and Subsistence Allowances and not any other allowances under this Scheme.

4. The basic and special responsibility allowances shall be paid to Co-opted Members as set out in Schedule 1.

5. **1-Special Responsibility Allowance (SRA) only rule**

A Co-opted Member can only receive one SRA from the WYCA.

6. **Travel and Subsistence Allowances – Approved Duties**

A WYCA Member or Co-opted Member may re-claim any costs they incur provided they are incurred whilst engaged on Approved Duties set out in Schedule 2 and within the limits specified in Schedule 3.

7. **Dependants' Carers' Allowance**

The WYCA adopts a Dependants' Carers' Allowance subject to the following terms and conditions:-

### **Childcare element**

- maximum rate payable = £7.65 per hour
- care must be provided by a registered child minder

### **Other Dependants element**

- maximum rate payable = the hourly cost of a Home Help carer payable by Leeds City Council

For both types of care, there is a monthly cap of £100, regardless of type or number of dependants. Receipts are required and the approved duties for which the Dependants' Carers Allowance is claimed should be based on the statutory list of approved duties set out in Schedule 2.

## **8. Implementation and backdating of recommendations**

The allowances are implemented from the date of the annual meeting and paragraph 11 applies.

## **9. Renunciation of entitlement to allowances**

A Member may by notice in writing given to the Chief Finance Officer elect to forego all or any part of their entitlement to an allowance under this scheme.

## **10. Part year Entitlements**

- (1)** The provision of this paragraph shall have effect to regulate the entitlements of a Co-opted Member to basic and special responsibility allowances where, in the course of a year, this scheme is amended or that member becomes, or ceases to be, a Member, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.
- (2)** If an amendment to this scheme changes the amount to which a Co-opted Member is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:-
  - (a)** beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (b)** beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the

relevant period as bears to the whole the same proportion as the number of days in the period bears to the number of days in the year.

- (3)** Where the term of office of a Co-opted Member begins or ends otherwise than at the beginning or end of a year, the entitlement of that member to a basic allowance shall be to the payment to such part of the basic allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- (4)** Where this scheme is amended as mentioned in sub-paragraph (2), and the term of office of a Co-opted Member does not subsist throughout the whole, or any period mentioned in sub-paragraph (2)(a), the entitlement of any such member to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his or her term of office as a member subsists bears to the number of days in that period.
- (5)** Where a Co-opted Member has during part of, but not throughout, a year such special responsibilities as entitle them to a special responsibility allowance, that member's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she had such special responsibilities bears to the number of days in that year.
- (6)** Where this scheme is amended as mentioned in sub-paragraph (2), and a Co-opted Member has during part, but does not have throughout the whole, or any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as to entitle him or her to a special responsibility allowance, that member's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

## **11. Claims and Payments**

- (1)** A claim for travelling and subsistence allowances under this scheme shall be made in writing within three months of the date of the duty in respect of which the entitlement to the allowance arises.
- (2)** A claim for all allowances under this scheme or any allowance under any other provisions shall include, or be accompanied by, a statement signed by the claimant that he or she has:-

  - (a)** Incurred the actual expenditure shown on the claim and has not made and will not make any other claim either to this or any other

organisation in respect of the matter to which their claim relates, subject;

- (b) In the case of travelling expenses to the amount being in line with the WYCA's policy to reimburse the lower of standard class bus or rail fares or the appropriate car allowance rates and;
  - (c) In the case of subsistence expenses that the amount does not exceed the maximum allowance authorised by the WYCA in Schedule 3 of the scheme.
- (3) Subject to any external timing constraints, payments shall be made:-
- (a) in respect of basic and special responsibility allowances, subject to sub paragraph (2), in installments of one-twelfth of the amount specified in this scheme on the last Thursday of each month;
  - (b) in respect of travelling and subsistence allowances, on the last Thursday in each month for all fully completed claims received by the end of the previous week;
  - (c) in respect of any emergency reimbursement of a large expense claim suitable arrangements will be made where specially requested by the Member concerned.
- (4) Where a payment of one-twelfth of the amount specified in this scheme in respect of basic allowance or a special responsibility allowance would result in the Member receiving more than the amount to which, by virtue of paragraph 8, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

## **12. Duplication of Allowances**

No member may receive allowances from more than one authority in respect of the same duties.

## SCHEDULE 1

	BASIC	SRA	Total per Co-opted Member
<b>Transport Committee</b>			
Chair	£4,500	£24,800	<b>£29,300</b>
Deputy Chair (majority group)	£4,500	£9,920	<b>£14,420</b>
Chair of each District Consultation Sub-Committee	£4,500	£1,575	<b>£6,075</b>
Leader of main opposition group	£4500	£7440	<b>£11940</b>
Members	£4,500	-	<b>£4,500</b>
<b>Overview &amp; Scrutiny Committee</b>			
Chair	£1,350	£7848	<b>£9198</b>
Members	£1,350	-	<b>£1,350</b>

## **SCHEDULE 2**

### **APPROVED DUTIES**

The following are specified as an approved duty for purpose of the payment of travelling and subsistence and Dependants' Carers' allowances:-

- (i)** A meeting of the WYCA, any committee or sub-committee of the WYCA or of any other body to which the WYCA makes appointments or nominations or of any Committee or Sub-Committee of such body.
- (ii)** Any other meeting the holding of which is authorised by the WYCA provided that it is a meeting to which members of at least two political groups have been invited.
- (iii)** Meetings of a non-commercial, non-political and non-party political nature, including with Ministers, Members of Parliament, European Members of Parliament, representatives of Government Departments and representatives of major companies who have an involvement in public transport matters by the Chair, Deputy-Chair and Leaders of political groups, or their nominees, individually, in pairs or as a group, as representatives of the WYCA, for the purpose of discussing matters which relate to the functions of the WYCA or of a constituent or non-constituent Council represented on the WYCA, or any other council in which the WYCA has an interest in the particular function involved.
- (iv)** Conferences, seminars and study courses only when the Monitoring Officer is satisfied that they represent value for money and are being held for the purpose of discussing non-political matters which relate to the functions of the WYCA or any functions of the local authorities in which the WYCA has an interest.
- (v)** At representative functions, official functions, responding to invitations to meet and/or address voluntary and other organisations, site visits and meetings with officers subject to the prior agreement of the Monitoring Officer.

## **SCHEDULE 3**

### **TRAVELLING AND SUBSISTENCE EXPENSES**

#### **Travelling Expenses**

Normally Members are expected to travel by bus or standard class rail. Claims for car allowances will therefore only be paid where there is no suitable alternative public transport available or there are special circumstances.

Standard class travel should be booked in advance for all rail travel on behalf of all Members, unless in the view of the Monitoring Officer there are special circumstances that require first class travel, for example to enable confidential conferences to be held on the train or to avoid disadvantaging members when travelling with other organisations.

#### **MCard/Metrocards**

In view of legal and auditors advice, only Co-opted Members of the Transport Committee would properly be entitled to an MCard/Metrocard. All other members would be permitted to apply but would be required to contribute a proper proportion to the cost to the WYCA of the card, in relation to the element of personal usage that could be made of it.

Where a Member holds an MCard/Metrocard, they should use this where reasonably practicable rather than other forms of transport.

When a Member ceases to be a Co-opted Member of the Transport Committee they must give back their MCard/Metrocard, or make a proper contribution to the cost of it if they wish to keep it.

#### **Car Mileage Rates - the HMRC mileage rates from time to time in force**

<b>Approved mileage rates</b>		
<b>From 2011-12</b>	<b>First 10,000 business miles in the tax year</b>	<b>Each business mile over 10,000 in the tax year</b>
<b>Cars and vans</b>	45p	25p
<b>Motor cycles</b>	24p	24p
<b>Bicycles</b>	20p	20p

## Passenger Rates

Where a Member carries a passenger they can claim the HMRC approved passenger mileage rate of 5p per passenger mile, in addition to the applicable mileage rates for motor cars.

## Motor Cycle Mileage Rates

24p per mile (indexed to HM Revenue and Customs approved rates).

## Bicycle Mileage Rate

20p per mile.

## General Travel Expenses

To reduce costs to the WYCA, Members should not travel independently where it would be possible to travel with another Member or Officer.

Members may claim specific reimbursement for expenditure incurred on tolls, ferries or parking fees as these are deemed to be additional to the basic car allowance rates.

In rare circumstances it is not possible to utilise public transport and a taxi has to be used. In such circumstances members must obtain receipts before reimbursement will be available.

## Subsistence Allowances

In each instance only the actual cost incurred may be claimed with the following being the maximum rates claimable:<sup>1</sup>

### Day Subsistence Rates

<b>Breakfast allowance</b>	<b>£8.28</b>
<b>Lunch allowance</b>	<b>£11.28</b>
<b>Tea allowance</b>	<b>£4.54</b>
<b>Evening meal allowance</b>	<b>£14.09</b>

**Note:** The current total daily maximum subsistence claimable (£38.19) should not be disaggregated and applied to specific meals but a 24 hour maximum claimable to be spent upon subsistence as required.

<sup>1</sup> These figures are reviewed annually in line with the rates applicable to, and published by, the Passenger Transport Forum for Non-Manual Employees of Passenger Transport Executives.



### **Overnight Subsistence**

All overnight accommodation should be booked through the WYCA's office who will seek out the most reasonably priced accommodation available to be paid for directly by the WYCA thus avoiding any claims for reimbursement.

### **Overseas Travel**

Members are entitled to claim reasonable expenses in relation to their journey and stay, reimbursable upon production of receipts.

It is expected that the necessary travel and accommodation arrangements would be booked through the WYCA's office.

### **Meals Provided Free Of Charge**

Members are required to deduct an appropriate amount from the subsistence allowances in respect of any meals provided free of charge by an authority or body during the period to which the allowance relates. The allowance cannot therefore be claimed where a free meal has been provided.

### **Meals Taken On Trains**

Where main meals are taken on trains during the period for which there is an entitlement to a subsistence allowance the reasonable cost of meals (including VAT) shall be reimbursable in full. This will then replace the specific meal allowances set out above.

**Note:** In the case of travel abroad there are sometimes difficulties in obtaining receipts. However, for the reasons given above reimbursement will only be available where receipts are provided.



## ITEM 13

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**Report to:** Combined Authority

**Date:** 23 June 2016

**Subject:** Calendar of Meetings for 2016-2017

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### 1. Purpose

To note the calendar of meetings proposed for the Authority for 2016-2017.

### 2. Background Information

- 2.1. The proposed calendar of meetings is attached as **Appendix 1** to this report.
- 2.2. The calendar provides dates for meetings of the Combined Authority, the Transport Committee, the Overview and Scrutiny Committee, the Governance and Audit Committee and the West Yorkshire and York Investment Committee.
- 2.3. Whilst it will be a matter for the Transport Committee to convene its District Consultation Sub-Committees, the calendar proposes dates for these sub-committee meetings.

### 3. Issues

- 3.1. None.

### 4. Legal Implications

- 4.1. None.

### 5. Financial Implications

- 5.1. None.

### 6. Staff and resource Implications

- 6.1. None.

### 7. Recommendations

- 7.1. That the Calendar of Meetings of the Authority for 2016-17 be approved.



## CALENDAR OF MEETINGS 2016/17

### 2016

JUNE	<b>23</b>	<b>COMBINED AUTHORITY ANNUAL MEETING</b>	<b>11.00 am</b>
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JULY	1	Transport Committee	11.00 am
	6	Investment Committee	11.00 am
	11	Joint District Consultation Sub- Committee	11.00 am
	13	Overview & Scrutiny Committee	11.00 am
	<b>28</b>	<b>COMBINED AUTHORITY</b> followed by Governance & Audit Committee	<b>11.00 am</b>

AUGUST	1	Seminar for New WYCA Members/Co-optees	11.00 am
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SEPTEMBER	7	Investment Committee	11.00 am
	22	Overview & Scrutiny Committee	11.00 am
	<b>29</b>	<b>COMBINED AUTHORITY</b> followed by Governance & Audit Committee	<b>11.00 am</b>

OCTOBER	10	Leeds District Consultation Sub-Committee	11.00 am
	11	Calderdale District Consultation Sub-Committee	11.00 am
	12	Kirklees District Consultation Sub-Committee (Huddersfield)	11.00 am
	14	Transport Committee	11.00 am
	20	Wakefield District Consultation Sub-Committee	11.00 am
	21	Bradford District Consultation Sub-Committee	11.00 am

NOVEMBER	9	Investment Committee	11.00 am
	30	Overview & Scrutiny Committee	11.00 am

DECEMBER	<b>1</b>	<b>COMBINED AUTHORITY</b> followed by Governance & Audit Committee	11.00 am
	9	Transport Committee	11.00 am

### 2017

JANUARY	4	Investment Committee	11.00 am
	10	Calderdale District Consultation Sub-Committee	11.00 am
	11	Kirklees District Consultation Sub-Committee (Dewsbury)	11.00 am
	13	Bradford District Consultation Sub-Committee	11.00 am
	16	Leeds District Consultation Sub-Committee	11.00 am
	19	Wakefield District Consultation Sub-Committee	11.00 am
	25	Overview & Scrutiny Committee	11.00 am

FEBRUARY	<b>2</b>	<b>COMBINED AUTHORITY</b>	<b>11.00 am</b>
	24	Transport Committee	11.00 am

MARCH	8	Investment Committee	11.00 am
	22	Overview & Scrutiny Committee	11.00 am
	30	Wakefield District Consultation Sub-Committee	11.00 am
	31	Bradford District Consultation Sub-Committee	11.00 am

APRIL	3	Leeds District Consultation Sub-Committee	11.00 am
	4	Calderdale District Consultation Sub-Committee	11.00 am
	5	Kirklees District Consultation Sub-Committee (Huddersfield)	11.00 am
	6	<b>COMBINED AUTHORITY</b> followed by Governance & Audit Committee	<b>11.00 am</b>
	21	Transport Committee	11.00 am

JUNE	7	Investment Committee	11.00 am
	29	<b>COMBINED AUTHORITY ANNUAL MEETING</b>	<b>11.00 am</b>