

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON FRIDAY, 22 JULY 2022 AT COMMITTEE ROOM 1,  
WELLINGTON HOUSE, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)  
Councillor James Lewis  
Councillor Shabir Pandor  
Councillor Rebecca Poulsen  
Councillor Matthew Robinson  
Mark Roberts

Councillor Tim Swift MBE  
Councillor Andrew Waller

West Yorkshire Combined Authority  
Leeds City Council  
Kirklees Council  
Bradford Council  
Leeds City Council  
Leeds City Region Local Enterprise  
Partnership  
Calderdale Council  
City of York Council

**In attendance:**

Ben Still  
Brian Archer  
Melanie Corcoran  
Liz Hunter  
Kevin Murray  
Dave Pearson  
Angela Taylor  
Rebecca Brookes  
Mathew Page  
Heather Waddington  
Ian Parr

West Yorkshire Combined Authority  
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**23. Apologies for Absence**

Apologies for absence were received from Cllr Golton, Cllr Hinchcliffe, Cllr Holdsworth, Cllr Jeffery, Cllr Khan, and Cllr Morley

The Mayor expressed thanks to the West Yorkshire Fire and Rescue Service for their efforts tackling fires in West Yorkshire and surrounding authorities over the recent heatwave. The Mayor stressed that the extreme weather highlights the need to take more action to tackle the climate emergency. The Mayor noted that since the previous meeting, Arriva had undertaken more strike action following the rejection of a revised offer made by the union. The Mayor expressed disappointment at the lack of notice and the resulting impact

on communities, and informed the members she will remain in contact with both sides to ensure a fair and swift resolution.

The Mayor explained that changes within the Government have delayed the agreement of the City Region Sustainable Transport Settlement (CRSTS) and also the Bus Service Improvement Plan (BSIP) funding. To ensure there is no delay in delivery these schemes will progress with the assumption of agreement until confirmation from the Government. Further information regarding the operation of HS2 trains from Sheffield into Leeds is currently being awaited.

The Mayor confirmed she had recently returned from the Harvard City Leadership Initiative in America, which brought together Mayors from around the world. The conference facilitated the forging of links and sharing of best practice between leaders, which will benefit the region.

#### **24. Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

#### **25. Exempt Information - Possible Exclusion of the Press and Public**

There were no items that required the exclusion of the press and public.

#### **26. Minutes of the Meeting of the Combined Authority held on 23 June 2022**

**Resolved:** That the minutes of the meeting of the West Yorkshire Combined Authority held on 23 June 2022 be approved and signed by the Chair.

#### **27. BSIP Enhanced Partnership Scheme**

The Combined Authority considered a report of the Director of Transport and Property Services to provide an overview of the content included in the draft Bus Service Improvement Plan Enhanced Partnership Scheme.

Officers confirmed that the Combined Authority is waiting for a response from the Department for Transport, with the expectation that agreement will be given to go ahead as planned. The BSIP funding has identified approximately £37 million for bus fare reduction, and £31 million for network improvements. There is the need to further engage bus operators and other stakeholders, and assuming that the plan is confirmed to proceed it will be implemented from Autumn onwards.

Members welcomed the BSIP funding, and questioned what conversations the Mayor had held with operators to ensure services continue when government recovery funding ceases at the end of September. The Mayor advised that she has spoken to operators to emphasise the need to keep as many services operating as possible, since up to 62 routes could be affected, impacting multiple wards across West Yorkshire. The Mayor's Big Bus Chat is also taking place to hear the voice and needs of communities.

Members questioned how operators will ensure reliable services, and if all operators will have the necessary ticket machine technology by the time the reduced fares are implemented. Officers responded that multiple factors could

impact the reliability of buses, including the availability of drivers as well as the state of the highway network. The CRSTS funding includes highway improvements and will identify key areas which will improve traffic flow and priority for buses. The Combined Authority has also supported operators with the recruitment and retention of drivers to ensure adequate staffing levels.

Regarding ticketing, all major bus operators have already equipped or are under way with equipping all buses with card readers. Smaller operators including school buses are being supported to implement the necessary technology before the Autumn, though most tickets for young people are bought via the app rather than on the bus.

**Resolved:**

- (i) that the publication of the Notice of Intent that a draft BSIP Enhanced Partnership Scheme for West Yorkshire has been prepared (subject to feedback from the Department for Transport) be approved.
- (ii) that progression through the subsequent statutory milestones in relation to the Scheme, including operator objection period, consultation and making the Scheme be approved.
- (iii) that arrangements to progress the implementation of the cheaper fares proposal in consultation with the Mayor and Chair of Transport Committee be agreed.

**28. Bus Service Revenue Funding and Expenditure**

The Combined Authority considered a report of the Director of Corporate and Commercial Services, to provide an update on current financial pressures impacting spend on the bus services and to recommend arrangements to ensure sound budget management.

Officers explained the report follows a similar report to the Finance, Resources and Corporate Committee where figures were presented in greater detail. Changing patterns of bus patronage has made the bus tendered services budget more volatile, with additional pressure caused by inflation and funding during Covid-19. Internal Audit is reviewing controls in place and budget updates be made regularly to the Finance, Resources and Corporate Committee and the Combined Authority. The recommendation in the report seeks to rebalance the budget up to date using a virement from the Concessionary Travel budget, which will resolve the budget issue to date with more work to be done to consider further impacts in the remainder of the year.

**Resolved:**

- (i) that the current position with bus service and concessionary fare spending and the actions being taken to mitigate the current budgetary position be noted.
- (ii) that a virement of £2.1 million from the 2022/23 concessionary travel budget to the tendered bus service budget as set out in Appendix A be

approved.

## **29. UK Shared Prosperity Fund Investment Plan**

The Combined Authority considered a report of the Director of Strategy, Communications and Policing to provide a further update on progress made on developing the West Yorkshire UKSPF Local Investment Plans. Officers explained the paper follows the previous report to the Combined Authority, and concerns the main core paper which is due to be submitted to the Government on 26 July. The report also recommends the establishment of the West Yorkshire UKSPF Partnership Group to be chaired by the Interim Chair of the LEP.

Members requested that cross-party membership of the Partnership Group be considered, and that access to the different elements of UKSPF and other funding sources should be through a single access point. The need to encourage match funding from private business was noted.

Officers suggested that the Combined Authority members approve the Investment Plan for submission as presented. The Mayor forwarded the motion, which was seconded by members.

### **Resolved:**

- (i) that the progress made on developing the West Yorkshire UKSPF Local Investment Plans be noted.
- (ii) that the establishment of the West Yorkshire UKSPF Local Partnership Group as well as the appointment of Mark Roberts as the Chair in his capacity as Chair of the LEP be approved.
- (iii) that the Local Investment Plan for the core UKSPF programme, and its submission to Government be approved.

## **30. West Yorkshire Mass Transit**

The Combined Authority considered a report of the Interim Director of Mass Transit to set out the vision for West Yorkshire Mass Transit, and outline the progress made in last 12 months.

Officers explained the Mass Transit 2040 Vision document which sets out the ambitions of the Combined Authority and the outline timescale for delivery. Work will be completed in partnership with the constituent authorities of West Yorkshire, with the oversight of the newly created Member Transit Strategy Group and Transit Senior Leadership Board. The establishment of the new Mass Transit directorate will also play a significant role in the delivery of the Mass Transit vision.

Members questioned how the potential modes of mass transit might look, and if there are any proposed routes that will be used. Officers responded there is no one mode that will be used, and there are options to explore based on the most appropriate method for each route. There are no strict routes, however

nine key travel corridors have been identified and work to develop the plans will continue over the next 18 months.

It was questioned if the Mass Transit Vision includes consideration of the increasing introduction of autonomous vehicles to the road network. Officers responded that autonomous vehicles are being considered, and the aim is to create a system which is resilient to future changes and works alongside new technology. There are opportunities to work alongside partners and businesses that specialise in autonomous vehicle technology to inform the Mass Transit Vision and produce more effective outcomes.

**Resolved:**

- (i) that the vision for West Yorkshire Mass Transit be endorsed, and undertaking further engagement on the draft final version, ahead of it being adopted as a daughter document as a component of the Local Transport Plan in the future be approved.
- (ii) that the new governance model of West Yorkshire Mass Transit, including creation of a Member Transit Strategy Group and Transit Senior Leadership Board be approved.
- (iii) that the Combined Authority becoming the sole promoter/client, with district partners being 'strategic partners' for the development of Mass Transit be approved.
- (iv) that the creation of the Mass Transit development team, which would report to the Director of Mass Transit and Managing Director, to accelerate development and enable 'delivery of the first phase to commence construction within the second Mayoral term', be approved

### **31. Corporate Matters**

The Combined Authority considered a report from the Managing Director to provide an update on the organisation's response to rising cost pressures, and to provide further detail on the updated Director roles and accountabilities.

Officers explained the rising capital and organisational costs to the Combined Authority due to a variety of factors including inflation. The overall budget has doubled since 2015 and the Combined Authority has expanded responsibilities since becoming a Mayoral Combined Authority. The new organisational structure will facilitate more efficient management and increased accountability which will aid in the delivery of projects.

**Resolved:**

- (i) that the progress made to respond to increasing cost pressures and to develop a Medium-Term Financial Strategy be noted.
- (ii) the further detail on the revised Director role profiles set out in Appendix 1 be noted and the intention to proceed to fill these posts, subject to final evaluation and grading by an external provider be endorsed.

### **32. Carbon Impact Assessment**

The Combined Authority considered a report of the Director of Strategy, Communications and Policing to update members of the Combined Authority about progress on the carbon impact assessment project.

Officers explained the aims of the Carbon Impact Assessment to provide extra information for all future Combined Authority projects, in line with the Mayoral pledge to tackle the climate emergency. It was noted that quantifying the exact carbon impact of any scheme is difficult, but the process has been informed by many existing schemes and has been an important learning exercise to analyse future schemes.

Members questioned if the Carbon Impact Assessment will be applied to all future projects, and what levels would disqualify a project from going ahead. Officers responded that the assessment will be embedded into the assurance process which is used for all projects. The assessment will not be a single factor that can disqualify a scheme, but will provide a benchmark that will inform decision makers about each scheme. There are occasions which may indicate a high carbon impact even though the future emissions saved may offset the perceived impact.

Members asked if local businesses will be able to use the assessment tools to identify carbon impact. Officers responded that businesses and partners will be offered support to understand their carbon impact. There is a wide range of projects and partners who can benefit, but the ambition is to reduce the overall impact with a view to meeting the target of net zero emissions by 2038.

**Resolved:** That the contents of this report be noted.

### **33. Project Approvals**

The Combined Authority considered a report of the Director of Delivery on the progression of, and funding for a number of schemes.

Officers summarised three key schemes for progression through the assurance process and approval of funding.

#### West Yorkshire Climate and environment Plan - Wave 1

- This project aims to address actions identified by the Climate, Energy and Environment committee to reduce emissions over the next three years. The work will be carried out across a number of themes, and will include support for local businesses.

#### LEEDS 2023 – Women of the World, Women of West Yorkshire

- This project is a major element of city of culture, aiming to increase engagement of women and girls in the fields of construction and design. The project will take involve a series of workshops delivered over 10 months across a range of venues.

## Leeds City Centre Package: City Square Plus

This project Closing includes the closure of Leeds City Square, East Parade bus gate, Thirsk Row two-way operation, and the reconfiguration of Calverley Street. The scheme is in addition to other ongoing traffic management measures.

Members raised concerns that the diversion of traffic from the City Centre and the train station will direct traffic to nearby roads and increase congestion. It was responded that the volume of traffic using the City Centre already exceeds capacity, and that measures will be taken to negate the impact on other roads. There are already multiple park and ride schemes in operation seeking to reduce the number of vehicles travelling to the City Centre. Officers offered to share a map with more detail of measures taken to reduce the congestion in surrounding areas.

### **Resolved:**

- (a) In respect of the West Yorkshire Climate & Environment Plan – Wave 1, The Combined Authority approved that:
  - (i) The West Yorkshire Climate & Environment Plan – Wave 1 proceeds through decision point 1 (strategic assessment) and work commences on activity 2 (strategic outline case).
  - (ii) Development costs of £836,240 are approved to ensure staffing resources are in place and technical expertise is available for the next stages of business case development and programme management. Total scheme costs currently range from £42,500,000 to £66,000,000.
  - (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report.
- (b) In respect of LEEDS 2023: Women of the World, Women of West Yorkshire, the Combined Authority approved that:
  - (i) The LEEDS 2023: Women of the World, Women of West Yorkshire scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
  - (ii) Indicative approval to the total scheme value of £1,500,000 is given. The total scheme value is £1,500,000.
  - (iii) Development costs of £551,672 are approved in order to progress the scheme to decision point 4 (full business case) taking the total scheme approval to £551,672.
  - (iv) The Combined Authority enters into a funding agreement with Leeds City Council for expenditure of up to £551,672.

- (v) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.
- (c) In respect of Leeds City Centre Package: City Square Plus, the Combined Authority, subject to the conditions set by the Programme Appraisal Team, approved that:
  - (i) The Leeds City Square Plus scheme proceeds through decision point 4 (full business case) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority contribution of £3,111,000, taking the total approval to £8,385,000. The total scheme value is £11,268,000.
  - (iii) The Combined Authority enters into an addendum to the existing Funding Agreement with Leeds City Council for expenditure up to £8,002,000.
  - (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

Conditions: The following conditions have been set by PAT to gain Approval to Proceed to Delivery:

- (i) Submit an up to date Spend Profile.
- (ii) Submit the contractor's construction programme.
- (iii) Supply the pre-scheme monitoring raw data.
- (iv) Add SMART targets for the forecast outcomes.

The following further conditions have been set by PAT to gain Approval to Proceed to Delivery for Calverley Street:

- (i) Complete the Detailed Design for Calverley Street works to inform a Final Cost and confirm it is within the scheme budget.
- (ii) Submit a Carbon Mitigation Plan

### **34. Minutes for Information**

**Resolved:** That the minutes and notes of the Combined Authority's committees and panels be noted.