

Report to: Transport Committee

Date: 7 July 2023

Subject: **Governance Arrangements**

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

1. Purpose of this report

- 1.1 To advise the Transport Committee of the governance arrangements approved by the West Yorkshire Combined Authority (the Combined Authority) at the Annual Meeting on 22 June 2023 in respect of the Committee.
- 1.2 To establish an Active Travel Working Group.

2. Information

- 2.1 At the Annual Meeting on 22 June 2023, the Combined Authority resolved to appoint the Transport Committee on the **terms of reference** attached at **Appendix 1** to this report.
- 2.2 The **quorum** of the Committee is four voting members to include one Local Authority Co-optee from three different Constituent Councils.
- 2.3 The Combined Authority appointed Councillor Susan Hinchcliffe as Chair of the Committee and Councillors Manisha Kaushik and Peter Carlill as the two Deputy Chairs.

2.4 The Combined Authority also appointed a Transport Engagement Lead from each of the Constituent Councils as follows:

Constituent Council	Transport Engagement Lead
Bradford	Councillor Taj Salam
Calderdale	Councillor Colin Hutchinson
Kirklees	Councillor Ammar Anwar
Leeds	Councillor Annie Maloney
Wakefield	Councillor Jakob Williamson

2.5 In accordance with the agreed membership framework, the relevant Transport Portfolio holder from each Constituent Council was also co-opted onto the Transport Committee as a voting member, as follows:

Constituent Council	Transport Portfolio Holder
Bradford	Councillor Alex Ross-Shaw
Calderdale	Councillor Scott Patient
Kirklees	Councillor Eric Firth
Leeds	Councillor Helen Hayden
Wakefield	Councillor Matthew Morley

2.6 A table showing the full Committee membership and roles and responsibilities is attached as **Appendix 2**, the table also sets out the voting arrangements across the different sectors of membership. The role profiles for the Deputy Chairs and the Transport Engagement Leads are attached as **Appendices 3 and 4** for completeness.

2.7 The Combined Authority agreed meeting dates for the Committee, as follows:

- 7 July 2023
- 19 September 2023
- 16 November 2023
- 29 January 2024
- 26 March 2024
- 24 May 2024

Active Travel Working Group

2.8 It is proposed that the Active Travel Working Group be re-established for the 23/24 municipal year. The Group has provided helpful input into policy development and will be consulted going forwards on the development of the Active Travel Strategy as part of the new Local Transport Plan. **Appendix 5** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group.

3. Tackling the Climate Emergency Implications

- 3.1 The terms of reference require this, and all committees, to promote tackling the climate emergency implications in its actions.

4. Inclusive Growth Implications

- 4.1 The terms of reference require this, and all committees, to promote inclusive growth in its actions.
- 4.2 It is proposed that each decision-making committee continues to designate an Inclusivity Lead. This will ensure that equality, diversity and inclusion is fully embedded in the objectives of the committees.

5. Equality and Diversity Implications

- 5.1 The terms of reference require this, and all other committees, to consider equality and diversity in its actions and decision making.
- 5.2 The diversity of the committee will be kept under review and steps will be taken, in future recruitment campaigns, to ensure as far as possible that the membership is representative of the population we serve.

6. Financial Implications

- 6.1 The positions of Ordinary member, Transport Engagement Lead and Deputy Chair attract an allowance under the Combined Authority's Members' Allowances Scheme which was approved by the Combined Authority at its Annual Meeting on 22 June 2023.

7. Legal Implications

- 7.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), do not apply to Working Groups.

8. Staffing Implications

- 8.1 There are no staffing implications directly arising from this report.

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

That the Transport Committee:

- 10.1 Notes the governance arrangements approved by the Combined Authority at the Annual Meeting on 22 June 2023.

10.2 Establishes an **Active Travel Working Group** for the municipal year 2023/24, with the terms of reference and arrangements as set out in **Appendix 5** to this report.

11. **Background Documents**

11.1 There are no background documents referenced in this report

12. **Appendices**

Appendix 1 – Terms of Reference for the Transport Committee

Appendix 2 – Membership table

Appendix 3 – Role Profile for the Deputy Chair of Transport Committee

Appendix 4 – Role Profile for the role of Transport Engagement Lead

Appendix 5 – Terms of Reference and arrangements for the Active Travel Working Group