



**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 14 DECEMBER 2017 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift (Vice-Chair)	Calderdale Council
Roger Marsh OBE	Leeds City Region Enterprise Partnership
Councillor Nicola Turner	Kirklees Council
Councillor Andrew Waller	City of York Council
Councillor James Lewis	Leeds City Council
Councillor Shabir Pandor	Kirklees Council

In attendance:

Councillor Robert Light	Chair, WYCA Overview & Scrutiny Committee
Ben Still	WYCA
Caroline Allen	WYCA
Angela Taylor	WYCA
Kersten England	Bradford Council (minute 69 only)
Heather Waddington	WYCA (minute 73 only)
Ruth Chaplin	WYCA

61. Apologies for Absence

Apologies for absence were received from Councillors J Blake, P Box, A Carter, S Cooke, D Sheard and K Wakefield.

62. Declarations of Disclosable Pecuniary Interests

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

63. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of the appendices to Agenda Item 15 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report

that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

64. Minutes of the Meeting of the Combined Authority held on 5 October 2017

Resolved: That the minutes of the meeting held on 5 October 2017 be approved and signed by the Chair.

65. Capital Spend and Project Approvals

The Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through WYCA's Assurance Process in line with WYCA's Assurance Framework:

- Leeds City Region Enterprise Zones Programme
- Steeton and Silsden A629 Foot/Cycle Crossing
- East Leeds Outer Ring Road Junctions
- Warm Homes Programme
- WYCA Website

It was noted that the Warm Homes Grant Fund and WYCA Website projects had proceeded directly to WYCA because of either timescales relating to their delivery or governance requirements of the funding stream.

The Authority also considered the following two schemes which had exception reports assessed in line with WYCA's Assurance Framework:

- A641 – Bradford to Huddersfield Corridor
- Strategic Inward Investment Fund

Details of the schemes were outlined in the submitted report.

Resolved:

- (i) In respect of the **Leeds City Region Enterprise Zones Programme (Decision Point 2)** –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Leeds City Region Enterprise Zones Programme proceeds through Decision Point 2 and work commences on Activity 3 (Outline Business Case) for the Phase 2 sites outlined in the submitted report and Activity 4 (Full Business Case) for Phase 1 Leeds EZ.
- (b) That an indicative approval to the £20.000m programme cost is

given from the Local Growth Fund with Full Approval to spend being granted to individual sites once they have progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).

- (c) That development costs of up to £0.302m from the Local Growth Fund are approved in order to progress Phase 2 sites to Decision Point 3 (Outline Business Case).
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(ii) In respect of **Steeton and Silsden A629 Foot/Cycle Crossing (Decision Point 2) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Steeton and Silsden A629 Foot/Cycle Crossing proceeds through Decision Point 2 (Case Paper) and work commences on Activity 3 (Outline Business Case).
- (b) That approval to the total project value of £0.210m is given from the CCAG Fund (which incorporates the DfT Grant) for Activity 3 (Outline Business Case) only.
- (c) That WYCA enters into a Funding Agreement with City of Bradford Metropolitan District Council for expenditure of up to £0.210m from the CCAG Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including that Decision Point 3 approval be delegated to WYCA's Managing Director. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iii) In respect of **A641 – Bradford to Huddersfield Corridor (Activity 1 Exception) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That further development costs of up to £0.630m be approved from the West Yorkshire plus Transport Fund to enable further Expression of Interest development, in order to progress the scheme to Decision Point 2 (Case Paper), taking the total project approval to £0.730m.

- (b) That WYCA enters into an addendum to the existing funding agreement with Calderdale Council for A641 – Bradford to Huddersfield Corridor for additional expenditure of up to £0.630m from the WY+TF.
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the report.

(iv) In respect of **ELOR Leeds Outer Ring Road Junctions (Decision Point 5) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the East Leeds Outer Ring Road Junctions Project (part of the East Leeds Orbital Road Package of schemes) proceeds through Decision Point 5 (Full Business Case with Finalised Costs) and work commences on Activity 6 (Delivery).
- (b) That approval be given to WYCA's contribution of £14.047m (which will be funded from the West Yorkshire plus Transport Fund), taking the total project approval for the full ELOR package of schemes to £25.857m (£14.047m plus £3.900m for design and preparation for Phase 1 and the Outline Business Case for the ELOR project plus £6.750m for land costs and a £1.160m contribution from funding approved by WYCA to commence development work on WY+TF projects before the growth deal was established (all funded from the WY+TF)).
- (c) That WYCA enter into an addendum to the existing Funding Agreement with Leeds City Council for expenditure of up to £25.857m from the WY+TF.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(v) In respect of the **Strategic Inward Investment Fund (Activity 6 Exception) –**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the exception is approved to change the Strategic Inward Investment Fund lower limit for applications from £250,000 to GBP

equivalent (at time of application) to €200,000.

- (b) That the exception is approved to amend the assurance and approval processes for applications of £250,000 or below as outlined in the submitted report, so that these decisions are delegated to the WYCA Managing Director.

(vi) In respect of **The Leeds City Region Warm Homes Programme –**

That WYCA approves:

- (a) That the Warm Homes project proceeds through Decision Point 2 (Case Paper) and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That indicative approval is given to the total project cost of £2,909,600 and WYCA's contribution of £1,619,960 (to be funded from the National Grid Warm Homes Fund).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in the submitted report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the report.

(vii) In respect of the **WYCA Website (Web3) –**

That WYCA approves:

- (a) That the WYCA Website (Web3) project proceeds through Decision Point 2 and work commences on the Full Business Case with Finalised Costs (Activity 5); an indicative funding allocation of £0.300m from part of the Authority's overall capital programme, (with the funding source coming from cash, eligible programmes and/or borrowing) with full approval to spend once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (b) That future approvals are made in accordance with the Assurance Pathway with Full Business Case with Finalised Costs (Activity 5) approval 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.

66. Project Beta

The Authority considered a report of the Executive Head of Economic Services which advised of the situation relating to Project Beta and proposed support to the future provision of grant funding of up to £3 million.

Members were given an overview and discussed the proposals regarding the application from a company which was seeking support to establish a new UK-based drug manufacturing facility and the benefits this would bring to the Leeds City Region. It was reported that the request for the grant from the Strategic Inward Investment Fund had been considered and recommended for approval by the Investment Committee. The continued support and approval of the grant will be subject to applications progressing through the WYCA Assurance Process.

Resolved: That support be given in principle to the provision of grant funding of up to £3 million to Project Beta subject to the scheme's progression through WYCA's Assurance Process.

67. HS2 and Connectivity

The Authority considered a report of the Head of Transport Policy which:

- provided an update on the LCR HS2 Growth Strategy
- provided an overview of the LCR HS2 Connectivity Strategy
- sought support to the development of Inclusive Growth Corridor Plans as part of the next stage in work.

Members noted the three emerging strands of the Connectivity Strategy which were detailed in the submitted report. In discussing the regional/pan-northern HS2 'Inclusive Growth Corridors' which had been identified, it was requested that the Bradford corridor be amended to 'Bradford – Halifax – Calder Valley and beyond'. It was noted that York had also been identified as a corridor and the importance of the East Coast Main Line and York as a key hub was recognised. The corridors will connect major communities, including some of the most deprived to HS2 and the importance of providing services to smaller stations in outlying areas was recognised. Members discussed the work being undertaken on the Leeds City Region's Housing Strategy and the need to ensure that this was linked with the HS2 plans for connectivity and inclusive growth.

Resolved:

- (i) That the progress on the LCR HS2 Growth Strategy be noted.
- (ii) That the emerging principles of the LCR HS2 Connectivity Strategy be endorsed.
- (iii) That the development of Inclusive Growth Corridor Plans as part of the next stage in development be endorsed.

68. HS2 and Skills

The Authority considered a report of the Executive Head of Economic Services which provided an update on the skills strategy needed to ensure the most is made of HS2 and to seek endorsement to develop the strategy into an implementation plan.

The report provided a summary of the skills work being undertaken and the strategy for ensuring people have the right skills to make the most of the HS2 opportunity. It also provided an overview of the Skills and Supply Chain Growth Strategy and a summary which provided further detail regarding the proposed programmes was attached at Appendix 1 to the submitted report.

Members discussed the strategy which built on the objectives detailed in the LCR Employment & Skills Plan and the work that WYCA and partners were already doing to support the development of a skilled workforce. It was intended to submit the Skills Strategy to Government as part of the HS2 Growth Strategy and then to turn the strategy into an implementation plan. It was noted that the approach to implementation would depend on how far the Government supports the plan financially and an initial meeting was being arranged with them in the near future.

Resolved: That the HS2 Skills Strategy be endorsed and an implementation plan be developed.

69. Transforming Cities Fund

The Authority considered a report of the Head of Transport Policy which provided an update on the Budget announcement in respect of the Transforming Cities Fund.

It was noted that the £1.7 billion fund was to support transport investment and the Chancellor had set out that half the fund would be allocated via competition for transport projects in cities and the remaining half allocated to the 6 combined authorities with elected metro mayors.

It was expected that guidance would be published in the New Year with bids to be submitted during Spring 2018. It was proposed that a range of options for the bid be considered and developed with partners including the suitability of schemes which came forward in the 'call for projects' and those on the local prioritised corridors as identified in the HS2 Connectivity Strategy.

It was noted that should a devolution deal be agreed for the region, the Transforming Cities Fund would automatically deliver significant additional capital investment for the Mayor to invest in transport.

A report would be brought to a future meeting once further details are known.

Resolved: That the financial position around the Transforming Cities Fund be noted.

70. Local Inclusive Industrial Strategy Update

The Authority considered a report of the Head of Economic Policy which:

- provided an update on the development of a single, bold city region strategy, owned by both WYCA and LEP Board with inclusive growth at its core;
- provided an overview of the headline messages from the national Industrial Strategy White Paper that was launched on 27 November 2017;
- provided an update on the outcome of the LEP Board meeting of 29 November 2017 and sought agreement to the LEP Board's decision to begin the development of Local, Inclusive Industrial Strategy (LIIS) as a replacement for the Strategic Economic Plan (SEP); and
- set out an indicative timetable for the development of a local, inclusive, industrial strategy that reflects national guidance whilst recognising the LEP's ambition around delivering at pace.

It was reported that the proposals to update and replace the SEP with a LIIS were agreed at the LEP Board meeting on 29 November 2017. Members discussed the key themes and messages emerging from the City Region's submission to the Industrial Strategy Green Paper, Autumn Budget and Industrial Strategy White Paper to inform the development of a local inclusive and place based industrial strategy. An emerging vision and statement of intent for the City Region emphasising that good growth delivers good outcomes would be developed in January/February 2018. This would be used as a mechanism for engagement with Government and local stakeholders. A full LIIS would be produced in March 2019 aimed at driving growth, boosting productivity and earning power for a post-2030 economy.

Resolved: That WYCA agree to formally commit to beginning the development of a single, bold Local Inclusive Industrial Strategy (LIIS) as a replacement for the Strategic Economic Plan (SEP), which will be owned by both the LEP and WYCA with inclusive growth at its core.

71. Inclusive Growth in the Leeds City Region

The Authority considered a report of the Managing Director which sought approval for funding the last 6 months of the secondment for the Project Director for Inclusive Growth.

Members noted the progress of the work undertaken to embed inclusive growth across Leeds City Region and of the development of a second work programme. The proposed activities for the next six months were set out in Appendix 1 and it was agreed that the remaining 6 months of the secondment be funded by WYCA. A

report would be prepared for a future meeting outlining appropriate next steps for resourcing after the secondment ends.

Resolved:

- (i) That the work accomplished to date be noted.
- (ii) That the funding of a secondment by WYCA for 6 months until 14 May 2018 be approved.

72. Business Planning & Budget 2018/19

The Authority considered a report of the Director of Resources advising members of the work underway on business planning and budgeting for 2018/19.

Members discussed and noted the latest position regarding business planning and the medium term financial strategy and the successes of the past year. The report also set out a draft budget proposal for 2018/19 and consideration was given to the draft three year position on the revenue budget which was attached at Appendix 2 and the initial capital programme figures for the next two years at Appendix 3.

A full report incorporating the budget and levy for 2018/19 will be brought to the next meeting.

Resolved: That the work being undertaken on the medium term financial strategy and business planning and budget for 2018/19 be noted.

73. Update on WYCA Procurement Strategy 2018-2021

The Authority considered a report of the Director of Resources which provided an update on progress regarding the development of the new WYCA Procurement Strategy.

It was noted that a new procurement function had been created at WYCA and it was proposed that the strategy would outline the vision and work required for the next 3 years in this area.

Members were advised that through the Inclusive Growth Steering Group, work was being undertaken across the region to assist local authorities and other key anchor institutions in defining a set of common principles that will underpin procurement and other activities. Workshops and a meeting had been held with the Heads of Procurement across the region and number of discussions have also been undertaken with the wider Inclusive Growth programme.

It was acknowledged that the final strategy must support the organisation in meeting the key agreed elements and be in line with the new National Procurement Strategy which was being finalised by the LGA and details were outlined in the submitted report.

Members welcomed the progress being made and it was proposed to submit the final Procurement Strategy to the next meeting. It was noted that an update on the Contract Standing Orders would also be required to implement the strategy.

Resolved:

- (i) That the progress made on Procurement within WYCA be noted.
- (ii) That the elements outlined in the submitted report be accepted as forming the basis of the Procurement Strategy document.
- (iii) That the planned update to Contract Standing Orders to implement the new Procurement Strategy be noted.

74. Governance Arrangements

The Authority considered a report of the Director of Resources on the following issues in respect of appointments:

- To note a change to the City of York Council's appointment to WYCA.
- To approve the appointment of private sector and advisory co-optees onto WYCA's Advisory Panels and to appoint the Chair of the Employment & Skills Panel and the Green Economy Panel.
- To approve the appointment of local authority co-optees on the Business Innovation & Growth Panel and the Employment & Skills Panel following receipt of revised nominations.
- To approve a change in membership of WYCA's Governance & Audit Committee.
- To note that the Director of Policy, Strategy & Communications is leaving WYCA at the end of the calendar year and to approve the appointment of an interim Director.

It was reported that Councillor Andrew Waller replaced Councillor Keith Aspden on WYCA with effect from 9 October 2017 and the Chair welcomed him to his first meeting.

Members noted the appointments to WYCA's Advisory Panels which were set out in paragraph 2.5 of the report and Appendix 1 and agreed the appointments of Rashik Parmar as Chair of the Employment & Skills Panel and Simon Pringle as Chair of the Green Economy Panel.

In respect of the Governance & Audit Committee, it was agreed that Councillor Hinchcliffe replace Councillor Sheard.

It was noted that Rob Norreys, Director of Policy, Strategy & Communications was leaving WYCA at the end of the year. Members expressed their gratitude to Rob for his hard work, contributions and support during his long and distinguished service

and the important role he had played in building the foundations for the City Region, creation and development of the LEP and WYCA and in securing significant Local Growth funds.

A process for an internal interim replacement had been undertaken and it was agreed that Liz Hunter be appointed as interim Director of Policy & Strategy.

Resolved:

- (i) That the termination of the City of York Council's appointment of Councillor Keith Aspden and the appointment of Councillor Andrew Waller be noted.
- (ii) That WYCA co-opts members to the Advisory Panels as set out in Appendix 1, and to the Land and Assets Panel , as set out in paragraph 2.5 of the submitted report.
- (iii) That Rashik Parmar be appointed as Chair of the Employment & Skills Panel and Simon Pringle as Chair of the Green Economy Panel.
- (iv) That WYCA notes Wakefield Council's revised nomination to the Business Innovation & Growth Panel and co-opts Councillor Darren Byford onto the Panel in place of Councillor David Jones.
- (v) That WYCA notes North Yorkshire County Council's revised nomination to the Employment & Skills Panel and co-opts Councillor Patrick Mulligan onto the Panel in place of Councillor Cliff Lunn.
- (vi) That WYCA replaces Councillor Sheard with Councillor Hinchcliffe on the Governance & Audit Committee.
- (vii) That WYCA notes that the Director of Policy, Strategy & Communications is leaving WYCA at the end of the calendar year.
- (viii) That the appointment of Liz Hunter as interim Director of Policy & Strategy be approved.

75. European Structural & Investment Funds - Sustainable Urban Development

The Authority considered a report of the Director of Resources on European Structural & Investment Funds – Sustainable Urban Development (ESIF SUD).

It was noted that WYCA has a role, as Intermediate Body, in the consideration and recommendation of projects to be funded through ESIF SUD. The Investment Committee had considered the detail of each project and endorsed the advice and decision at parts 3 and 5 of each of the project assessment forms. They had also considered and were recommending to WYCA the prioritisation list which was detailed in the exempt Appendix 1. Members discussed the outline applications which were attached to the submitted report as exempt Appendices 2-6 and

accepted their recommendations and approved the advice, the selection decision and the prioritisation list.

It was noted that the Managing Authority, DCLG, will finalise the assessment and make its final decision with regard to those projects which will now be asked to progress to the next stage.

Resolved: That WYCA, in its role as the Intermediate Body for the SUD part of the ESIF programme, approves the advice included in the outline assessment forms at Part 3 of each exempt Appendix 2-6, the decision and any respective conditions outlined in Part 5a and the prioritisation list for SUD included in exempt Appendix 1.

76. Minutes of the Meeting of the Transport Committee held on 8 September 2017

Resolved: That the minutes of the meeting of the Transport committee held on 8 September 2017 be noted.

77. Minutes of the Meeting of the Green Economy Panel held on 14 September 2017

Resolved: That the minutes of the meeting of the Green Economy Panel held on 14 September 2017 be noted.

78. Minutes of the Meeting of the Overview & Scrutiny Committee held on 20 September 2017

Resolved: That the minutes of the meeting of the Overview & Scrutiny Committee held on 20 September 2017 be noted.

79. Draft Minutes of the Land & Assets Panel held on 13 October 2017

Resolved: That the draft minutes of the Land & Assets Panel held on 13 October 2017 be noted.