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Report to: West Yorkshire Combined Authority

Date: 29 June 2017

Subject: Governance Arrangements

Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12a, Local Government Act 1972, Part 1	

1. Purpose

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

2. Information

- 2.1 The most substantive changes proposed in this report are to the Procedure Standing Orders, to reflect the integration of LEP Panels and also the Strategic Land and Assets Board into WYCA's governance structure, as advisory committees. Other updates are proposed for clarification and updating purposes, for example, to reflect changes in post titles. For consistency, and to prepare for any possible name change, it is proposed that all governance documents now refer to "the Authority" rather than WYCA. Proposed amendments are highlighted in the relevant documents, with the most significant changes detailed below.

- 2.2 **Appendix 1** sets out revised **Procedure Standing Orders**, with highlighted proposed amendments, including for clarity and updating purposes. In relation to the new advisory committee arrangements, it is proposed that these retain the title of Panels, and the quorum proposed for each is set out in the revised Standing Order 15. It is also proposed that the Head of Legal and Governance Services be delegated authority to amend the quorum of any of the new Panels, in the event of any vacancies arising.

- 2.2.1 **Appendix 2** is the **Access to Information Annex** to the Procedure Standing Orders. The annex was previously revised to reflect changes in legislation, including the publication 28 days in advance of Key decisions. (These are now available to the public on WYCA's web-site). WYCA's Overview and Scrutiny Committee have agreed to review the effectiveness of these arrangements when they have been in place for

6 months, and will also receive a standard item on Key decisions at each meeting. The amendments highlighted in **Appendix 2** are therefore minor amendments for clarification only.

2.2.2 The supplementary **Code of Practice for recording meetings** to the Procedure Standing Orders is attached for information as **Appendix 3** with no significant changes proposed.

2.2.3 The most significant changes proposed to **Procedure Standing Orders** and its annex are as follows:

Procedure Standing Order¹	Proposed amendment
15	Quorum for new advisory Panels.
19	Clarification of voting provisions for committees
22	New provisions clarifying that Chairs may invite persons to attend and speak at meetings of the Authority and committees.
Access to Information Annex to Procedure Standing Orders	Minor amendments to clarify the application of provisions relating to Key decisions, including updates further to Bus Services Act 2017. For completeness, provisions about written records of Officer decisions have been inserted from the Officer Delegation Scheme into this document.

2.3 No significant changes are proposed to **Scrutiny Standing Orders** attached as **Appendix 4** to this report. A minor clarification is proposed relating to the operation of the call-in process as it applies to governance arrangements (footnote to Standing Order 13).

2.4 Amended **Contracts Standing Orders** are attached as **Appendix 5** to this report. There are some amendments to update post titles, and for consistency. The most significant changes are as follows:

Contracts Standing Order	Proposed amendment
3 – authenticating the seal and signature of documents	Amendments for clarification to more closely reflect the current Officer Delegation Scheme provisions.
35.1 - variations	Deletion of delegated authority to approve contract variations, which is no longer necessary further to the agreed Assurance Framework provisions.

2.5 **Financial Regulations** are attached as **Appendix 6** to this report, with proposed amendments highlighted. The most significant changes are as follows:

¹ By reference to revised numbering

Financial Regulation	Proposed amendment
4.4 - variations	Revision to confirm that expenditure on a capital scheme which is in excess of the approval granted by the Authority or a relevant committee of the Authority is not permitted without a further report to the Authority or the relevant Committee.
5.9 - audit plan	Updating to reflect existing arrangements for approval of audit plan by the Governance and Audit Committee.
5.10 – external auditors	Updating to reflect agreed revised arrangements for the appointment of external auditors.
5.26 – disposal of land	Amendment to reflect the Managing Director’s existing authority under the Officer Delegation Scheme.

2.6 No amendments are proposed to the **Members’ Code of Conduct (Appendix 7)**, other than a minor amendment to clarify that the Code applies to voting private sector representatives on committees. No amendments are proposed to the **Procedure for Considering Complaints against Members (Appendix 8)**. These documents are attached for information.

3. Financial Implications

3.1 None arising from this report.

4. Legal Implications

4.1 WYCA may amend its standing orders at any time. The proposals ensure that standing orders and other governance documents are up to date.

5. Staffing Implications

5.1 None arising from this report.

6. External Consultees

6.1 None.

7. Recommendations

7.1 That the following Standing Orders are approved as set out in the relevant appendices to this report:

- Procedure Standing Orders – Appendix 1
- Access to Annex to the Procedure Standing Orders – Appendix 2
- Code of Practice for recording meetings – Appendix 3
- Scrutiny Standing Orders – Appendix 4
- Contracts Standing Orders – Appendix 5
- Financial Regulations – Appendix 6.

7.2 That the Members' Code of Conduct for Members attached as Appendix 7 to this report, and the Procedure for Considering Complaints against Members attached as Appendix 8 to this report are approved.

7.3 That the Head of Legal and Governance Services be delegated authority to amend the quorum of any of the new Panels, in the event of any vacancies arising.

8. Background Documents

8.1 None.