
Report to: West Yorkshire Combined Authority

Date: 28 June 2018

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 type="checkbox"/> Yes <input checked="" 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:	

1. Purpose of this report

- 1.1 To ask the West Yorkshire Combined Authority (the Combined Authority) to confirm or consider amendments to the Combined Authority's Standing Orders and related governance documents.

2. Information

- 2.1 The Head of Legal and Governance Services carries out an annual review of the Combined Authority's governance documents, and has identified proposed amendments mainly for clarification and updating purposes. This report outlines substantive changes proposed, which are highlighted in the relevant appendix.
- 2.2 **Procedure Standing Orders** are attached as **Appendix 1**, the **Access to Information Annex** to the Procedure Standing Orders as **Appendix 2**, and the related **Code of Practice for recording meetings** as **Appendix 3**. The changes proposed to these documents are:

Procedure Standing Order¹	Proposed amendment
15.3	Update to reflect quorum for the new advisory panels.
23.4	Insert new provisions to promote compliance with data protection legislation.
Access to Information Annex	Clarify that a decision by an officer under delegated authority to vary any document for clarification or updating purposes only is not a Key Decision. Update to reflect changes in data protection legislation, and reference the Environmental Information Regulations.

2.3 Scrutiny Standing Orders are attached as **Appendix 4** to this report. Changes proposed are as follows:

Scrutiny Standing Order	Proposed amendment
2.4 and 2.5	Insert provision for substitute Overview and Scrutiny members.
Footnote 6	Clarify the legal requirements for the appointment of the Chair.
10	Confirm the minimum number of meetings to be four.
Footnote 11	Clarify which officers might be required to attend the overview and Scrutiny Committee.
Footnote 13	Clarify provisions relating to which persons may be invited by the Overview and Scrutiny Committee to attend a meeting.
Footnote 14	Clarify the role of Overview and Scrutiny in relation to Transport Committee.
Footnote 17	Clarify the role of Overview and Scrutiny in relation to the Leeds City Region Enterprise Partnership (the LEP).
18	Insert new provision for interpretation of the Standing Orders.

2.4 Contracts Standing Orders are attached as **Appendix 5** to this report. The changes proposed are as follows:

Contracts Standing Order	Proposed amendment
2.15 and 30.5	Insert new provisions to promote compliance with data protection legislation.
33.2	Amend to extend the existing delegation to the Managing Director (to approve variations to contracts in specified circumstances of up to 50% of the value of the contract) concurrently to the Head of Procurement, where the variation is up to or including £75,000 only.
36	Interests in land – amend to clarify and reflect Transport Committee's existing authority to acquire or dispose of land in specified circumstances.

¹ By reference to revised numbering

- 2.5 **Financial Regulations** are attached as **Appendix 6** to this report, changes to which are proposed as follows:

Financial Regulation	Proposed amendment
5.21	Clarify that the Chief Finance Officer (CFO) has authority to write-off /write down asset and stock valued at less than £250.
5.23	Update reference to Combined Authority processes for dealing with loss of data.
6.3	Insert new provision outlining the role of the CFO in relation to purchasing and payment to suppliers.
6.4	New provision outlining the role of the CFO in relation to income management.
6.5	New provision outlining the role of the CFO in relation to external funding, proposing that the CFO is authorised to accept grants on behalf of the Combined Authority.

- 2.6 No substantive amendments are proposed to the **Members' Code of Conduct (Appendix 7)**, nor to the **Procedure for Considering Complaints against Members (Appendix 8)**. These documents are attached for confirmation.

3. Inclusive Growth Implications

- 3.1 Contracts Standing Order 11.2 provides for addressing social value in relation to category D and E procurements.

4. Financial Implications

- 4.1 None.

5. Legal Implications

- 5.1 The Combined Authority may amend its standing orders at any time. The proposed amendments ensure that standing orders and other governance documents are up to date and fit for purpose.

6. Staffing Implications

- 6.1 None.

7. External Consultees

- 7.1 No external consultations have been undertaken.

8. Recommendations

- 8.1 That the Combined Authority approves Standing Orders as attached in the following appendices:

- Procedure Standing Orders – Appendix 1
- Access to Information Annex to 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

8.2 That the Combined Authority approves the Members' Code of Conduct attached as Appendix 7 to this report, and the Procedure for Considering Complaints against Members attached as Appendix 8 to this report.

9. Background Documents

9.1 None.

10. Appendices

Appendix 1- Procedure Standing Orders

Appendix 2 - Access to Annex to the Procedure Standing Orders

Appendix 3 - Code of Practice for recording meetings

Appendix 4 - Scrutiny Standing Orders

Appendix 5 - Contracts Standing Orders

Appendix 6 - Financial Regulations

Appendix 7 - Members' Code of Conduct

Appendix 8 - Procedure for Considering Complaints against Members.