



**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE AND YORK INVESTMENT COMMITTEE  
HELD ON WEDNESDAY, 12 JULY 2017 AT COMMITTEE ROOM A, WELLINGTON  
HOUSE, 40-50 WELLINGTON HOUSE, LEEDS**

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**Present:**

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Barry Collins	Calderdale Council
Councillor Ian Gillies	City of York Council
Councillor Denise Jeffery	Wakefield Council
Councillor Richard Lewis	Leeds City Council
Councillor Peter McBride	Kirklees Council
Councillor Alex Ross-Shaw	Bradford Council

**In attendance:**

Melanie Corcoran	WYCA
Angela Taylor	WYCA
Jess McNeill	WYCA
Rachel Murphy	WYCA
Ruth Chaplin	WYCA

**1. Apologies for Absence**

Apologies for absence were received from Roger Marsh.

**2. Declarations of Disclosable Pecuniary Interests**

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

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

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

**4. Minutes of the Meeting of the West Yorkshire and York Investment Committee held on 16 June 2017**

**Resolved:** That the minutes of the West Yorkshire and York Investment Committee held on 16 June 2017 be approved and signed by the Chair.

## 5. Appointment of Investment Panel

The Committee considered a report of the Director of Resources which sought:

- To appoint an advisory sub-committee of the West Yorkshire & York Investment Committee, the Investment Panel.
- To appoint members to the Investment Panel.
- To appoint the chair of the Investment Panel.

It was reported that WYCA had previously considered as part of the review of Leeds City Region governance arrangements the integration of LEP Panels into WYCA's decision making structure. It was proposed that the LEP's Investment Panel be appointed by the West Yorkshire and York Investment Committee as an advisory sub-committee with effect from 1 September 2017.

The terms of reference and membership for the Panel were attached at Appendices 1 and 2 of the submitted report. It was noted that there were currently two vacancies in respect of the private sector representatives and a recruitment exercise would need to be undertaken. It was proposed that this would be included in a wider recruitment exercise for the vacancies across all the new advisory Panels and the Head of Legal and Governance Services has been given delegated authority by WYCA to facilitate this. It was proposed that the process included any recruitment necessary for the Investment Panel in due course. Any further appointments would be made by the Committee. Members asked to be provided with details of the private sector vacancies and recruitment process so that they could circulate these to their contacts in the business community.

### **Resolved:**

- (i) That the Investment Panel be appointed on the terms of reference set out in Appendix 1 to the submitted report with effect from 1 September 2017, and with a quorum of 4 voting members, to include 1 WYCA member or local authority co-optee and 1 private sector representative.
- (ii) That in accordance with S17 Local Government and Housing Act 1989 WYCA members be appointed to the Investment Panel, as set out in Appendix 2 to the submitted report and other voting members to the Panel as set out in that Appendix.
- (iii) That Councillor Judith Blake be appointed as Chair of the Investment Panel with effect from 1 September 2017.
- (iv) That authority be delegated to the Head of Legal and Governance Services to facilitate a recruitment exercise in respect of any private sector vacancies arising on the Panel, with any appointments to be made by the Committee in due course.

- (v) That members of the Committee be provided with details of the private sector vacancies and recruitment process when available.
- (vi) That the Panel meets on the dates set out in the calendar considered by WYCA at the Annual Meeting.

**6. Leeds City Region Growth Deal Delivery**

The Committee considered a report of the Director of Delivery which provided an update on progress made towards the achievement of Key Performance Indicators and on the implementation of the Growth Deal programme.

Members discussed changes which had been made to the Key Performance Indicators (KPIs) which had previously been considered by the Committee and the resourcing issues to be addressed in order to deliver projects within the timeframe. Details were highlighted in Annex A, Leeds City Region Action Plan, which was circulated at the meeting and included targets and milestones.

The Growth Deal Dashboard and Pipeline were attached at Appendix 1 and 2 of the submitted report. It was noted that the forecast spend was currently £95.34m against the annual target of £100.15m; this reduction was due to the changes made to forecast expenditure and the shortfall will be addressed through changes in project spend during the year and the development of projects in the pipeline.

The Committee noted the 4 projects currently assessed as red rated and these would be considered at a future meeting.

**Resolved:**

- (i) That the changes to the KPIs as detailed in Annex A, which was circulated at the meeting, be noted.
- (ii) That the progress towards achievement of the KPIs and the implementation of the Growth Deal be noted.

**7. Capital Spending & Project Approvals**

The Committee considered a report on proposals for the progression of, and funding for, a number of West Yorkshire plus Transport Fund and Growth Deal projects at Stages 1, 2 and 3 of the Assurance Process.

Members considered the following schemes which were detailed in the submitted report:

West Yorkshire Plus Transport Fund Transformational Schemes - Wakefield South Featherstone Link Road	Activity 2 (Case Paper)
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West Yorkshire Plus Transport Fund Transformational Schemes - York Outer Ring Road Dualling	Activity 2 (Case Paper)
West Yorkshire Plus Transport Fund Transformational Schemes - North Kirklees Orbital Route	Activity 2 (Case Paper)
WYCA's Portfolio Information Management System	Decision Point 3 (Outline Business Case)
Harrogate Road New Line – Change Request	Activity 4 (Full Business Case)

Members discussed the WY+TF Transformational Schemes. It was agreed that in order to build on their success, it would be beneficial for case studies to be prepared for consideration at a future meeting.

The Committee was advised that the following the last meeting, decisions regarding the following two schemes had been exercised through delegation to WYCA's Managing Director:

New Bolton Woods	Decision Point 4 (Full Business Case)
A629 Phase 1a	Decision Point 5 (Full Business Case with Finalised Costs)

Details of both schemes were outlined in the submitted report and summaries of the business cases were attached as appendices.

**Resolved:**

- (i) That in respect of **West Yorkshire Plus Transport Fund Transformational Schemes - Wakefield South Featherstone Link Road**, the Investment Committee recommends to WYCA that funding of £284k is approved for the Wakefield South Featherstone Link Road scheme to progress through Decision Point 2 and develop a Strategic Case for the Transformational Project. In addition, that Investment Committee recommends to WYCA that WYCA enter into a Funding Agreement with Wakefield Council for expenditure of up to £284K from the West Yorkshire Plus Transport Fund.
- (ii) That in respect of **West Yorkshire Plus Transport Fund Transformational Schemes - York Outer Ring Road Dualling**, the Investment Committee recommends to WYCA that funding of £295k is approved for the York Outer Ring Road Dualling scheme to progress through Decision Point 2 and develop a Strategic Case for the Transformational Project. In addition, that Investment Committee recommends to WYCA that WYCA enter into a Funding Agreement with York Council for expenditure of up to £295K from the West Yorkshire Plus Transport Fund.
- (iii) That in respect of **West Yorkshire Plus Transport Fund Transformational Schemes - North Kirklees Orbital Route**, the Investment Committee

recommends to WYCA that funding of £248k is approved for the North Kirklees Orbital Route scheme to progress through Decision Point 2 to develop a Strategic Case for the Transformational Project. In addition, that the Investment Committee recommends to WYCA that WYCA enter into a Funding Agreement with Kirklees Council for expenditure of up to £248K from the West Yorkshire Plus Transport Fund.

- (iv) In respect of **WYCA's Portfolio Information Management System**, the Investment Committee recommends to WYCA that:
- the Portfolio Information Management System (PIMS) proceeds through Decision Point 2 onto Stage 2 Activity 5 (Full Business Case with Finalised Costs).
  - an indicative approval to the total project value of £150k capital for the development of the system and £50k per annum on-going licence fee (the on-going licence fee will be required from 18/19 onwards), to be funded as an overhead cost from the overall Portfolio Management Office costs, is given. Ultimate approval to spend will be granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with finalised costs).
  - the future approvals at Decision Point 5 are made through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.
- (v) That in respect of the **Harrogate Road New Line – Change Request** the scheme's additional development costs of £972,000 are approved in order to progress the scheme to Decision Point 4 and that WYCA amend the existing Funding Agreement with Bradford Council for expenditure of up to £1,300,000 to be funded from the WY+TF. That the scheme will return to Investment Committee and WYCA at Decision Point 4 (Full Business Case).

## **8. Skills Shortage in Leeds City Region**

The Committee considered a report of the Director of Resources in respect of the plan being developed to address the skills shortage in Leeds City Region and to consider progressing the project to the next stage.

It was recognised that there was a Project Management (and Digital Programmer/Data Analyst) skills shortage across the West Yorkshire region and a national shortage of civil engineers. The Committee debated the challenges faced by WYCA and the District Councils in recruiting and retaining the right people to deliver the schemes and the short and medium term solutions being proposed to address this were outlined in the submitted report. Members also discussed the importance of continuing professional development (CPD), the need to promote WYCA's role more widely, collaborative working with partners and apprenticeships including the use of the apprenticeship levy.

Members considered an Action Plan which outlined the work being undertaken and planned actions. It was suggested that WYCA liaise with the Regional Flood & Coastal Committee who were also experience skills shortages and considering a similar approach to address the issue.

It was agreed that work would continue to develop the strategy and a progress report would be provided to the meeting scheduled for 9 November 2017.

**Resolved:** That a strategy be developed to address the skills shortage in the Leeds City Region and an update be provided to the meeting of the Committee scheduled for 9 November 2017.