

WEST YORKSHIRE COMBINED AUTHORITY

**MEETING TO BE HELD AT 11.00 AM ON FRIDAY, 21 OCTOBER 2022
IN COMMITTEE ROOM 1, WELLINGTON HOUSE, 40-50 WELLINGTON
STREET, LEEDS**

A G E N D A

Please note that this meeting will be filmed for live or subsequent broadcast via the Combined Authority's internet site. At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. Generally the public seating areas will not be filmed; however by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting. If you have any queries regarding this, please contact Governance Services on 0113 251 7220.

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**
- 4. MINUTES OF THE MEETING OF THE COMBINED AUTHORITY HELD ON 22 JULY 2022**
(Pages 1 - 8)

For Decision

- 5. ECONOMIC REPORT / CRISIS IN THE COST OF LIVING AND DOING BUSINESS**
(Lead Member: The Mayor, Director: Alan Reiss)
(Pages 9 - 20)
- 6. UK SHARED PROSPERITY FUND**
(Lead Member: The Mayor, Director: Alan Reiss)
(Pages 21 - 40)
- 7. BUS SERVICE IMPROVEMENT PLAN UPDATE**

(Lead Member: Cllr S Hinchcliffe, Director: Dave Pearson)
(Pages 41 - 46)

8. DIGITAL UPDATE

(Lead Member: Cllr J Lewis, Director: Liz Hunter)
(Pages 47 - 68)

9. PROJECT APPROVALS

(Lead Member: The Mayor, Director: Melanie Corcoran)
(Pages 69 - 182)

10. GOVERNANCE - REPRESENTATION ON OUTSIDE BODIES

(Lead Member: The Mayor, Director: Angela Taylor)
(Pages 183 - 188)

For Information

11. MINUTES FOR INFORMATION

(Pages 189 - 190)

Signed:

A handwritten signature in black ink, appearing to read 'BAM', with a horizontal line underneath it that ends in an arrowhead pointing to the right.

**Chief Executive
West Yorkshire Combined Authority**



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

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 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

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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.

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 Chief Executive 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.

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 is to provide extra information for all future Combined Authority projects, in line with the Mayoral pledge to tackle the climate emergency.

Members questioned if the Carbon Impact Assessment will be applied to all future projects, and what impact 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 its potential impact. There are occasions which may indicate a high carbon impact even though the future emissions saved may offset the predicted impact of the initial work.

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 progress 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.



Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: Crisis in the Cost of Living and Doing Business

Director: Alan Reiss, Director of Strategy, Communications and Policing

Authors: Policy Manager

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. Purpose of this report

- 1.1 This report provides the latest economic and business intelligence within West Yorkshire, sets out the Combined Authority's current work to support businesses and households through the crisis, and outlines the resulting key asks of the Government.

2. Evidence

Macroeconomy

- 2.1 Consumer Price Index inflation was 9.9% in the 12 months to August 2022, down from 10.1% in the year to July. Whilst the rate of inflation has fallen slightly, this still means that prices are rising, just at a slightly lower rate than they were in the twelve months to July. Petrol and diesel prices are a third higher than they were in August 2021, and food prices are increasing. What this means for people within West Yorkshire, where food poverty levels are already higher than the national average, is that even more people will be pushed to the limits of their budgets to provide essentials for their household.
- 2.2 Producer input prices continued to rise by more than producer output prices through August 2022, meaning that firms may pass on these costs to their consumers. Producer input prices rose by 20.5% in the year to August 2022,

driven mainly by domestic steel prices, placing manufacturing firms at an increased risk of the impacts of inflation.

- 2.3 The Bank of England's Monetary Policy Committee met on 22 September 2022, and voted to increase the Bank Rate by 0.5 percentage points to 2.25%. This decision was taken in response to the persistent inflationary pressures within the economy at present, which are forecast to remain throughout 2023. Following the Growth Plan, delivered by Government on 23 September, the poor performance of Sterling against the Dollar has led to pressure on the Bank of England to raise the Bank Rate again before the MPC's next meeting on 7 November, with some commentators calling for a further raise of 1 percentage point or more. However, Governor of the Bank of England Andrew Bailey has been keen to quieten speculation of another announcement.
- 2.4 On 28 September 2022, the Bank of England announced emergency measures to intervene in the gilt market. This requires the Bank of England to temporarily purchase long-dated UK government bonds in order to restore orderly market conditions, following Sterling's low performance against the Dollar. Whilst the Bank has not said how many bonds they will buy, they have said that the purchases will be "time-limited" on "whatever scale is necessary" in order to ease the concerns of investors, and bring about financial stability in the UK. This action follows an urge from the International Monetary Fund for the UK Government to rethink the tax cuts announced as part of the Growth Plan 2022.

Regional Data

- 2.5 The Combined Authority has access to a Regional Econometric Model ("REM"), which provides forecasts for the area. We have also commissioned updated forecasts to understand how the current cost of living crisis is impacting the wider West Yorkshire economy. The rate of growth in the updated forecasts is considerably lower than the REM, which was produced earlier in the year, for the years 2022 and 2023. The REM predicted growth of 5.7% and 1.7% for 2022 and 2023 respectively across West Yorkshire. The updated forecasts bring these figures down to 2.5% and 0.5%. The expectation then is that long-run growth will be slightly reduced until 2028, compared to pre-cost-of-living crisis, suggesting there will be some economic scarring from the ongoing economic climate.

Households

- 2.6 Fuel poverty in West Yorkshire was greater than the national average prior to the pandemic (17% of West Yorkshire households, compared with 13% nationally). Ofgem announced that the energy price cap will rise from £1,971 to £3,549 from October - an increase of 80%. With standing charges in Yorkshire among the highest in the UK, simply using less power will not solve the problem for many. West Yorkshire households are in a worse position to deal with these increased costs for two reasons. Firstly, dwellings with an EPC rating of C or above are lower in West Yorkshire than nationwide (46.9% compared with

53.8%). Secondly, around 33% of the West Yorkshire population fall within the poorest 20% of neighbourhoods in England.

- 2.7 Data from the End Fuel Poverty Coalition, a campaign group including trade union and think tank members, estimates that as many as 330,000 West Yorkshire households, or 1 in 3, are either in fuel poverty or will be by Spring 2023.
- 2.8 Data collected by the University of Sheffield in 2021 shows four out of the five West Yorkshire districts as having a higher share of food insecurity than the national average. Nationally, 4% of adults went hungry due to not being able to afford food. In Leeds this figure was 2%, it was 6% in Kirklees, 7% in Wakefield and 8% in both Bradford and Calderdale. A further 8% in Leeds, 10% in Wakefield and 12% in Bradford, Calderdale and Kirklees were worried about the cost of food. Since this data was collected, food prices have accelerated significantly, with the cost of wheat-related goods climbing drastically due to the Russian invasion of Ukraine.
- 2.9 In order to help with the rising cost of energy, the Government announced the Energy Price Guarantee for households, capping unit costs of electricity and gas at 34.04p per kWh and 10.33p per kWh respectively. This brings average household energy bills to £2,500 per year until September 2024. It should be noted that this Energy Price Guarantee still represents a doubling of household energy bills on Winter 2021. Furthermore, households using more than the average amount of energy will still face bills of more than £2,500, and this is likely to disproportionately affect the elderly. Support for businesses was also announced, capping the unit rate of electricity and gas for businesses at the same rate as those faced by households. At the time of costing these policies, the combined cost to Government was forecast to be around £60 billion for this current financial year. However, as energy fuels are traded globally in US Dollars, this cost is likely to have risen recently, following Sterling's plunge to all-time low exchange rates in September.
- 2.10 In West Yorkshire, we already have 18% of people spending over 90% of their gross income on essential items such as food and fuel. Analysis by the Bank of England in July showed that the poorest 10% of households spent close to all their income on essential goods and services. **The poorest 10% will now need to spend more than their income on essential goods and services, and the poorest 20% will lose most of their remaining disposable income.** Around 30% of the West Yorkshire population fall into the poorest 20% nationally. What this means is that for the poorest people in West Yorkshire, they will have no money left after spending on essential goods and services. In addition to the obvious human cost of this situation, it will also lead to reduced demand for other sectors, causing a knock-on economic effect elsewhere.
- 2.11 People who use pre-payment meters will pay more than the energy price cap (105,000 households in West Yorkshire). There is also no price cap on alternative energy sources, such as oil, coal, and LPG gas. This leaves rural communities more exposed to rising energy costs. West Yorkshire homes are

less energy efficient than the national average, which creates further difficulties in combatting fuel poverty.

- 2.12 Employment levels in West Yorkshire have continued to increase. Over the last 12 months, the number of payrolled employees in West Yorkshire has increased by 3%, in line with national figures. The median wage across West Yorkshire has increased by 7% over the last 12 months from £1,857 to £1,979. Nationwide, the median wage also increased by 7% over the last 12 months. However, wages have not kept pace with inflation, and this is expected to continue throughout 2023.

Businesses

- 2.13 The Government's business Energy Relief scheme will run for six months, though this will be reviewed in three months' time to see if the help should be more targeted towards certain industries. It could then be extended for vulnerable businesses such as the hospitality sector. The support announced for businesses is unclear with significant uncertainty for businesses and other organisations (e.g. councils) beyond the six months support confirmed. Concerns remain in West Yorkshire in terms of impact already felt to date, business planning cycles (not aligning with timescales set out) and sheer scale of the challenge facing our business base and public sector organisations.
- 2.14 Data from Bureau Van Dijk shows that there are 1,751 firms in West Yorkshire that are both energy intensive and operating in internationally competitive markets¹, largely within the manufacturing sector. Due to the requirements around data reporting for businesses, it is not possible to provide accurate employee numbers or turnover, but a conservative estimate for these businesses most at risk are 57,000 employees and £8 billion in turnover.
- 2.15 For those at an enhanced risk of rising energy prices, those who are exposed to internationally competitive markets but do not meet intensity thresholds, there are an additional 6,266 firms in West Yorkshire, again covering much of the manufacturing sector. The same data restrictions apply to employee counts and turnover figures, but conservative estimates place these at 147,000 employees and over £20 billion in turnover.
- 2.16 Recent meetings with several major business representative organisations active in the region, including the two Chambers of Commerce and the Federation of Small Businesses, have yielded additional anecdotal intelligence on the impact on SMEs. This includes ongoing uncertainty amongst businesses on the implications of the energy price cap (e.g. what happens after three months and six months? Why does the cap not apply to firms that experienced significant price rises prior to April 2022? What is the process for determining the most severely impacted sectors that might then get additional support after the review period?). Furthermore, concerns were expressed about the capacity of energy efficiency suppliers to meet the current and future

¹ Definitions of energy intensive and internationally competitive markets were taken from BEIS (2014) - Electricity Intensive Industries: Relief from the indirect cost of renewables [Accessible [here](#)]

high demand for support, and whether smaller firms will struggle to engage suppliers for whom contracts with larger organisations might be more attractive. Lastly, the disproportionate negative impact of some sectors was raised. This includes more obvious ones, such as manufacturing and hospitality, as well as those that can sometimes be overlooked, including beauty and other personal care services.

2.17 The Combined Authority has recently surveyed 1,000 West Yorkshire-based businesses with BMG Research to understand business sentiment in the current economic climate. The key results are:

- 41% of businesses believe that their performance has improved over the past 12 months. This was most evident in the financial sector, where 52% of businesses have seen an improvement. This is likely to reflect lower levels of volatility, now that Covid-19-related loans have started to be paid back. This allows the financial sector to be better informed about levels of loan defaults.
- 43% of businesses expect the business climate to remain as it currently is, whilst 30% expect it to worsen. This outlook is more negative than the sentiment expressed during the pandemic. Among the most pessimistic were those in the catering and accommodation industries (48% expecting the business climate to get worse), which are more likely to be hardest hit by food and energy price inflation.
- The two main barriers to growth cited by businesses were decline in demand (17%) and availability of skilled labour (16%).
- **30% expect to increase employment levels**, whilst only 5% expect employment levels to decrease. This expectation aligns with job vacancy data, with strong vacancy growth across all local authorities and key occupations within West Yorkshire over the previous months. 42% of transport companies expect to increase employment levels, and there is evidence that this demand is present within the economy now. In the three months to August 2022, there were around 2,000 jobs advertised in the land transport sector, with only the NHS posting more vacancies within the period than the HGV Training Network.
- **30% of respondents expect their wage bill to remain the same over the next 12 months.** Of the 66% that expect their wage bill to increase, over half anticipate wage increases of less than 10%. Firms in the transport and storage sector were the most likely to be anticipating inflation-beating wage rises, reflecting the relative difficulty in recruitment within the sector.
- **69% expect the prices they charge to customers to increase over the next 12 months.** Over half (51%) expect that price increase to be between 5 and 10%. Sentiment most prevalent in the manufacturing and construction sectors, largely driven by rising input prices.

3. West Yorkshire activity

3.1 Regional activity to support the issues faced above is focused around three areas for action: Relief, Prevention and Resilience:

- Relief aims for immediate action targeted at supporting people already in crisis and ramping up existing activity/programmes.
- Prevention aims for immediate action targeted to stop more people falling into crisis in the future.
- Resilience aims to act now to address medium- and long-term challenges.

Examples of activity are listed below.

Mayoral Combined Authority support for the VCSE sector

3.2 The VCS sector is seeing a significant reduction in philanthropic funding and donations (and increased costs) at a time when demand for its support and services, such as food banks, provision of warm spaces in the Winter, and for those with mental health problems is increasing. The Mayoral Combined Authority is therefore progressing at pace the West Yorkshire Mayor's Cost of Living Emergency Fund to provide funding to VCS organisations to enable them to help those most in need. Delivery routes for this will be via existing local authority channels. Approval for this is being sought at item 9.

Support for businesses with energy efficiency

3.3 Given the appetite from businesses for support, the REBiz grant fund is likely to be fully committed by the end of October 2022, which would leave a gap for new applicants to apply until April 2023 when the new £10.6m Business Sustainability Programme (currently progressing through the CA's Assurance Framework process as part of a wider package of investments in response to the climate emergency) is expected to launch.

3.4 The new Business Sustainability Programme has been designed to provide a more a holistic package of support to a wider range of businesses, including retail and hospitality, which REBiz has been unable to support due to EU restrictions. Given the energy crisis facing businesses, the Combined Authority has brought forward at pace a funding package to support businesses. Approval for this is being sought at item 9, and if approved it will be launched in November.

3.5 In addition, the CA, in its role as the Growth Hub Cluster lead for Yorkshire and Humber, will shortly publish a tender opportunity for a delivery partner to deliver a programme of advice / support for SMEs related to energy efficiency. This will take the form of webinars at which SMEs can access expert guidance on reducing energy use and understand in more detail the impacts and implications of the energy price gap recently announced by Government.

Social Housing Decarbonisation Booster

- 3.6 This scheme will continue the work of the Social Housing Decarbonisation Fund (SHDF) to upgrade the energy efficiency of some of the most in need social housing stock within West Yorkshire. The scheme will deliver warm, energy-efficient homes, reduce carbon emissions and fuel bills, tackle fuel poverty, and support green jobs. Approval for this is being sought at Item 9.

Support for people to re-train, upskill, and secure or progress in employment

- 3.7 In September 2022, the Skills Connect programme was relaunched with 30 courses available online either for individuals to sign up to, or to register their interest. The courses are across a number of sectors including health and care sector, digital and construction. Courses currently available include Environmental Sustainability and Lean Management, Site Managers Safety Training and Step up to Management in the Health Care sector. Courses targeting graduates are also available. A multi-media campaign is now live including advertisements on digital billboards across West Yorkshire, social media content, radio advertisement and PR content. This activity is funded through a range of sources including gainshare and the Department for Education's bootcamps.
- 3.8 West Yorkshire Employment Hubs, funded via Gainshare, provide a flexible support programme to all-age residents across West Yorkshire supporting people into work and training. Delivery, in partnership with our five West Yorkshire local authorities, commenced in August 2021 and will run until March 2023. Beyond that, £12m of additional funding is being invested to ensure that an employment offer remains available in response to further changes in the labour market.

Bus Fare Affordability

- 3.9 As part of the Bus Service Improvement Plan the Combined Authority set out a proposal to reduce the daily cap on the MCard ticket to £4.50 from £5.50 and setting the maximum single day fare to £2. The "Mayor's Fares" applied from the 4th of September 2022. Given the current cost of living crisis, the mayor felt that it was important that individuals and families obtained the benefit of this as soon as practically possible. Also, the start of the academic year was an opportune time to promote new fares as many people review and change travel habits at that time.

Support for businesses to innovate

- 3.10 Every crisis breeds innovation because it demands a sharper, shared clarity of purpose. We saw this through COVID-19, with new processes, products and initiatives developed as both a means of business survival and solutions to the pandemic's biggest challenges. There is a range of new/upcoming support available across West Yorkshire to support businesses and entrepreneurs to drive innovation from the crisis, including the Combined Authority's new Innovative Entrepreneurs Programme, Mayoral Innovation Prize, Made

Smarter and the new Business Productivity Programme, Innovation West Yorkshire (seeking approval as item 9) in addition to the new Digital Enterprise Programme. These products all contain elements of support related to the better use of digital technology to drive forward productivity and innovation, whilst also reducing energy usage and, hence, operating costs. Opportunities are also available through national products such as Innovate UK's Regulators' Pioneer Fund.

- 3.11 A comprehensive list of business support activities taking place in West Yorkshire to tackle the crisis can be found [here](#).

4. Ask of UK Government

Government policy is currently evolving rapidly and a further fiscal event is expected on 31st October 2022. The current ask of Government is centred around four pillars: Support for households and local services; Increased clarity and longevity of support for businesses; Commitment to a net zero transition; increased funding of devolved AEB.

4.1 Support for households and local services

- Universal Credit uplift to shield the most vulnerable and ongoing review of how these measures are affecting the most vulnerable.
- Funding settlement for local government that recognises the role Councils play in providing the foundations necessary for economic growth and frontline service delivery.

4.2 Increased clarity and longevity of support for businesses

- Reconsideration by Government of the six-month cap on energy prices for business, and input to the conversation on which sectors may be targeted/prioritised at the review point, including the public sector (eg councils, police).

4.3 Commitment to a net zero transition to increase energy resilience

- Input into the review into Review of Net zero led by Chris Skidmore (27th October).
- Support locally and nationally the development and deployment of innovative technologies which could contribute to the reaching of the nation's carbon Net Zero Targets by 2050;
- A national programme to increase energy efficiency measures and facilitate the switch of energy source by companies and households.
- Reconsideration of the approach to providing relief to householders and businesses that doesn't proliferate the already record profits being made by energy generators.
- Accelerate the decoupling of gas from electricity prices to enable consumers to benefit fully from cheap domestic low-carbon generation.

4.4 Increase in devolved Adult Education Budget

- AEB funding is critical in supporting adults to develop the skills they need to enter and stay in work, or enroll in an apprenticeship, traineeship, or other learning that meets the needs of the region's businesses. However, 26% of West Yorkshire's working population have low or no qualifications and this funding is not enough to support them all.
- The rate at which adult education courses are funded has not increased in nearly a decade. Adult education is a key driver of West Yorkshire's economic aspirations, but real-terms investment has fallen over the last decade, in aggregate and on per course level.
- An increase of the funding rate is urgently needed to continue to deliver the volume of skills and training for adults.

5. Tackling the Climate Emergency Implications

- 5.1 Fuel use increases over the Winter due to colder temperatures. West Yorkshire homes are less likely to have an EPC C+, meaning that the region is more likely to need to use energy for heating. Analysis by the Resolution Foundation suggests it costs 58% more to heat a home rated as EPC D or lower, than it does C or above.

6. Inclusive Growth Implications

- 6.1 According to the Resolution Foundation, lower-income households will have to reduce non-essential spending by three times as much as higher-income households to afford essential bills such as energy. West Yorkshire has a higher share of people in lower-income households, suggesting that spending will be cut significantly more across West Yorkshire than other areas.
- 6.2 Wages are already struggling to keep pace with inflation (median wages have increased by 7%, meanwhile inflation is above 10%). As of 17 August, the UK Government has not indicated that benefit payments (in and out of work) will be increased in-line with inflation. Therefore, many families will be facing real-term cuts in their household incomes (from wages and benefits). West Yorkshire has a higher percentage of people claiming out-of-work benefits compared to the national average (4.8% compared to 3.7%). West Yorkshire also has a higher percentage of people claiming in-work benefits compared to the national average (8.6% compared to 7.7%).

7. Equality and Diversity Implications

- 7.1 A recent survey conducted by the Office for National Statistics showed that 89% of adults in Great Britain report concerns over the increase in the cost of living. Within this group, 57% have stated that they are spending less on non-essentials, 51% are trying to reduce their energy consumption at home, and 42% are cutting back on non-essential journeys. 23% are using their savings

to cover the increased costs, whilst 13% have stated that they are using more credit than usual. Disabled people are more likely to have reduced their spending on food and essentials, than non-disabled people (42%, compared with 31%). Over 70% of the poorest people have already started to cut spending on food and other essentials. The survey also highlights that older people, particularly those aged between 55 and 74, have already started to reduce their energy consumption. The previous iteration of the survey highlighted that women and Asian people were in a particularly precarious position, relative to the national average.

- 7.2 In August the World Economic Forum reported that the cost-of-living crisis is expected to hit women hardest.

8. Financial Implications

- 8.1 There are lots of financial implications in this report, but no financial decisions are required.

9. Legal Implications

- 9.1 There are no legal implications directly arising from this report.

10. Staffing Implications

- 10.1 Work on the crisis in the cost of living and doing business involves a reprioritisation of additional workloads and an increase in the intensity of work of colleagues both within the Combined Authority and Local Authorities.

11. External Consultees

- 11.1 No external consultations have been undertaken, but the information within this report has been assembled from a range of sources.

12. Recommendations

- 12.1 To note the latest intelligence around the West Yorkshire economy and comment on the activity taking place locally and nationally.
- 12.2 To note that approval is sought under item 9 for the Mayor's Cost of Living Emergency Fund (to be delivered via local authorities), Social Housing Decarbonisation Fund Booster and Energy Price Crisis Emergency Business Grants Programme.

13. Background Documents

- 13.1 [Combined Authority paper 9th September – Cost of Living and Doing Business.](#)

14. Appendices

14.1 None.

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Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: **UK Shared Prosperity Fund (UKSPF)**

Director: Alan Reiss, Director of Strategy, Communications and Policing

Author: Heather Waddington, Head of Funding Strategy

Is this a key decision?	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. Purpose of this report

- 1.1 To provide a further update on progress made on implementing the West Yorkshire UKSPF Local Investment Plans, including Core UKSPF and Multiply.
- 1.2 To update members on the new Rural England Prosperity Fund and to authorise the Managing Director to finalise and submit the Local Investment Plan Addendum to Government, on behalf of the Combined Authority, in consultation with the Mayor, Leaders of each constituent Council and the Interim Chair of the LEP, given the timescales for submission.
- 1.3 To note the recommendations made by the West Yorkshire UKSPF Local Partnership Group.
- 1.4 To seek delegation from the Combined Authority to the Finance, Resources and Corporate Committee for approvals required in relation to the UKSPF implementation and delivery of the Local Investment Plan, following advice provided by the West Yorkshire UKSPF Local Partnership Group.
- 1.5 To support the governance arrangements for the Multiply part of the UKSPF, members are asked to approve the adoption of the revised AEB (and Multiply) table of delegations as set out in **Appendix 1**.

2. Information

Background

- 2.1 Following the EU Referendum in May 2016, the Government announced, once the UK was no longer part of the European Union (EU), they would replace the European Structural and Investment Funds (ESIF) with the UK Shared Prosperity Fund (UKSPF). The UKSPF is led by the Department for Levelling Up, Housing and Communities with a Lead Authority identified for each place. In West Yorkshire this is the Combined Authority working closely with the five local authorities, who have a crucial role in determining the approach for their local areas.
- 2.2 The £2.6bn Fund runs from 2022-25. It was announced in the Budget April 2022 and aims to target investment where it is needed most, building pride in place with three pillars –
- Pillar 1 - Community and Place
 - Pillar 2 - Supporting Local Business and;
 - Pillar 3 - People and Skills (includes Multiply - one of the first People and Skills programmes aimed at addressing low levels of adult numeracy).
- 2.3 The allocation for West Yorkshire is **£80,486,557** (£68,002,877 for Core SPF and £12,483,680 for Multiply), plus an **additional £2,567,501** from the Rural England Prosperity Fund (otherwise referred to as the 'Rural Fund') which is described below, total now **£83,054,058**.
- 2.4 The Lead Authority can use a management fee from both the Core UKPSF and Multiply, not the Rural Fund, to support the administration of the fund and enable Government's requirements to be met. This is up to 4% for core UKSPF and up to 10% for Multiply.
- 2.5 The management fee pays for the Lead Authority functions and can also cover costs incurred by the Local Authorities where they are supporting the running of the Fund. The Combined Authority is responsible and accountable for, the following tasks, working with the local authorities:
- developing the Investment Plans for approval by UK Government
 - receiving an areas allocation to manage.
 - selecting, and assessing where required project applications.
 - monitoring, assurance and processing payments.
 - reporting to Government.
- 2.6 The Government's Investment Prospectus set out a menu of options for local areas to select from. The Investment Plan(s) were co-produced by the team of six authorities, with consultation, input and feedback from a range of stakeholders, including feedback from the UKSPF West Yorkshire Local Partnership Group.
- 2.7 The Multiply Local Investment Plan was submitted to Government 30th June 2022 and has since been approved, and the Grant Determination letter

received from the Department for Education – the delivery phase has now started. The Core UKSPF Local Investment Plan, as presented in draft at the 22nd July 2022 Combined Authority meeting, was finalised and submitted to Government on 26th July 2022 and approval from Government is still due by the end of October 2022.

- 2.8 UKSPF (except Multiply and potentially Rural Fund) will become part of the Combined Authority’s Single Investment Fund, despite there being some specific rules around the Fund, so that this valuable resource can act as a funding enabler to help deliver the West Yorkshire Investment Strategy Investment Priorities, alongside other funding the Combined Authority has access to. UKSPF will consequently use the Combined Authority’s Assurance Framework, which will be adapted accordingly to accommodate any nuances the UKSPF has to allow for to allow the required reporting back to Government.

Progress and Milestones

- 2.9 As well as submitting both the Local Investment Plans on time, officers of the Combined Authority, have now been working in tandem with the five Local Authorities and other key stakeholders to progress the implementation of the Funds. The core UKSPF Local Investment Plan can be summarised as follows:

UKSPF PILLAR		WEST YORKSHIRE LOCAL INVESTMENT PLAN -PROJECT/PROGRAMME AREAS (Strands)	Funding
1	Communities & Place	£30m LA Allocation <ul style="list-style-type: none"> • Bradford £7,578,145 • Calderdale £2,764,079 • Kirklees £5,824,858 • Leeds £9,393,538 • Wakefield £4,439,381 	£30m
	Support for Business		
	People and Skills		
2	Communities & Place	West Yorkshire Flood Innovation Programme (FLIP) -	£310,000
3		Women and Girls Outreach Programme	£992,760
4	Support for Business	(1) Business Productivity Programme	£3.5m
5		(2) Remaining Funds <ul style="list-style-type: none"> • Export • Business Growth and innovation • Digital Enterprise 	£16.5m
6	People and Skills	(1) Employment WY	£14m
7		(2) Remaining Funds <ul style="list-style-type: none"> • Improve employment support for individuals from key groups • Skills for Workforce Programme • Community Grants programme 	
CORE UKSPF - Amount available for delivery			£65,282,761

MULTIPLY - Amount available for delivery	£11,235,311
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- 2.10 A number of these strands have now been progressed, and reports were presented to the UKSPF West Yorkshire Local Partnership Group (LPG) (membership attached at **Appendix B**), 5th October 2022, for advice, on a number of issues, with a number of recommendations which are described below. The Combined Authority is asked to note the recommendations made by the LPG and approve.

UKSPF Hyper Local £30m LA Allocations

- 2.11 The LPG received a paper summarising the Hyper Local £30m allocation. The £30m is to be directly allocated to the five Local Authorities in West Yorkshire who will plan and commission other relevant hyper-local activity in line with the UKSPF Investment Priorities.
- 2.12 The allocation of funding to LAs for hyperlocal delivery enables the utilisation of existing infrastructure, partnerships, deep understanding of local communities, data and intelligence to deliver maximum value through UKSPF, engage with communities most in need and deliver measurable change. Through the existing arrangements this can also be delivered in a timely manner.
- 2.13 At the heart of the submission is the alignment with Local Authority local strategies which focus on inclusive growth, health and wellbeing and sustainability which contribute to regional and national strategic priorities. The Local Partnership Group reviewed the Business Justification Cases which are currently going through the Combined Authority's Assurance Process and provided feedback and advice which have been factored into the final appraisal prior to approval being sought.
- 2.14 The LPG recommended the approval of the Hyper-Local £30m LA Allocation Business Justification Case, noting the need to be clear on the intended deliverables, outputs and outcomes, have strengthened equality targets, strong governance and to be clear that UKSPF is for additional/new activity. In addition to the £30m, £1,227,000 will be given to the Local Authorities to help with Fund administration. This will come from the 4% government funding the Combined Authority has to operate the Fund. Approval is requested as part of the Project Approvals paper under Item 9.

Pillar 1 - West Yorkshire Flood Innovation Programme (FLIP)

- 2.15 The FLIP Programme was a named programme within the UKSPF Local Investment Plan. The LPG received a paper providing a progress update on its development including details on the purpose of the scheme and its aims, including how it will contribute to the UKSPF Interventions. The scheme has been earmarked £310,000.

- 2.16 The LPG showed support for the £310,000 programme and provided advice and feedback on the project, which will be fed into the business case development as it progresses through the Combined Authority's assurance process, part of the Climate and Environment Plan pipeline – wave 1 business case.

Pillar 1 - Women and Girls Outreach Programme

- 2.17 The Women and Girls Outreach Programme was a named programme within the UKSPF Local Investment Plan. The LPG received a report which set out the rationale for the programme, the proposed criteria for accessing the fund, and the process and milestones in the funding decision process. The programme is designed to support ambitions set out in the Police and Crime Plan 2021-24, and the draft Mayoral *Supporting the Safety of Women and Girls* Strategy (to be published Nov '22). UKSPF of £992,760, over three financial years, 22/23, 23/24 and 24/25 has been earmarked for this purpose. It is proposed that this programme area is open to Local Authority bidders as lead bidders, though local collaboration and co-designed with local partners within the boundaries of the recommended headline criteria.

Three themes of work were included in the West Yorkshire Local Investment Plan submitted to Government in Summer 2022, based on the draft Mayoral strategy. The proposed headline strategic criteria are:

1. Creating prevention and early intervention programmes that support the safety of women and girls.
 2. Focus on driving behaviour change through improved education and attitudes of young men and boys towards women and girls.
 3. Delivering capital spend opportunities to regenerate areas with a high fear of crime or incidents of crime.
- 2.18 The LPG recommended the approval of the rationale, the proposed criteria for accessing the funding, the process and milestones in the funding decision process, to allow officers to progress the work further.

Pillar 2 - Business Support Approach and routes to market

- 2.19 The LPG received a paper summarising the Business Support pipeline developed to address both immediate and long-term challenges. The overall approach has already been agreed, in principle, by the Business, Economy and Innovation Committee designed to deliver our West Yorkshire Investment Priorities. The paper set out a proposal for the use of Pillar 2 UKSPF – Supporting Local Business funding **£20m**. This included proposals on the inclusion of the following:

- Business Productivity Programme - £3.5m (*already an approved and named project within the UKSPF Local Investment Plan – which will use £3.5m of UKSPF to add to gainshare funding which has already been approved.*)
- Digital Transformation Programme - £5.2m

- Export Support Programme - £1.3m
- Business Growth and innovation call for projects Programme - £10m

- 2.20 The Local Partnership Group reviewed the proposed pipeline and the Strategic Assessment for the Digital Enterprise (Transformation) project, which is currently going through the Combined Authority's Assurance Process and provided feedback and advice which will be factored into the next stage of the business case prior to approval being sought.
- 2.21 The LPG broadly agreed with the proposed funding envelopes and key policy areas for intervention using UKSPF as set out above but requested more information on alternative options and that their feedback and advice is taken in to account as the areas are developed further.

Multiply – Community Focussed Activity

- 2.22 The Local Partnership Group received a paper outlining the Community Focussed activity planned for delivery through Multiply funding. The report outlined the specific interventions, activities and funding planned in each Local Authority. The proposal is worth a total £3.7 Million.
- 2.23 The Community Focussed activity will be directly grant funded to the five Local Authorities in West Yorkshire who plan and commission Community Learning on a hyper-local level. This will additionally ensure that community focussed interventions funded through Multiply will align and provide a pathway to AEB, rather than duplicate provision.
- 2.24 The LPG provided advice on the Local Authority proposals, specifically on whether the proposals, as set out, appropriately addressed strategic fit and deliverability.
- 2.25 The LPG reviewed the £3.7m proposals and provided advice. The LPG recommend the approval now to the Chief Executive of the Combined Authority in line with the revised AEB (and Multiply) table of delegations as set out in **Appendix 1 – please also refer to section 2.37-2.39 which sets out the Governance for Multiply**. The Combined Authority will then enter into Grant Agreements for this provision with each Local Authority.

Stakeholder Engagement

- 2.26 A further stakeholder webinar focusing on *Next Steps and Moving to Implementation* was held on the 29th September 2022, which had over 160 attendees across all sectors. The webinar focussed on setting the strategic context for the interventions included in the West Yorkshire UKSPF Local Investment Plan, alongside presentations from each of the five Local Authorities on plans for the hyper local interventions. Future events will be planned in due course. A dedicated UKSPF page on the Combined Authority's website will be launched, where partners can find out more about the Fund and any funding opportunities.

Rural England Prosperity Fund

- 2.27 The Rural England Prosperity Fund (REPF) was launched by the Department for Environment, Food and Rural Affairs (DEFRA) in early September 2022. It is the domestic successor to the EU Funded LEADER Programme used to support the development of rural economies, and the European Agricultural Fund for Rural Development (EAFRD) previously part of the European Structural and Investment Funds (ESIF).
- 2.28 The REPF is worth up to £110 Million nationally for 2023/24 and 2024/25, with the Fund commencing 1st April 2023, and is a top up to the UK Shared Prosperity Fund. West Yorkshire has been allocated **£2,567,501** of REPF Funding and it is an entirely capital only fund. As Lead Authority, the Combined Authority is required to work with partners to submit an Addendum to the main UKSPF Local Investment Plan by the **30th November 2022** to unlock the funding.
- 2.29 The REPF can be used to fund capital projects for small rural businesses and rural community infrastructure and should be integrated into the UKSPF to support productivity and prosperity in places that need it most. It is aligned with the UKSPF investment priorities for Pillar 2 - Supporting Local Business and Pillar 1 - Community and Place.
- 2.30 The Rural Fund provides small scale capital funding that specifically addresses the challenges rural areas face, identified as lower productivity rates, poorer connectivity and poorer access to key services, and supports ;
- Pillar 2 - Support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams.
 - Pillar 1 - Support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy.
- 2.31 The role of the Combined Authority as Lead Authority is similar to that of the core UKSPF investment framework. This includes responsibility for the submission of the Rural Fund addendum and consulting local rural partners to deliver the fund, in addition to the Local Partnership Group and the MP Engagement Group.
- 2.32 Once approved and funding is allocated, the lead authority is responsible for awarding grants and undertaking the management eg. contracting, payments, monitoring etc, similarly to the wider UKSPF programme.
- 2.33 DEFRA have set out criteria for identifying eligible rural areas, together with a requirement that business support is for micro and small businesses only. Work is currently being undertaken to map the eligible areas and identify eligible rural businesses. Early data suggests that there are just over 10,000 eligible businesses in West Yorkshire within the defined eligible rural areas.

- 2.34 Work will then take place to consider which of the interventions to invest in and the amount of funding to be assigned in consultation with key rural stakeholders. Advice from the UKSPF Local Partnership Group at its meeting on the 5th October 2022 strongly recommended that the limited funding is targeted at rural micro and small businesses, with some sector specialism for example focusing on the food supply chain – this is likely to require procuring a rural specialist as part of the routes to market considerations.
- 2.35 Given the timescale for submission (end of November) members are asked to authorise the Managing Director to finalise and submit the Local Investment Plan Addendum to Government, on behalf of the Combined Authority, in consultation with the Mayor, Leaders of each constituent Council and the Interim Chair of the LEP.

Governance and decision making

- 2.36 As Lead Authority, the Combined Authority is required to both select and assess project applications, and is responsible for the monitoring, assurance and processing of payments for the UKSPF.
- 2.37 In order to support the Combined Authority, the LPG has discussed and is requesting that the Combined Authority approves delegation from the Combined Authority to the Finance, Resources and Corporate Committee for approvals required in relation to the UKSPF implementation and delivery of the Local Investment Plan due to the potential volume of business. This will be following advice provided by the West Yorkshire UKSPF Local Partnership Group
- 2.38 This is due decisions to made in a timely, effective and efficient manner.
- 2.39 The Chair of the West Yorkshire UKSPF Local Partnership Group, Mark Roberts – Interim LEP Chair, has a seat on both the Combined Authority and the Finance, Resources and Corporate Committee and so will be well placed to represent and discuss the recommendations of the LPG.

Multiply

- 2.40 The Combined Authority approved on 23 June 2022, that the Multiply programme should adopt the AEB governance structure and table of delegations. This will help to align Multiply activity with the wider AEB investment in skills, and ensure Multiply does not run as an isolated initiative.
- 2.41 Multiply decisions will be taken in line with AEB delegations: strategic decisions will remain with the Combined Authority, with operational decisions taken by the Chief Executive Officer and/or the Employment and Skills Committee. Because Multiply is part of UKSPF, the UKSPF Local Partnership Group has a role in advising on those decisions to ensure coherence with the rest of UKSPF.

- 2.42 The AEB table of delegations has been updated to reflect this change **(Appendix A)** and members are asked to approve their adoption.

3 Tackling the Climate Emergency Implications

- 3.1 As a minimum, any investments under the UKSPF should meet the Government's clean growth principle and must not conflict with the UK's legal commitment to cut greenhouse gas emissions to net zero by 2050.
- 3.2 Tackling the Climate Emergency is at the heart of the objectives for the West Yorkshire Investment Strategy and tackling the climate emergency is a key investment priority, which will be used to guide our investments under the UK Shared Prosperity Fund.

4 Inclusive Growth Implications

- 4.1 Inclusive Growth is core within the Investment Priorities of the WYIS to ensure everyone benefits from the investments made across the region. In addition, the Inclusive Growth Framework forms a core part of the Strategic Economic Framework which guides the priorities of the WYIS, which will be used to guide our investments under the UK Shared Prosperity Fund.

5 Equality and Diversity Implications

- 5.1 Reducing inequality is a cross cutting theme within the Investment Priorities of the WYIS to ensure that investments made across the region support equality and diversity, and these principles will be used to guide and target our investments under the UK Shared Prosperity Fund.
- 5.2 An Equality Impact Assessment Stage 1 has been completed and once completed it will be published as required. As activity is agreed and contracted this will form part of any funding agreements to be put in place and over time will be monitored and reported against.

6 Financial Implications

- 6.1 The Lead Authority, as outlined above, will be responsible for the devolved funding of £80.48m UK Shared Prosperity Fund – core SPF £68m, £12.48m Multiply and £2.56m from the Rural Fund, total £83.05m.
- 6.2 The Combined Authority has already received a grant determination letter for Multiply. Once the core UKSPF is approved the Combined Authority will receive a Memorandum of Understanding setting out Fund requirements and obligations for the amount confirmed with Government and will be responsible for managing these funds accordingly – the format of which is still to be finalised. The Combined Authority will be liable for any expenditure the Secretary of State determines to be ineligible and any ineligible expenditure will be recovered from the Combined Authority. The Combined Authority will consequently need to enter into funding agreements with any successful local

delivery partners and will pass on any government contractual obligations to the delivery partner to manage risk, as set out in the Governments technical guidance.

- 6.3 Funding will be paid to the Combined Authority annually in advance – it is expected that the Rural Fund will also be paid in this way. The Combined Authority will need to consider how delivery partners are to be paid to manage any risk to the authority, although it is expected this will be based on quarterly claims submitted. In 2022-23, funding will be paid once the local investment plan(s) are signed off. In 2023-24 and 2024-25, the Combined Authority will be paid at the start of the financial year. Lead local authorities will be asked to return any underspends at the end of the three years for Core UKSPF, but with risks of any underspends for Multiply to be returned for each annual year, or if significantly under delivering payments could be at risk in year.
- 6.4 As Lead Authority the Combined Authority will receive capacity funding of £40,000 for the work undertaken to develop and submit the Core Investment Plan (Not Multiply). This will be paid by Government on sign-off of the plan.
- 6.5 The Combined Authority can use up to 4% of their allocation to undertake necessary Fund administration, such as project assessment, contracting, monitoring and evaluation and ongoing stakeholder engagement. Some of this funding will be allocated to partner local authorities to assist with the management of the fund. This funding will also now need to be used to support the work to be carried out to manage the Rural Fund as no further management fee is to be paid for this purpose.

7 Legal Implications

- 7.1 The Combined Authority has received a grant determination letter for Multiply and will receive a Memorandum of Understanding for the core UKSPF setting out Fund requirements and obligations for the amount confirmed with Government and will be responsible for managing these funds accordingly – the format of which is still to be finalised. As the accountable body, the Combined Authority will put in place a funding agreement with each local delivery partner as the Fund is established. To manage risks any contractual obligations set out by Government will be passed down accordingly.

8 Staffing Implications

- 8.1 Whilst some resources are in place, given the work required to administer the new Fund additional posts will be required, to be funded from the management fee and recruitment is now taking place.

9 External Consultees

- 9.1 The core UKSPF Local Investment Plan sets out the list of external consultees in the development of the Investment Plan.

10 Recommendations

- 10.1 That the Combined Authority note the progress made on implementing the West Yorkshire UKSPF Local Investment Plans.
- 10.2 That the Combined Authority notes the update on the new Rural England Prosperity Fund and authorises the Chief Executive to finalise and submit the Local Investment Plan Addendum to Government, on behalf of the Combined Authority, in consultation with the Mayor, Leaders of each constituent Council and the Interim Chair of the LEP, given the timescales for submission.
- 10.3 That members note and approve the recommendations made by the West Yorkshire UKSPF Local Partnership Group which are:
 - 10.3.1 the Hyper-Local £30m LA Allocation Business Justification Case, noting the need to be clear on the intended deliverables, outputs and outcomes, have strengthened equality targets, strong governance and to be clear that UKSPF is for additional/new activity. This includes £1,227,000 for fund management. Formal approval is sought under Item 9.
 - 10.3.2 support for the £310,000 Flood Innovation Programme - advice and feedback to be fed into the business case development as it progresses through the Combined Authority's assurance process, part of the Climate and Environment Plan pipeline – wave 1 business case.
 - 10.3.3 approval of the rationale for the Women and Girls Programme, the proposed criteria for accessing the funding, the process and milestones in the funding decision process, to allow officers to progress the work further.
 - 10.3.4 broad agreement with the proposed funding envelopes for Pillar 2 Business Support, and key policy areas for intervention using UKSPF - to be developed further with the Business, Economy and Innovation Committee and Local Partnership Group
 - 10.3.5 approval to the Chief Executive of the Combined Authority in line with the revised AEB (and Multiply) table of delegations as set out in **Appendix 1** – for Multiply Community Focussed support. The Combined Authority will then enter into Grant Agreements for this provision with each Local Authority.
 - 10.3.6 to consider, that the limited funding from the Rural Fund should be targeted at rural micro and small businesses, with some sector specialism, for example focusing on the food supply chain, and that Rural engagement is key to delivery of this programme and therefore the LPG to should be expanded to include rural representation.
- 10.4 That members note and approve the delegation from the Combined Authority to the Finance, Resources and Corporate Committee for approvals required in relation to the UKSPF implementation and delivery of the Local Investment

Plan, following advice provided by the West Yorkshire UKSPF Local Partnership Group.

- 10.5 That members note and approve the updated AEB (and Multiply) table of delegations.

11 Background Documents

- 11.1 [West Yorkshire UKSPF Local Investment Plan](#)

- 11.2 [West Yorkshire Multiply Local Investment Plan](#)

12 Appendices

- 12.1 **Appendix A:** AEB (& Multiply) Table of delegations

- 12.2 **Appendix B:** West Yorkshire UKSPF Local Partnership Group Membership

Appendix A: AEB (& Mutliply) Table of delegations

Highlighted text illustrates the Multiply additions to the AEB arrangements.

	Decision	Decision maker	Rationale
1	<p>To approve or vary the AEB Strategy as required, including:</p> <ul style="list-style-type: none"> Interim review 2021 (aligning to Mayoral priorities) Refresh 2024 <p>To approve or vary the Multiply strategy (via Local Investment Plan)</p>	Combined Authority	<p>The WY AEB Strategy and Multiply Local Investment Plan govern funding principles and will be revised in line with governance and assurance processes.</p> <p>Conflicts of interest are managed under the Members' Conflicts of Interest policy.</p>
2	<p>To agree the governance arrangements for AEB or Multiply functions</p>	Combined Authority	<p>The Combined Authority is responsible for agreeing how its functions, including AEB functions, are discharged.</p>
3	<p>To approve the Funding Rules and Performance Management Framework</p> <p>For Multiply, to approve funding agreements and performance parameters for each workstream approved in the Local Investment Plan (Funding rules for Multiply/UKSPF as defined by DfE and Investment Plan)</p>	Chief Executive Officer	<p>The Rules and Framework are part of the suite of contractual documents, and are therefore operational in function.</p> <p>The documents set out clear parameters for contractual decisions, which can appropriately and effectively be carried out by officers in line with the strategic direction from the Combined Authority.</p> <p>The Chief Executive Officer may refer this approval to the Employment and Skills Committee for recommendations, where wider sector expertise and consultation is desired.</p> <p>Members will need to ensure that conflicts of interest are declared, however a</p>

			<p>dispensation may be granted to allow a balanced and informed discussion</p> <p>For Multiply: the Chief Executive Officer will receive advice and recommendation from the UKSPF Local Partnership Group on workstream details.</p>
4	<p>To reallocate budget in response to underperformance / over performance outside performance management framework.</p> <p>For Multiply, to reallocate budget inside parameters set within the Local Investment Plan</p>	Chief Executive Officer	<p>Decision on funding usage, in line with strategic direction.</p> <p>The Chief Executive Officer may refer this approval to the Employment and Skills Committee (for Multiply, the UKSPF Local Partnership Group) for recommendations, where wider sector expertise and consultation is desired.</p> <p>Members will need to ensure that conflicts of interest are declared, however a dispensation may be granted to allow a balanced and informed discussion.</p>
5	<p>To make interim changes to the policy and / or AEB Strategy in response to emerging economic needs, crisis responsiveness or similar.</p>	Employment and Skills Committee	<p>Decision on interim measures that affect operation, responding to economic needs in line with sector intelligence.</p> <p>Members will need to ensure that conflicts of interest are declared, however a dispensation may be granted to allow a balanced and informed discussion.</p> <p>The Employment and Skills Committee may refer this approval to the Combined Authority with a recommendation, if there is a significant deviation from the WY AEB Strategy.</p>
6	<p>To determine Grant Agreement Allocations &</p>	Chief Executive Officer	<p>Grant allocation amounts will be determined in accordance the</p>

	Procurement values – annually agreed in March for AEB (once West Yorkshire allocation confirmed)		<p>methodology outlined in the AEB Strategy and Multiply Investment Plan as approved by the Combined Authority.</p> <p>Approval of top line procurement values by the Chief Executive Officer while ensuring clear methodology has been followed which aligns to the Strategy.</p> <p>For Multiply, the Chief Executive Officer may refer to LPG for recommendations and scrutiny, where wider sector expertise and consultation is desired.</p>
7	To agree contracts for Services awarded through procurement and for AEB in March annually based on performance management framework.	<p>> £1m – Chief Executive Officer</p> <p>< £1m –</p>	In accordance with the AEB Strategy, Combined Authority Procurement Strategy, Funding Rules, Performance Management Framework, and Contracts Standing Orders
8	<p>New procurement rounds:</p> <ul style="list-style-type: none"> Planned responsiveness pot Refresh after 4 years <p>Bringing on new providers in light of provider base failure</p>	<p>> £1m – Chief Executive Officer</p> <p>< £1m – Director of Economic Services</p> <p>Advised by AEB Performance Group, UKSPF LPG (Multiply) and ES&C</p>	<p>In accordance with the AEB Strategy, as approved by the Combined Authority.</p> <p>E&SC or the UKSPF Local Partnership Group may make recommendations to the Combined Authority on any such decision.</p> <p>Conflicts of interest are managed under the Members’ Conflicts of Interest policy.</p>
9	To approve or vary the AEB Procurement Strategy	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	In accordance with the AEB Strategy and with the Combined Authority’s Procurement Strategy
10	To approve overperformance and contract Growth requests	Sub delegated from the Chief Executive Officer to the Director of Economic Services /	In accordance with the mechanism set out in Contracts, Funding Agreements, and/or Performance Management Framework.

		Head of Employment and Skills	<p>Technical expertise and performance data available at AEB Performance Group level.</p> <p>For Multiply, officers may refer to LPG for recommendations, where wider sector expertise and consultation is desired.</p>
11	Underperformance and contract reduction / termination	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Clear mechanism will be outlined in Contracts, Funding Agreements, and/or Performance Management Framework.</p> <p>Technical expertise and performance data available through the AEB Performance Group.</p> <p>For Multiply, officers may refer to LPG for recommendations, where wider sector expertise and consultation is desired.</p>
12	To approve Funding clawback	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Clear mechanism will be outlined in Contracts, Funding Agreements, and/or, along with Audit and Assurance requirements .</p> <p>Technical expertise and performance data available at AEB Performance Group level.</p>
13	To agree Delivery plans agreed annually with providers variation approval based on performance and/or responsiveness	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Expertise regarding technical delivery and alignment to strategy available from the AEB Performance Group.</p> <p>Will deliver strategic aims as set by the Combined Authority.</p> <p>Employment and Skills Panel will be informed of any decisions, in line with Conflicts of Interest policy.</p>

			For Multiply, officers may refer to LPG for recommendations, where wider sector expertise and consultation is desired.
14	To add subcontractors to delivery plans within year upon request annually	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Expertise regarding due diligence and strategic appropriateness is available from the AEB Performance Group.</p> <p>In accordance with the Funding Rules which outline strict requirements regarding subcontracting practice.</p> <p>Responsiveness required in year to ensure delivery timescales are met</p>
15	To approve subcontracting where not already approved under current ESFA regulations. ESFA guidance available here .	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Expertise regarding due diligence and strategic appropriateness available from the AEB Performance Group. Funding rules outline requirements regarding subcontracting practice.</p> <p>Responsiveness required in year to ensure delivery timescales are met.</p>
16	To make minor technical or process driven amendments to the Funding Rules (for Multiply: contracts or funding agreements) in line with strategic direction set by the Combined Authority.	Sub delegated from the Chief Executive Officer to the Director of Economic Services / Head of Employment and Skills	<p>Any amendments must remain in accordance with the AEB Strategy, as approved by the Combined Authority.</p> <p>Swift decisions needed to minimise any impact of responsiveness on delivery – decisions are predominantly technical, and process driven.</p>

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Multiply

UK Shared Prosperity Fund : Local Partnership Group Membership – June 2022

Name	Committee	Organisation representing
Mark Roberts (Chair)	LEP Board	Private Sector
Cllr Jane Scullion (L) - Calderdale (Deputy Chair)	Combined Authority (sub) Business, Economy and Innovation Committee Place, Regeneration and Housing Committee Business Investment Panel	Local Authority – Calderdale
Cllr Alex Ross-Shaw (L) Bradford	Business, Economy and Innovation Committee Place, Regeneration & Housing Committee Business Investment Panel	Local Authority – Bradford
Cllr Graham Turner (L) Kirklees	Cabinet Member for Regeneration Employment and Skills Committee (tbc CA 23/6)	Local Authority – Kirklees
Cllr Jonathan Pryor Leeds (L)	Business, Economy and Innovation Committee Culture, Arts & Creative Industries Committee	Local Authority – Leeds
Cllr Darren Byford (L) Wakefield	Cabinet Member for Regeneration & Economic Growth	Local Authority – Wakefield
Karl Oxford	Business, Economy and Innovation Committee	Private Sector (African & Caribbean Business Ventures Ltd)
Andrew Wright	Business, Economy and Innovation Committee	LEP Board member – Private Deputy Chair of BEIC & ESIF Sub-Committee
Alan Lane	Culture, Arts and Creative Committee	Private Sector
Mandy Ridyard	LEP Board Business, Economy and Innovation Committee	LEP Board member - Private
Catherine Mitchell	Culture and Creative Industries Committee	Arts Council
Sam Keighley	Place, Regeneration and Housing Committee Culture and Creative Industries Committee	Private Sector (Yorkshire Sport Foundation)
Shirley Congdon	LEP Board	Higher Education (Vice-Chancellor, Bradford University)
Dr Martin Stow	Business, Economy and Innovation Committee	Universities (Director/Chairman of Nexus, MIT REAP Team Champion)
Dr Neville Young	Business, Economy and Innovation Committee	Y&H Academic Health Partnership
Colin Booth	Employment and Skills Committee	Further Education (CEO Luminare Education Group)
Bill Adams	Employment and Skills Committee	Trades Union Congress rep
Alex Miles	Employment and Skills Committee	West Yorkshire Skills Partnership - WY Learning Providers
Sharon Riding for Sue Soroczan	Employment and Skills Committee	DWP/JCP - North Central Group Strategic Partnership

		Manager, Work & Health Directorate
CLlr Scott Patient	Climate, Energy and Environment Committee	Nature/Environment
Cassandra Walker	N/A	Voluntary sector, social enterprise and civil society
Janet Thornton	N/A	Rural Representative
VACANT	VACANT	Police and Crime

Name	Job Role
Alan Reiss	Director of Strategy, Communications and Policing (SRO)
Heather Waddington	Head of Funding Strategy (UKSPF Responsible Officer)
Sam Turner	Policy Assistant (Secretariat Support)



Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: **Bus Service Improvement Plan Update**

Director: Dave Pearson, Director, Transport & Property Services

Author(s): Helen Ellerton, Interim Head of Transport Policy

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 provide the Combined Authority with an update on the Department for Transport funding for the Bus Service Improvement Plan.
- 1.2 That the Combined Authority delegates to the Transport Committee the further stages of approval of the Bus Service Improvement Plan in accordance with the Assurance Framework, so that delivery can commence in line with the tight delivery timeframes.

2. Information

Background

- 2.1 The Combined Authority submitted its Bus Service Improvement Plan to the Department for Transport (DfT) in October 2021. The development of the Bus Service Improvement Plan, which sets out our ambitious vision and plan for improving local bus services, was a requirement of the 'Bus Back Better: The National Bus Strategy for England' (2021).
- 2.2 The West Yorkshire Bus Service Improvement Plan set out a plan of interventions across five key delivery areas, which work towards:
 - **An enhanced, fully inclusive and more cohesive bus network** – which takes people where they need to go, when they need to go.

- **Clear and simple fares** – to make paying for bus travel more affordable, easier, convenient and flexible.
- **Improved, more inclusive customer service and support** – so passengers have the tools to travel with confidence and help they need if their journey does not go to plan.
- **Priority for buses on our road** – so journeys by bus are quicker, with less time spent stuck in traffic, and are a viable alternative to the private car.
- **More green and better vehicles** – to improve the onboard experience and make bus the sustainable choice for travel in West Yorkshire.

Indicative Bus Service Improvement Plan funding award

- 2.3 In April 2022 the Combined Authority was advised that it had successfully been awarded an indicative settlement of £69,974,070 revenue funding over three financial years (2022/23, 2023/24, 2024/25) to support delivery.
- 2.4 As per DfT guidance, the Combined Authority proposed to prioritise this funding to subsidise fares (driving down the cost of single journey and day tickets / the ‘daily cap’) and invest in new routes and enhanced services, radically improving the local bus network and delivering significant improvements for local passengers.
- 2.5 Other prioritised investments included improvements to network travel information, shared training for all customer facing staff, initiatives to support safer travel, and marketing and communications to promote and maximise the benefits / passenger uptake of these Bus Service Improvement Plan interventions.
- 2.6 On 8 August 2022 the Combined Authority received a letter setting out that the £69,974,070 of funding was confirmed subject to a successful statutory consultation on the Bus Service Improvement Plan Enhanced Partnership scheme, which is due to conclude in October 2022. The Combined Authority approved the Enhanced Partnership scheme for consultation at its meeting in July 2022.

Progressing The Mayor’s Fares Proposal

- 2.7 As part of the Bus Service Improvement Plan the Combined Authority set out a proposal to reduce the daily cap on the MCard ticket to £4.50 from £5.50 and setting the maximum single day fare to £2. The BSIP award identifies £37,000,000 (53%) of the funding towards subsidising fares with the remainder on investing in new routes and enhanced services, radically improving the local bus network and delivering significant improvements for local passengers.
- 2.8 At its meeting on 22 July, the Combined Authority agreed to proceed with the fares to help address the current “cost of living crisis” as the Mayor felt that it was important that individuals and families obtained the benefit of this as soon as practically possible. Arrangements were made to implement the “Mayor’s

Fares” are to be launched on 4 September 2022. This was reported to Combined Authority members in the papers published for the subsequently postponed meeting in 9 September and the Chief Executive Officer approved the arrangements for funding the first three months of the scheme. The new fares are now in operation and the transition has gone smoothly with around 10,000 people per day are benefiting from the £2 fare. A full analysis of passenger use will be provided after the first three months of operation.

- 2.9 Whilst the DfT letter provides sufficient confidence to proceed, the grant award and first year payment will not be issued until the Enhanced Partnership has passed through its due process and is in place. This will be late October. To facilitate an earlier start for the fares initiative, the Combined Authority is funding payments to operators between September and November (3 months) from within current revenue budgets until such time as BSIP funding is available. The cost of the first three months of the scheme is estimated at £3,000,000 and can be funded from the concessionary fare budget. In the event of any circumstance whereby the BSIP funding does not become available, then the Combined Authority would need to consider whether to terminate or continue the initiative.
- 2.10 Arrangements have been made with bus operators to facilitate the methodology by which they would be reimbursed from the BSIP funding award. These arrangements will involve making provisional payments in the first three months which are then reviewed for the remainder of the first year. Reimbursement arrangements for the second and subsequent years will be made following a full analysis of the costs and additional revenues generated in year 1.

Bus Service Improvement Plan Approval

- 2.11 The Bus Service Improvement Plan will be fully assured through the Assurance Framework. It gained decision point 1 (strategic assessment) approval in January 2022 and the strategic outline case (decision point 2) is currently being appraised and will be reported to the Transport Committee at the November meeting. Delegated authority for approval of the strategic outline case from the Combined Authority to the Transport Committee is requested due to expediency of delivery.
- 2.12 The “Mayor’s Fares” will proceed ahead of decision point 2 of the Assurance Framework on a trial basis, due to the late confirmation from government of the Bus Service Improvement Plan funding and for the reasons as explained above. This also has the added benefit of allowing the “Mayor’s Fares” to be reviewed and adjusted as we assure it.
- 2.13 The funding forecast for “Mayors Fares” assumes that the initiative will generate additional travel and revenues which reduce spend in the second and subsequent years. If this does not materialise, there is a risk that the funding available may not be sufficient for the full three years. A benefit of the trial is that the data from the first three months will enable a more accurate picture.

- 2.14 The Bus Service Improvement Plan includes provision for investment in bus service improvements. It is intended that Transport Committee will consider proposals in this regard in November with the network improvements being introduced early in 2023.
- 2.15 The BSIP programme will be informed by the outcomes of the extensive “Mayors Big Bus Chat public engagement process which completed in September

Cost Pressures On The West Yorkshire Bus Network

- 2.16 Bus patronage and fare revenue reduced dramatically during the pandemic and the subsequent changes in travel behaviours has resulted in current bus patronage being less than 80% of the equivalent period in 2019/20. In addition, fuel and labour cost inflation has increased over the last 12 months. This is challenging the viability of many bus services across the UK. The effects of these financial challenges have been bus service withdrawals. An industry wide shortage of bus drivers has also contributed to poor operational performance.
- 2.17 Government has extended pandemic funding for the remainder of 2022/23 and has asked Local Transport Authorities to continue to pay concessionary fares at pre pandemic rates. Whilst this has reduced the immediate risk of significant service cuts, some bus operators have reduced output and there remains a significant risk of further service reductions in April 2023 when the current funding ends,
- 2.18 The Combined Authority is experiencing the impact of cost inflation in its expenditure on socially necessary bus services. At its meeting on 22 July a virement of £2.1m was approved and a further virement of £0.9m was made in September 2022. This represents an 18% increase in expenditure on bus services since the budget was set earlier in 2022 and continued growth in expenditure is unsustainable.
- 2.19 These issues will present significant challenges in preparing a budget for 2023/24 since the continuation of Government funding cannot be assured beyond end March 2022.

3. Tackling the Climate Emergency Implications

- 3.1 A key aim of the West Yorkshire Bus Service Improvement Plan is to support the decarbonisation of the local bus network, including delivery of a carbon-zero bus fleet by 2036, as well as encourage more travel by bus and other sustainable modes in order to tackle the climate emergency.

4. Inclusive Growth Implications

- 4.1 The key aims of the West Yorkshire Bus Service Improvement Plan are to create a more inclusive, accessible bus service and to better connect

communities, particularly those area of high deprivation, in order to support the region's inclusive growth ambitions.

5. Equality and Diversity Implications

- 5.1 Supporting Equality and Diversity through ensuring the bus service is attractive, inclusive and accessible for all is a key aim of the West Yorkshire Bus Service Improvement Plan.
- 5.2 The planned public engagement will also prioritise engaging with seldom heard groups and, where possible, obtaining data on protected characteristics from participants, in order to strengthen the insights, it provides to support Equality and Diversity.
- 5.3 An Equality Impact Assessment has been completed and will be reviewed regularly throughout the programme's delivery.

6. Financial Implications

- 6.1 Subject to successful completion of the consultation on the Bus Service Improvement Plan Enhanced Partnership Scheme, the Combined Authority will receive £69,974,070 in revenue funding over the next three years from 2022/2023 to support delivery of its Bus Service Improvement Plan.
- 6.2 The Mayor's Fares commenced on 4th September 2022. The scheme will be funded from the Combined Authority's concessionary fares revenue budget until the BSIP funding is received whereupon the revenue budget will be repaid, and future expenditure will be met from BSIP. The estimated cost of the first three months of operation is £3 million.

7. Legal Implications

- 7.1 Bus operator participation will be secured through the Enhanced Partnership, which will include a legal agreement setting out the mechanism for calculating and making reimbursement payments to bus operators.

8. Staffing Implications

- 8.1 There are no staffing implications directly as a result of this report. The BSIP award includes for a limited increase in staff resource to enable the management and delivery of the programme.

9. External Consultees

- 9.1 No external consultations have been undertaken; however, the Mayor's Fares will be subject to an external consultation through the statutory consultation

that is due to take place from late September on the Bus Service Improvement Plan Enhanced Partnership scheme.

10. Recommendations

- 10.1 That the Combined Authority note the update on the Bus Service Improvement Plan and that funding has been confirmed by the Department for Transport subject to the making of the Bus Service Improvement Plan Enhanced Partnership Scheme following statutory consultation.
- 10.2 That the Combined Authority delegates to the Transport Committee the approval of the Bus Service Improvement Plan strategic outline case in accordance with the Assurance Framework, so that delivery can commence in line with the tight delivery timeframes.

11. Background Documents

None.

12. Appendices

None.



Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: **Digital Update**

Director: Liz Hunter, Head of Transport Policy

Author: Marianne Hewitt, Policy Officer

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. Purpose of this report

1.1 Our Local Digital Skills Partnership (LDSP) was created as part of the West Yorkshire Devolution deal. The LDSP brought together stakeholders and partners to develop an approach to digital skills in the region and has overseen the development of the Digital Skills Plan. This paper:

- Seeks the Combined Authority’s approval of the Digital Skills Plan.
- Requests the Combined Authority’s comments on the proposition of converting the Local Digital Skills Partnership into a Local Digital Partnership, once the LDSP project ends.

1.2 We are also continuing to develop and deliver initiatives to tackle our regional challenges around digital skills as this wider work is being developed. Therefore, this paper also provides an update on progress to date on existing digital skills work, including enrolments on community/foundation digital courses using the Adult Education Budget, enrolments on Skills Connect Digital courses, numbers of digital apprenticeships and levy transfers, and numbers of Small Medium Enterprises taking up digital support through Business Support and Skills for Growth. We want to continue to develop

propositions and projects and propose to do this through a refresh of the Digital Framework with an updated delivery plan.

2. Information

2.1 Nationally, there is a mismatch between our reliance on digital technologies and our adoption of digital skills. The Digital Skills Plan tackles several key areas that will benefit from increased digital skills across the region:

- **Higher Level Skills for the Tech Sector** - West Yorkshire has the fastest growing digital sector outside of London and is the UK's number one location for tech scale-ups. Increased digital skills will support this ecosystem.
- **Skills for all Businesses** - Increased digital skills will enable greater digital transformation across other key sectors, such as Manufacturing, Engineering, and Health. Increased digitisation will help them to compete and support their sustainability.
- **Workforce** - Over 80% of all jobs in West Yorkshire currently require the minimum of basic digital skills.
- **Upskilling** - With 80% of the 2030 workforce already in employment today, reskilling the existing workforce will be a major challenge between now and 2030.
- **Education** - Fewer than 10% of pupils take a Key Stage 4 Computing qualification in West Yorkshire. Girls are far less likely than boys to study digital-related courses.
- **Inclusion** - Socially, reducing the numbers of digitally excluded residents will have wider benefits on elements such as physical and mental health, regeneration and education.

Local Digital Skills Plan

2.2 The Local Digital Skills Partnership was created as a result of West Yorkshire's devolution deal. Its membership includes representation from the private, public and third sectors.

2.3 The ambitions of the Digital Skills Partnership are also in line with Mayoral pledges to:

- Prioritise skills and training to ensure everyone in West Yorkshire has the skills they need to secure work
- Support local businesses and be a champion for our regional economy

- 2.4 The Digital Skills Partnership has been working over the last 2 years to develop a Digital Skills Plan. This Digital Skills Plan will help to place West Yorkshire as a leader for digital skills. This supports the development of the Mayoral pledges and deliver the agreed priorities in the Combined Authority's Economic Recovery Plan.
- 2.5 The Digital Skills Plan takes forward the Employment and Skills Framework and its cross-cutting themes as well as the Digital Framework, particularly the 'digital skills for all' priority.
- 2.6 There has been wide consultation and engagement with stakeholders - Employment and Skills Committee; LDSP Board; Go Higher West Yorkshire Board, workstream members from community, private and public sector organisations; senior Local Authority officers; Employment and Skills managers in WYCA - to develop the plan.
- 2.7 The vision statement for the Digital Skills Plan is: "Creating a fully inclusive society and a thriving economy through the growth of digital skills for all." The four thematic workstreams of the LDSP have developed the four agreed priorities with an action plan: Social Digital Inclusion; Workforce for the Future; SME and Third Sector Growth; Simplifying the Digital Offer.
- 2.8 The appendices to this paper include the plan in more detail and an overview of rationale, statistics, the plan on a page, the work that is already ongoing to support digital skills in the region, headline proposed interventions, and potential performance targets and scale of ambition.
- 2.9 The plan has been endorsed by the Employment and Skills Committee, presented to the Business, Economy and Innovation Committee and endorsed by the LEP Board. The LEP Board members gave positive feedback and endorsed the Digital Skills Plan, and endorsed the proposals to refresh the Digital Framework, convert the LDSP into a broader digital partnership, and to conduct a LEP Board deep dive on digital. LEP Board members highlighted the need to continue to focus on green and sustainability within digital, to consider the interrelation of culture and digital, to link the needs of employers with the needs of individuals, and to keep the focus on skills within the broader digital agenda.
- 2.10 Pending the Combined Authority's approval, the Digital Skills Plan will be designed and published with a formal launch. Since the LEP Board viewed the Digital Skills Plan, minor amendments to imagery have been made and typos have been rectified.
- 2.11 Ultimately, this plan will inform the development of a comprehensive pipeline of digital skills projects.

Local Skills Improvement Plans

- 2.12 One of the policy aims of the Skills for Jobs White Paper (January 2021) was to place employers at the heart of the skills system. As part of a range of reforms Local Skills Improvement Plans (LSIPs) were proposed to be piloted – the pilots concluded earlier this year. LSIPs are led by Employer Representative Bodies (ERBs), MCAs and LEPs were not eligible to lead the pilots, there was no pilot in West Yorkshire. There has been no published evaluation of the pilots.
- 2.13 A full roll out of LSIPs is being implemented following a competitive process, with West Yorkshire Chamber leading this across the West Yorkshire geography. The process is in at early stage and will engage with a wide range of stakeholders in the skills system to determine a plan to ensure that provision is aligned with employer need.
- 2.14 MCAs have a strategic role in the development of LSIPs and its final plan, and will need to provide a statement of support for the LSIPs to be submitted to government at the same time as the plan. Whilst LSIPs do not have any commissioning powers within the skills system, a diverse employer voice is an important stakeholder voice in the system.
- 2.15 The Employment and Skills Committee have engaged with the Chamber throughout the pilot stage and will continue to do so.

Recent Digital Skills Delivery and success in West Yorkshire

- 2.16 The LDSP has collated a range of case studies of successes in West Yorkshire as part of the Digital Skills Plan (Appendix 2). For example, 'Person A' used 100% Digital to stay out of prison and flee domestic violence. And the leading international industrial group in healthcare software, Dedalus, engaged with the Digital Skills Bootcamps and Skills for Growth to hire 10+ new employees into digital roles.
- 2.17 The LDSP has also collated indicative numbers of individuals and businesses who have participated in digital programmes, initiatives and interventions (Appendix 1). These include:
- 2310 individuals enrolled on community/foundation ICT courses (2020/21)
 - 34000 laptops/devices were donated to children/residents (2021)
 - The FutureGoals website has been viewed 15422 times since Oct 2020.
 - 938 individuals enrolled in Skills Connect digital courses (since Jan 2021)

- 8103 students/teachers took part in virtual work experience (2021/22)
- 23 schools have been supported by 18 Enterprise Advisers in digital roles/sectors via the Schools Partnership team (since Jan 2021)
- 2950 individuals enrolled on ICT courses via FE (2020/21)
- 1120 individuals qualified from Computing courses from West Yorkshire Higher Education Institutions (2020/21)
- 1720 SMEs took part in digital events run by private partner organisations (since Jan 2021)
- 213 digital-sector SMEs were supported by Skills for Growth (since Jan 2021)
- 458 SMEs have received support from Business Support relating to digital (since Jan 2021)
- 22 businesses were supported by the apprenticeship levy for digital-related roles (since Jan 2021)
- £728,000 of apprenticeship levy has been pledged for digital apprenticeships (since Jan 2021)

Proposed Digital Skills Performance Targets and Scale of Ambition

- 2.18 Through the Digital Skills Plan, we aim to increase the numbers of residents with Essential Digital Skills for Life (75%) and Work (59%) to match the leading region (Greater London Authority) - 82% and 69%, respectively - by 2025. In line with the Equality Act (2010), diversity will be embedded throughout our targets.
- 2.19 Details of the various methods by which we will demonstrate progress and measure take-up are included in Appendix 1.

Next Steps for Improvements in Digital

- 2.20 The Local Digital Skills Partnership is in its third and final year of DCMS funding. The LDSP workstreams have accomplished their core targets:
- a) To ensure that the challenge of each theme is clearly defined and evidenced by the gathering of additional data, and
 - b) To develop a programme of interventions or action plans (from those that will require significant funding, to those that can utilise partner support and may be delivered with minimal or no cost.
- 2.21 Therefore, the partnership is in the early stages of exploring with DCMS how to continue the legacy and the relationships built through the LDSP. An option

is to broaden the scope of the LDSP into a 'Local Digital Partnership (LDP)'. This Partnership would act as an engagement and consultancy panel to support the next wave of projects and programmes that we suggest come forward through a refreshed Digital Framework.

- 2.22 Digital is a cross-cutting issue. Digital technology enables every person and every business in the region. People need digital skills and good quality and affordable internet access to help them get the most out of their lives. All businesses need to consider, invest in and develop their approach in a way that utilises the latest advancements and innovations. This way all of our business community can be enabled to be more productive and more likely to survive and thrive. Our region also wants to be the key location for high growth digital businesses to grow and invest in. These issues span social inclusion, place making, business support, skills, and inward investment. This therefore, does not fall under the remit of just one committee. We need to consider how we develop all our digital work using the expertise, knowledge and connections of all committee members.
- 2.23 WYCA's Digital Framework was published in 2019. Since then, the LEP's geographic remit has altered (in April 2021), moving to West Yorkshire (Bradford, Calderdale, Kirklees, Leeds, Wakefield) from Leeds City Region (WY plus Craven, Selby, York and Harrogate). With the change in geography coinciding with increased digital adoption by residents and businesses during COVID, it is timely to refresh the Digital Framework.
- 2.24 West Yorkshire has some significant strengths in digital and tech. However, we are not leveraging this ecosystem in a coherent way to create maximum benefits for people, businesses, and places. By refreshing the Digital Framework, there is an opportunity to draw together all elements of digital and ensure that West Yorkshire is a 'Smart Region'.
- 2.25 A refreshed Digital Framework would update on how lives are transformed by digital technologies and would include a coherent strategy for delivery and partnership working, which may be framed into three strands:
- a) Place – infrastructure, data and connectivity
 - b) People – inclusion, skills and confidence, entrepreneurs, and advanced skills (much of which can be transferred from the Digital Skills Plan)
 - c) Businesses – clusters, transformation, inward investment, education providers (in partnership with businesses), capital.
- 2.26 As part of a refreshed Digital Framework, we would look to undertake research into our digital/tech clusters in West Yorkshire to identify genuine areas of distinctive strengths and opportunities, so that we can better understand and therefore support our digital tech ecosystem.
- 2.27 A series of engagement activity will take place to develop the revised strategy and interventions, including a potential deep dive with members of the LEP Board and relevant committees.

3. Tackling the Climate Emergency Implications

- 3.1 The Digital Skills Plan will support growth of digital skills and therefore movement into “better jobs” and more productive jobs within the region. This will include growth of skills across the region to enhance innovation across green sector to support climate challenges.
- 3.2 The Digital Skills Plan will also support ‘digital first’ business growth through greater social digital inclusion provision. This will support climate challenges by enabling customers to make first contact online, reducing the need to travel.

4. Inclusive Growth Implications

- 4.1 Supporting digital skills development and West Yorkshire’s digital/tech ecosystem will positively contribute to recovery from the impact of the pandemic. It is proposed that the original strapline of ‘lives transformed by digital tech’ is adopted in the revised version to ensure the focus remain on the positive benefits to the region’s citizens.
- 4.2 Delivery of the regional Digital Skills Plan will support inclusive growth across West Yorkshire. We expect to demonstrate progress in the following areas set out in the *Strategic Economic Framework*:
- Percentage qualified below level 2
 - Unemployment rate
 - Percentage of employees in quality work
 - Apprenticeship starts
 - Jobs paying below Real Living Wage
 - Employment rate gap for disadvantaged groups
 - Young People Not in Education, Employment or Training (NEET)

5. Equality and Diversity Implications

- 5.1 In 2022, 23% of the adult population within Yorkshire and the Humber lacked essential digital skills for life, and 7% of these are digitally excluded, meaning they cannot complete a single ‘foundation’ digital skill such as turning on a device, using a mouse/keyboard, browsing the internet. 4% of people in Yorkshire and the Humber remain offline.¹ This is despite West Yorkshire’s above-average internet infrastructure.²
- 5.2 The pandemic has accelerated the rate at which our lives have moved online, increasing our reliance on access to digital services. The close association

¹ This data is from the Consumer Digital Index 2021, by Lloyds Bank, which provides these breakdowns at regional levels.

² This statistic is from ThinkBroadband, correct as of 5.5.22, which analyses broadband coverage (Full Fibre, Gigabit and Superfast) by local authority area.

between digital exclusion and other dimensions of inequality exposes the urgent need for greater digital inclusion.

- 5.3 The Digital Skills Plan seeks to directly address socio-economic inequalities facing our population. Digital Inclusion is a central tenet of the plan, to be achieved through the growth/provision of digital skills and supporting the resolution of data poverty and the ongoing challenge of accessibility and connectivity.
- 5.4 Digital exclusion is a key barrier to participation in social and economic activity. A refreshed Digital Framework will help us to maximise the opportunity that integrated digital policy, people and technology can offer to improve inclusivity.

6. Financial Implications

- 6.1 The pipeline of projects which emerge from the Digital Skills Plan will require regional funding to deliver. These will be subject to separate approvals and processes following a scoping and prioritisation exercise overseen by the Employment and Skills Committee. It is anticipated that the funding will come from allocated Gainshare funding to IP2 and/or the Shared Prosperity Fund.

7. Legal Implications

- 7.1 There are no legal implications directly arising from this report.

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

- 10.1 That the Combined Authority approves the Digital Skills Plan.
- 10.2 That the Combined Authority approves the proposal to convert the Local Digital Skills Partnership into a Local Digital Partnership once the LDSP project ends.
- 10.3 That the Combined Authority approves the proposal to refresh the Digital Framework with a focus on the next phases of projects and programmes, to include a deep dive with the LEP Board.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

Appendix 1 – Summary Version of the Digital Skills Plan

Appendix 2 – Digital Skills Plan (full draft, including the summary slides)

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West Yorkshire Digital Skills Plan

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Image doesn't fit
with the rest



Why Digital Skills are important for West Yorkshire

Nationally, there is a mismatch between our reliance on digital technologies and our adoption of digital skills. The Digital Skills Plan tackles several key areas that will benefit from increased digital skills across the region:



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Higher Level Skills for the Tech Sector

West Yorkshire has the fastest growing digital sector outside of London and is the UK's number one location for tech scale-ups. Increased digital skills will support this ecosystem.



Skills for all Businesses

Increased digital skills will enable greater digital transformation across other key sectors, such as Manufacturing, Engineering, and Health. Increased digitisation will help them to compete and support their sustainability.



Workforce

Over 80% of all jobs in West Yorkshire currently require the minimum of basic digital skills.



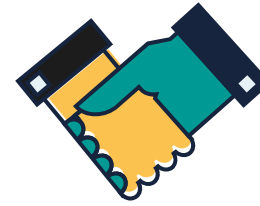
Upskilling

With 80% of the 2030 workforce already in employment today, reskilling the existing workforce will be a major challenge between now and 2030.



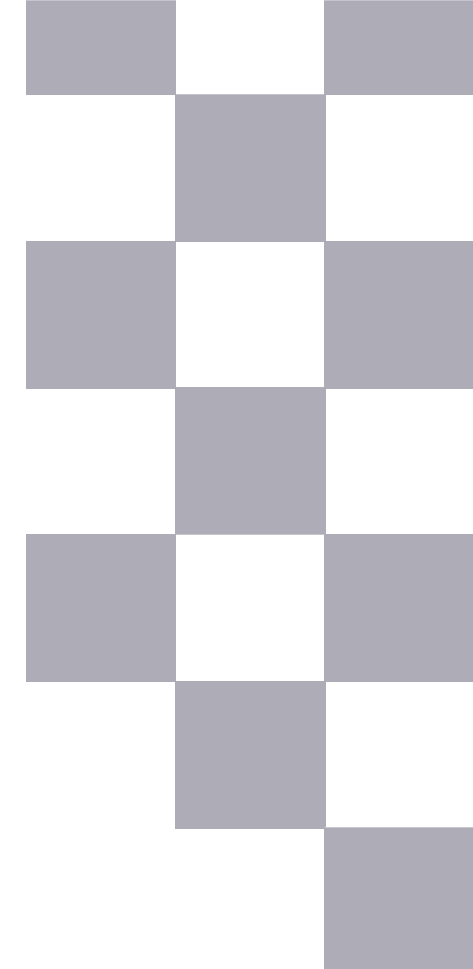
Education

Fewer than 10% of pupils take a Key Stage 4 Computing qualification in West Yorkshire. Girls are far less likely than boys to study digital-related courses.



Inclusion

Socially, reducing the numbers of digitally excluded residents will have wider benefits on elements such as physical and mental health, regeneration and education.



Data - Much of our data on digital skills needs covers all of Yorkshire and Humber, rather than granular West Yorkshire statistics. For Digital Engagement (people’s levels of online activity), we have access to constituency-level data, which demonstrates that in 2021:

UK average	Yorkshire & Humber average	North Yorkshire	The Humber	South Yorkshire	West Yorkshire	Greater Manchester	West Midlands	London
61%	59%	57%	58%	60%	62%	62%	60%	70%

Digital Skills Plan: Vision

“ Creating an inclusive society & a thriving economy through the growth of digital skills for all ”

Our ambitions are:

Social Digital Inclusion

To support the growth of digital skills needed for social inclusion, addressing the ongoing challenge of accessibility and connectivity.

Workforce for the Future

To support greater alignment between business and education to enable growth in digital skills and promotion of digital careers to deliver the workforce for the future, ready for the 'jobs of the future'.

SME & Third Sector Digital Growth

To support SMEs & Third Sector to increase productivity through the growth of digital skills in their workforce, improving the resilience and sustainability of organisations.

Simplifying the Digital Offer

To demystify the regional provision of digital skills by understanding current provision and future needs, and ensuring provision is easy to access for all residents.

What we've been doing in digital skills since 2021*

*until Summer 2022. Source: West Yorkshire Combined Authority

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Social Digital Inclusion

2310 individuals enrolled on community/foundation ICT courses in 20/21

34000 laptops/devices were donated to children/residents

Workforce for the Future

938 individuals enrolled in Skills Connect Digital courses

8103 students/teachers took part in virtual work experience

4890 individuals enrolled/qualified from Computing/ICT HE/FE and apprenticeships

Commissioned 13 Skills Connect courses to be launched

23 schools were supported by 18 Enterprise Advisers in digital roles/sectors via Schools Partnership

SME & Third Sector

1720 SMEs took part in digital events run by private partner organisations

671 SMEs received digital support through Business Support/Skills for Growth

£728000 levy pledged for digital apprenticeships in WY. 22 businesses were supported by the apprenticeship levy, re digital.

Simplifying the Offer

15422 views of future-goals.co.uk

launched IBM SkillsBuild platform

Mayoral Combined Authority and partners' proposed headline interventions

Social Digital Inclusion

Build the capacity of community organisations to deliver digital skills and access to those who are digitally excluded

Develop programmes for those who can't access support elsewhere

Workforce for the Future

Roll out a programme to help raise school-aged children's digital literacy

Attract/scale up specialist educational digital provision

SME & Third Sector Digital Growth

Offer digital support through Business Growth Service and its successor programme, the evolved Business West Yorkshire (name to be confirmed) and Digital Enterprise programmes

Ensure leadership and management training, including digital skills

Simplifying the Digital Offer

Launch a region-wide Digital Skills Campaign to inspire excitement in digital careers and increase uptake of digital skills provision

Seek further devolution of digital skills provision



Performance targets and scale of ambition

We aim to increase the numbers of residents with Essential Digital Skills for Life (75%) and Work (59%) to match the leading region's* 82% and 69%, respectively, by 2025. In line with the Equality Act (2010), diversity will be embedded throughout our targets.

Social digital Inclusion



All are supported to engage in an increasingly digital society

We will demonstrate progress, and measure take-up by underrepresented groups, in:**

- % of Digital Engagement in West Yorkshire
- Enrolments on Community Learning ICT courses and foundation level (<level 2) ICT courses via FE (adults aged 19+)
- Numbers of underrepresented groups (e.g. prisoners) accessing digital skills
- Numbers of individuals supported by 100% Digital, with targets for EDI

* Greater London Authority

**The above monitoring scope is in addition to tracking regional statistics provided by external sources, e.g. DCMS and Lloyds Banking Group

Workforce for the Future



Digital skills shortages and gaps are reduced

We will:

- Establish a digital employer skills survey as a barometer of skills gaps

And demonstrate progress, and measure take-up by underrepresented groups, in :

- Enrolments on ICT courses via FE (adults aged 19+) and as a percentage of total enrolments
- Qualifiers from Computing courses from Higher Education Institutions based in West Yorkshire (including international students)
- Apprenticeship starts in ICT subject areas
- Ratio of vacancies to employment for West Yorkshire for digital occupations
- Numbers of individuals taking part in other digital training and employer events (bootcamps, work experience, internships)

SME & Third Sector



SMEs & the Third Sector value and invest in digital skills

We will demonstrate progress, and measure take-up by underrepresented groups, in:

- Number of businesses needing to improve their basic IT skills to meet business needs
- Retention and diversity of staff within digital sector/digital roles
- Numbers of SMEs and Third Sector organisations taking part in 'digital skills for business' programmes/bespoke events
- Number of SMEs and Third Sector organisations receiving digital support (funding, infrastructure)

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Simplifying the Offer



All residents can access digital careers guidance and skills training

We will demonstrate progress, and measure take-up by underrepresented groups, in:

- Numbers of individuals and organisations engaging with the inclusive Digital Skills Campaign. Campaigns will be targeted towards communities with lower engagement in digital skills offers



West Yorkshire has the fastest growing digital sector outside London and is the UK's number one location for tech scale-ups. We will increase our residents' and businesses' digital skills to support this ecosystem.

Digital enables all of West Yorkshire's sectors, including our innovative and high-growth sectors. Increased digital skills will enable greater digital transformation across our other key sectors.



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Item 8, Appendix 2 – Digital Skills Plan

With reference to the Digital Update report paragraph 2.16, please see the link below to Appendix 2 – Digital Skills Plan.

<https://www.westyorks-ca.gov.uk/media/9214/item-8-appendix-2-digital-skills-plan-full-draft-including-the-summary-slides-final.pdf>

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Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: Project Approvals

Director: Melanie Corcoran, Director of Delivery

Author: Craig Taylor, Head of Portfolio Management and Appraisal

1. Purpose of this report

- 1.1 To report on proposals for the progression of, and funding for, a number of West Yorkshire Combined Authority supported projects that have been considered at stages 1, 2 and 3 of the Combined Authority's assurance process.
- 1.2 The schemes outlined in this report have come directly to the Combined Authority as they are seeking decision point 2 (strategic outline case) approval and delegation of authority to the relevant thematic committee to approve future change requests. The schemes will be reported to the relevant thematic committee as appropriate.
- 1.3 The recommendations can be found in Section 12 of this report.

2. Tackling the Climate Emergency implications

- 2.1 The West Yorkshire Combined Authority and the Leeds City Region Enterprise Partnership (the LEP) are working towards the challenging ambition of being a net zero carbon economy by 2038 and to have made significant progress by 2030, in its efforts to tackle the climate emergency. As a region, West Yorkshire currently emits 11 million tonnes of carbon dioxide equivalent (MtCO₂e) per year. Meeting the target, achieving emission reductions of over 11 MtCO₂e by 2038, will require urgent and collaborative action across all sectors of the region's economy in partnership with businesses and communities.
- 2.2 Transport is the largest emitting sector, dominated by road transport and private vehicle use. The majority of emissions from buildings and industry are due to heat generation, primarily as a result of the combustion of natural gas.
- 2.3 The Combined Authority has taken action to ensure all decisions we make include climate emergency considerations. The Combined Authority:

- Has strengthened how clean growth and climate change impacts are considered as part of all schemes that come through the Combined Authority's Assurance Framework.
- Requires all Project Approvals reports to the Combined Authority and thematic committees to include the results of a carbon impact assessment and narrative on the clean growth / tackling the climate emergency implications.

2.4 To strengthen decision making across the whole of the Combined Authority's Assurance Framework a robust methodology for assessing the carbon impact of proposals has been developed. This includes a qualitative assessment of likely carbon impact at Stage 1 and a more detailed quantitative assessment of carbon impact at Stage 2.

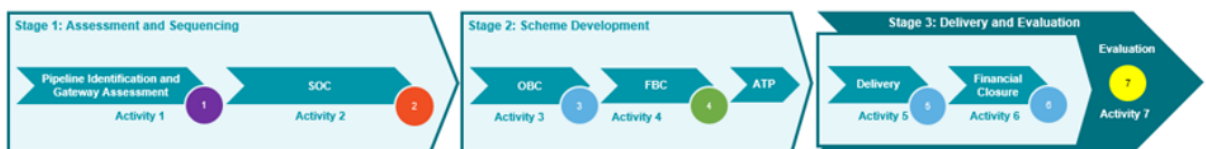
2.5 The carbon impact assessment methodology has now been completed and is being implemented into the Assurance Framework. The work has involved the development of training, reporting requirements and other supporting material to ensure carbon assessment is properly embedded in the Assurance Framework. The Combined Authority will provide the necessary scrutiny of carbon impact assessments presented by promoters.

3. Report

3.1 This report presents proposals for the progression of nine schemes through the Combined Authority's assurance process in line with the Combined Authority's Assurance Framework. The schemes have a funding value of £228,960,918 when fully approved, of which £214,642,423 will be funded by the Combined Authority. A total expenditure recommendation to the value of £71,643,114 is sought as part of this report for the development and delivery of these schemes. Further details on the schemes summarised below can be found as part of this report.

3.2 The assurance process is a three-stage approach with the requirement that all projects subject to minor exceptions as detailed in the Assurance Framework, will as a minimum, need to formally pass decision point 2 (strategic outline case) and 4 (full business case), with the requirement to meet the intervening activities deemed on a project by project basis.

3.3 For more detail on the Combined Authority's Assurance Framework through which each of the schemes outlined in this report are being approved is provided in **Appendix 1**.



Value for Money - Benefit Cost Ratios

3.4 The Benefit to Cost Ratio (BCR) for some of the schemes in this report potentially represent low value for money, when assessed using the

Department for Transport's Transport Appraisal Guidance TAG on the appraisal of transport schemes.

- 3.5 This is because whilst calculating benefits to costs of a transport scheme there are many more journeys made by car than are made by bus, cycling, and walking and as a consequence the monetised benefits arising from improvements to bus, cycling and walking journeys may be outweighed by the monetised dis-benefits to car users.
- 3.6 However, a key strategic objective of investment is to encourage modal switch to more sustainable modes and therefore whilst the 'core' BCR (i.e. following Green Book guidance on total impact on the society as a whole) for some schemes may be low, discounting the dis-benefits to car users from the appraisal will result in a higher BCR and where possible this 'range of BCR' will be presented to support decision making. This is in line with HM Treasury guidance where appraisal should take account of all five cases (strategic, commercial, economic, financial and management) and the economic case be balanced with these.
- 3.7 Her Majesty's Treasury (HMT) have now completed the review of the Green Book. The Green Book is guidance issued by HM Treasury on how to appraise policies, programmes, and projects. This review has endorsed the Combined Authority's approach by clarifying that overall Value for Money judgement should not depend solely on the BCR but be informed by a balanced consideration of all relevant evidence, that is, appraisal should take account of all five cases (strategic, commercial, economic, financial and management) and the economic case be balanced with these.
- 3.8 In particular, HMT have clarified further that in assessing value for money, a stronger emphasis can now be placed on the strategic case and how the strategic objectives and priorities of the Combined Authority will be met through the delivery of a project. This might for example include, but not limited to, a greater focus on regional impacts to help deliver Levelling Up, ensuring transformational projects are given due consideration, supporting the climate change and good growth agenda (the Combined Authority aims to achieve net-zero by 2038), supporting an increase in active mode and public transport use, supporting / accelerating housing development and allowing a greater emphasis on the requirement to carry out equalities analysis as required by the Public Sector Equalities Duty. The specific approach will be determined on a programme-by-programme basis as funding and investment streams come forward.

Scheme Summaries

<p>West Yorkshire Mayor's Cost of Living Emergency Fund</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>Our region's most pressing economic concern – and indeed a key downside risk to the national economic recovery - is the cost of living crisis. At the same time, our voluntary and community sector - which is central to providing practical support to our most disadvantaged communities, is experiencing falling donations and increasing demand for its support and services.</p> <p>The Mayor and Leaders therefore proposed at the end of August to utilise gainshare to establish an emergency Fund which would enable WY LAs to work with their established VCSE sector partners to provide additional emergency support to our most economically disadvantaged and vulnerable groups.</p> <p>The support provided will be delivered through established West Yorkshire Authority networks of voluntary and community and social enterprise sector organisations (the VCSE sector).</p> <p>This proposed scheme responds to the cost of living crisis by providing funds from 01 November 2022 to directly help those most adversely affected by rapid inflationary pressures and at risk of economic exclusion, namely those in workless households and those in in-work poverty. In the longer term, by helping West Yorkshire people to remain in work, and to move others closer to accessing employment opportunities, the effects of economic scarring resulting from the crisis will be reduced.</p> <p>The scheme is to be delivered through the gainshare fund.</p> <p><u>Impact</u></p> <p>The core purpose of the fund is to provide economically vulnerable communities in West Yorkshire with support for foundational things such as food, heating, mental health support, and emergency advice e.g. debt management. The fund will make a meaningful and immediate regional contribution to addressing some of the most pressing socially and economically damaging aspects of the cost of living crisis. It may also help VCSE organisations to provide valuable basic skills to the target groups, e.g. money and debt management advice.</p> <p>Supporting the VCSE sector at a time where its services are in increasing demand and donations are also falling in turn supports people from the most disadvantaged communities in the region and helps to increase the resilience of the local economy.</p> <p>Pro Bono Economics has found that the targeted support provided to communities by the VCSE sector helps to reduce public spending on health and benefits and raise tax receipts – giving at least a £2 fiscal return on every £1 spent.</p> <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £3,000,000</p> <p>Total value of Combined Authority funding - £3,000,000</p> <p>Funding recommendation sought - £3,000,000</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>Social Housing Decarbonisation Fund Booster</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>This scheme will continue the work of the Social Housing Decarbonisation Fund (SHDF) - Wave 1 scheme to upgrade the energy efficiency of some of the most in need social housing stock within West Yorkshire. The scheme will deliver warm, energy-efficient homes, reduce carbon emissions and fuel bills, tackle fuel poverty, and support green jobs.</p> <p>Before the energy crisis, 17.7% of the population in West Yorkshire were already in fuel poverty (Source: Department for Business, Energy and Industrial Strategy (BEIS) Sub-regional fuel poverty, 2020 data).</p> <p>In order to achieve the target of Net Zero by 2038, the West Yorkshire Carbon Emissions Reduction Pathways study demonstrates that nearly 700,000 homes will need to be retrofitted and 665,000 have low carbon heating systems installed. The Combined Authority has successfully partnered with nine registered housing providers (RPs) from the West Yorkshire Housing Partnership who are now delivering the Wave 1 scheme.</p> <p>The SHDF Booster scheme will be funded by £5,195,949 of gainshare funding. The Combined Authority has secured a further £2,056,418 in match funding from the registered housing providers.</p> <p><u>Impact</u></p> <p>This scheme aligns with the Mayoral Pledge to tackle the climate emergency and protect our environment, the West Yorkshire Combined Authority's inclusive growth agenda, and Strategic Economic Framework Priority 3, Tackling the climate emergency and protecting our environment.</p> <p>This Booster will provide energy efficiency improvements to 1786 properties, in addition to the 1,316 houses to be completed under SHDF Wave 1. These improvements will be targeted at the most in need homes which will reduce bills and go some way to tackling fuel poverty.</p> <p>The reduction in energy costs for social housing tenants and those in the poorest areas will assist a number of homes through the coming winter and the cost-of-living crisis, with all homes complete by Winter 2023. Social benefits include improvements to comfort, health and well-being of social housing tenants.</p> <p><u>Decision sought</u></p> <p>The change request for the Social Housing Decarbonisation Booster scheme to increase the Combined Authority's contribution funding from £5,062,000 to £10,257,949, to extend the programme and to increase the outputs as detailed in this report is approved.</p> <p>Total value of the scheme - £17,633,367</p> <p>Total value of Combined Authority funding - £10,257,949</p> <p>Funding recommendation sought - £5,195,949</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>West Yorkshire Climate and Environment Plan- Wave 1</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The West Yorkshire Climate and Environment Plan (CEP) is the regional response to addressing the climate emergency and achieving net-zero carbon by 2038. The CEP sets out the critical actions for the next three years to cut emissions, support nature recovery and be ready for the impacts of a changing climate. 15 of these actions have been prioritised for delivery using gainshare funding over two development waves, with Wave 1 comprising the following seven actions:</p> <ul style="list-style-type: none"> • Better Homes Hub – enable upscaling of domestic energy efficient retrofits for households across West Yorkshire • Better Neighbourhoods - a community grants funding programme helping to support net zero activity across buildings, energy, nature, and climate resilience • Business Sustainability - provide a simplified, consistent, and impartial source of support to small and medium sized businesses (SMEs) within West Yorkshire, to plan for net zero and become climate ready • Communications, Engagement and Marketing - a multi-channel behaviour change campaign to encourage people and businesses to lower their own carbon emissions and make positive changes, marketing support for Local Authorities and a market research exercise to gauge perceptions and attitudes. • Flooding and Drainage - nine Natural Flood Management schemes, delivered across a range of partners, as part of a catchment level approach to flood risk management • Green Skills and Training - support investment in teaching and learning resources, curriculum enhancements and develop a platform supporting individuals to access green jobs and skills • Solar PV and Battery Storage - investing in Solar for Schools, solar buying schemes, solar on Combined Authority assets and investing the West Yorkshire Housing Partnership scheme to install solar and battery systems <p>These actions have been translated into individual programmes and relate directly to critical interventions identified in the Carbon Emission Reduction Pathways (CERP) from which the wider CEP was directly informed. Each programme will proceed individually through the Combined Authority’s assurance process.</p> <p>Other interventions identified in the CEP are being progressed through alternative avenues, including transport related interventions via the City Region Sustainable Transport Settlement.</p> <p>Achieving the net-zero carbon target will require a long-term strategic approach to the reduction of emissions. Net-zero carbon will not be achieved overnight and therefore activity covered by the seven programmes necessarily includes establishing the structures and mechanisms that will enable greater carbon savings to be made towards the middle of this decade and beyond. This approach is blended with a smaller number of activities that deliver emissions reductions over the shorter-term.</p>
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Each programme will proceed individually through the Combined Authority's assurance process as they are at various stages of development. But, to expedite delivery this change request seeks approval for:

- Further development costs of £1,507,893 to continue to develop individual programme business cases plus approval of £310,000 of UK Shared Prosperity Fund (UK SPF) for the Flood Innovation Programme
- Approval of the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support to businesses with the cost-of-living crisis (£1,100,000).

Impact

CEP Wave 1 will help enable and support wider work to address the Climate Emergency through the delivery of measures that:

- Tackle fuel poverty and reduce carbon emissions from housing through domestic energy efficient retrofits
- Reduce emissions through business sustainability packages, building enhancements to reduce heat loss and increasing green energy through solar
- Encourage people and businesses to lower their own carbon emissions and make positive changes
- Build climate resilience through investment in natural flood defences, neighbourhood led interventions and making businesses more resilient
- Support investment in teaching and learning resources, curriculum enhancements and support individuals to access green jobs and skills
- Support communities through a community grants programme, so they are better able to contribute to net zero

A carbon impact assessment has been undertaken for the portfolio and further details are provided in this report.

Decision sought

This change request to the CEP Wave 1 Portfolio will allocate further development costs of £1,507,893 to continue to develop individual programme business cases, plus the approval of the UK Shared Prosperity Fund's (UK SPF) contribution to the Flood Risk and Drainage Programme (£310,000) and approval of the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis (£1,100,000).

Total value of the scheme - £40,000,000

Total value of Combined Authority funding - £40,000,000

Funding recommendation sought - £2,917,893

Note: the allocation and final approval of the £310,000 UKSPF funding is subject to Government approval of the Local Investment Plan due late October/early November 2022.

A decision by the Combined Authority is sought as part of this report

<p>UKSPF - Local Authority Hyper Local Programme West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The UK Shared Prosperity Fund (UKSPF) is the Government’s successor to the ESIF programme, aiming to “build pride in place and increase life chances across the UK” through three investment priorities/pillars.</p> <p>£31,227,000 of the UKSPF allocation will be allocated to the five local authorities to support local delivery primarily focused on the community and place pillar. Although crosscutting work that requires district level delivery will also be a focus.</p> <p>This scheme will deliver interventions, outputs and outcomes at a hyperlocal level which will contribute to the West Yorkshire Combined Authority’s UKSPF Local Investment Plan (LIP) between October 2022 and March 2025. Local delivery will be delivered in line with the aims and objectives of UKSPF alongside the regional strategic objectives set out in the West Yorkshire Investment Strategy (WYIS) and the local challenges faced by each Local Authority (LA). The project builds on the infrastructure and partnerships already in place across the region to ensure delivery is effective, successful and timely.</p> <p>The scheme is to be delivered through UKSPF with some match funding from several of the Local Authorities.</p> <p><u>Impact</u></p> <p>Each LA has put together a business case which sets out the selected interventions, outputs and outcomes they expect to deliver at a hyperlocal level. Interventions, outputs and outcomes are in line with the West Yorkshire Local Investment Plan (LIP) which was submitted to the UK government for approval summer 2022.</p> <p>The West Yorkshire LIP identified the need to build VCS capacity, build safe strong communities, support places to thrive and create opportunities for resilient and safe communities. It also identified the unique nature of place in addressing these issues.</p> <p>Specifically, the LA proposals will contribute to the delivery of the West Yorkshire LIP which set out a number of key areas to be addressed these are:</p> <ul style="list-style-type: none"> • Deprivation: Supporting Local groups and communities to address poverty, in-equalities and reducing the cost of living. • Building community capacity and infrastructure: Investing in the Voluntary, Community and Social Enterprise (VCSE) Sector in West Yorkshire and with-in/across communities of interest. • The Changing roles of towns: Supporting our towns to thrive. • Delivering levelling up through increased productivity in good work through all businesses • Increasing entrepreneurialism and innovative activity • Supporting the green economy • Support people towards and into employment <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p>
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	<p>Total value of the scheme - £35,037,000</p> <p>Total value of Combined Authority funding – UK Shared Prosperity Fund - £31,227,000</p> <p>Funding recommendation sought (UKSPF) - £31,227,000</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>West Yorkshire Innovation Programme</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The scheme is a three year programme to provide innovation support to small and medium sized enterprises (SMEs) to improve their business operations, products, processes and services through innovation voucher scheme, targeted strategic grants, Mayor’s Innovation Prize competition and West Yorkshire Innovation Festival.</p> <p>The scheme is to be delivered through gainshare funding for Investment Priority 1 - Good Jobs and Resilient Businesses</p> <p><u>Impact</u></p> <p>The scheme is addressing West Yorkshire Innovation Framework priorities, specifically, innovation finance availability, strengthened Higher Education Institutions – SMEs relationship and connecting the innovation landscape.</p> <p>The scheme will:</p> <ul style="list-style-type: none"> • Support businesses through innovation vouchers • Provide strategic grants • Hold challenge competitions • Support new to market products/processes/services • Engage and support businesses • Support businesses with accessing financial support for first time • Help businesses to cooperate with an external innovation provider <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £6,934,126</p> <p>Total value of Combined Authority funding - £5,550,376</p> <p>Funding recommendation sought - £5,550,376</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>Business West Yorkshire West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The scheme will support 9,000 Small and Medium Sized Enterprises (SMEs) across West Yorkshire over three years to improve productivity, increase resilience and achieve growth.</p> <p>The scheme is requesting £4,573,426 of gainshare funding for Investment Priority 1 - Good Jobs and Resilient Businesses to provide a comprehensive account management, brokerage, and specialist advice service to SMEs across West Yorkshire. The new service will be an evolution of the existing Business Growth Service which has facilitated support to over 20,000 SMEs since April 2015.</p> <p><u>Impact</u></p> <p>The scheme is key to ensuring that we have the critical infrastructure in place to support the 80,500 SMEs in West Yorkshire and enabling the achievement of the Strategic Economic Framework Priority 1 – Boosting Productivity. The scheme will support 9,000 SMEs to access the support they need. The scheme will contribute to an uplift in GVA through supporting SMEs to improve productivity, increase resilience and achieve growth.</p> <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £5,298,920</p> <p>Total value of Combined Authority funding - £4,573,426</p> <p>Funding recommendation sought - £4,573,426</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>Employment Support West Yorkshire</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>The Employment Support West Yorkshire programme will provide support and advice and the opportunity to gain skills to 7,700 people of all ages, to help them move closer to, enter or return to the labour market and / or gain the skills needed to move towards work, or to progress within their current work. The programme will also pilot new local activity to support young people to access skilled well paid green jobs.</p> <p>The programme is being developed in collaboration with West Yorkshire’s five partner councils. Each partner council will deliver activities from April 2023 to March 2025, which meet local needs.</p> <p>Activities on offer will include digital skills training, supporting participants to use modern job search techniques, employability skills training, work related literacy and numeracy support, careers information, effective interview techniques, job, sector-specific and/or vocational training including nationally recognised qualifications that are in demand with local employers. The programme will also offer housing, childcare or other specialist advice, for example drugs and alcohol, or signposting to relevant organisations and budgeting and debt advice.</p> <p>The scheme will be funded from the gainshare funding for Investment Priority 2 - Skills and Training for People.</p> <p><u>Impact</u></p> <p>The programme closely aligns to the Employment and Skills Framework, several of the Mayor’s Pledges, and contributes to climate emergency targets and the West Yorkshire Investment Strategy (People and Skills) and link closely with the Combined Authority’s Skills Connect and Adult Education Budget (AEB) provision.</p> <p>The programme will support 7,700 people to access support and advice to move them closer to, or return to the labour market, with a particular focus on participants from under-represented groups. This will include more people being supported who not in education or employment (NEET), are inactive or unemployed and more people gaining skills and qualifications that address barriers to work.</p> <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 2, 3 and 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £12,023,833</p> <p>Total value of Combined Authority funding - £12,000,000</p> <p>Funding recommendation sought - £12,000,000</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>TCF Huddersfield Bus Station Kirklees</p>	<p><u>Scheme description</u></p> <p>The scheme will refurbish and modernise the interior and exterior of Huddersfield’s bus station and construct a modern statement canopy entrance that will extend the waiting area into a pleasant area of public realm and incorporate a secure cycle hub to encourage sustainable travel and access to the bus network. The design will be inclusive, more spacious, and safer, to increase customer satisfaction.</p> <p>The scheme is funded through the Transforming Cities Fund.</p> <p><u>Impact</u></p> <p>The scheme will reduce the carbon emissions from the bus station through solar panels on the canopy and create an accessible and high quality customer experience for bus passengers using the bus station. Investment in the bus station as a key asset in the Huddersfield town centre will boost business confidence and private sector investment. Improved customer experience will promote sustainable travel choice and include customers with mobility and mental health needs, whilst increasing safety and perceptions of safety. The improvements are the key to addressing anti-social behaviour that prevent the aspirations to provide a family friendly environment that would further promote bus travel. People on low incomes in Huddersfield rely heavily on buses and this project provides an important contribution to levelling up. The cycle hub will provide additional travel options and encourage cycling, which, together with the delivery of enhanced public realm and access to Macauley Square and the wider town centre, to encourage walking, will deliver health benefits.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 1.91:1. This is categorised as medium value for money.</p> <p><u>Decision sought</u></p> <p>Approval to proceed through decision point 3 (outline business case) and to commence work on activity 4 (full business case).</p> <p>Total value of the scheme - £19,995,380</p> <p>Total value of Combined Authority funding - £18,995,380</p> <p>Funding recommendation sought - £2,178,470</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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<p>Brownfield Housing Fund Programme</p> <p>West Yorkshire</p>	<p><u>Scheme description</u></p> <p>In September 2020, the Combined Authority approved £66,778,719 from the Brownfield Housing Fund (BHF) to support the development of at least 4500-6000 new homes on brownfield sites in the region. Following evidence of the Combined Authority's successful start to the delivery of the programme, the Government has awarded further funding to increase the total programme cost by £22,259,573 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400- 7,855 homes unlocked by March 2025 (delivery date remains the same).</p> <p>The Combined Authority is working closely with partner councils and the private sector on the continuous development of the pipeline to identify schemes which will meet the eligibility criteria and timescales of this programme.</p> <p><u>Impact</u></p> <p>The BHF programme will create more homes in the region by bringing forward more brownfield land into development through targeted investment in activities such as making former industrial land safe.</p> <p>One of the high-level objectives of the Brownfield Housing Fund as set by Government is that all projects much represent good value for money and be Green Book compliant with a benefit cost ratio (BCR) of at least 1. The Combined Authority will strive for a BCR higher than this for projects that come through the programme, but it will also be important to take account of the wider social, economic, and environmental benefits in appraisal of the programme and prioritise projects with the highest additionality</p> <p><u>Decision sought</u></p> <p>Approval to the change request to the Brownfield Housing Programme to increase the total programme cost from £66,778,719 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400- 7,855 homes unlocked by March 2025.</p> <p>Total value of the scheme - £89,038,292</p> <p>Total value of Combined Authority funding - £89,038,292</p> <p>Funding recommendation sought - £5,000,000</p> <p>A decision by the Combined Authority is sought as part of this report</p>
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4. Information

4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:

- The progression of a scheme through a decision point to the next activity.
- Indicative or full approval to the total value of the scheme funding requested.
- The Combined Authority's entry into a funding agreement with the scheme's promoter.
- The assurance pathway and approval route for future decision points.
- The scheme's approval tolerances.

4.2 This report provides information required to enable the Combined Authority to approve each of the above elements.

Project Title	West Yorkshire Mayor’s Cost of Living Emergency Fund
Stage	1 (assessment and sequencing)
Decision Point	2,3 and 4 (business justification)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.3 Our region’s most pressing economic concern – and indeed a key risk to the national economic recovery - is the cost of living crisis. This is a national and international challenge which is illustrated by the new Prime Minister’s first policy announcement of significant fiscal measures to cap energy bill price increases.
- 4.4 At the same time, our voluntary and community sector (VCSE sector) - which is central to providing practical support to our most disadvantaged communities, is experiencing falling donations and increasing demand for its support and services.
- 4.5 The Mayor and West Yorkshire Leaders therefore proposed at the end of August to utilise gainshare to establish an emergency Fund which would enable WY LAs to work with their established VCSE sector partners to provide additional emergency support to our most economically disadvantaged and vulnerable groups.
- 4.6 The support provided will be delivered through established West Yorkshire Local Authority networks of voluntary and community and social enterprise sector organisations, enabling these organisations to meet the challenges they are experiencing of rising demand for their emergency services and support, alongside the significant reductions being reported in philanthropic funding and donations.
- 4.7 This proposed scheme responds to the cost of living crisis by providing funds from 01 November 2022 via our West Yorkshire Local Authorities (LAs) to local VCSE organisations that are in a position to directly help those most adversely affected by rapid inflationary pressures and at risk of economic exclusion, namely those in workless households and those in in-work poverty. In the longer term, by helping West Yorkshire people to remain in work, and to

move others closer to accessing employment opportunities, the effects of economic scarring resulting from the crisis will be reduced.

- 4.8 It will be used to help more households and individuals in these financially vulnerable communities pay for essential things during the cost of living crisis such as food and warmth, and to receive support such as on mental health and debt management, the absence of which would present immediate and complex barriers to connecting to economic opportunity, increase risk of economic exclusion and longer term economic scarring.
- 4.9 One in 5 of our residents already spend nearly all their income on essential things, including energy and food, and prices - including of both - have continue to rise rapidly. For many of these individuals - whether out of work or in in-work poverty - the labour market is failing them in terms of the provision of Good Work, including fair pay. The cost of living crisis now presents a significant risk to those in in-work poverty to remain within the labour market, and for workless households to progress towards employment.
- 4.10 It is proposed that the project is delivered over two Phases (Phase One - Nov 22 to April 23; and Phase Two - May 23 to May 2024), with monitoring and evaluations an important part of this project - both to capture the economic and fiscal impact it is having and to create learning and implement best practice as the project is delivered over its term.
- 4.11 A summary of the scheme's business case is included in **Appendix 2**.

Tackling the Climate Emergency Implications

- 4.12 There are no climate emergency implications.

Outputs and Benefits

- 4.13 The scheme outputs and benefits are:
- Phase 1 of the scheme (November 2022 to April 2023) will be to deliver on our Economic Inclusion ambition as set out in the WY Inclusive Growth Framework by providing emergency assistance to economically vulnerable communities.
 - Drive improvements quicker than they might otherwise and ensure a significantly more coherent offer of emergency practical support at a region-wide level, helping the most financially vulnerable, in particular those in workless households (i.e. only those households where at least 1 person is aged 16 to 64 and is either unemployed or economically inactive) and those in in-work poverty.
 - Increased community access to more services, skills, education and training facilities for disadvantaged communities.
 - Increased social capital.
 - Reduced barriers to inclusion and accessing employment opportunities.

- Enhanced collaboration between third sector organisations and social enterprises – leading to sharing of learning and best practice and co-ordinated delivery.
 - Strategic policy alignment with public and private sectors.
 - Improved health and wellbeing.
 - Reduction in health inequalities.
 - Increased aspirations / motivation / participation
- 4.14 Although these outputs and benefits are not SMART, Phase 2 onwards (May 2023 to May 2024) will utilise learning from monitoring and evaluation during Phase 1 to adapt delivery arrangements as necessary and develop a dashboard of KPIs and output targets for assessing economic and fiscal impacts and overall Value for Money (VfM).
- 4.15 Pro Bono Economics has found that the targeted support provided to communities helps to reduce public spending on health and benefits and raise tax receipts – giving at least a £2 fiscal return on every £1 spent.

Inclusive Growth Implications

- 4.16 The scheme inclusive growth implications are:
- This scheme is central to delivering an inclusive economy by enabling everyone to benefit from and contribute to the economy. The fund will be targeted to help workless households move closer to the labour market and prevent people in in-work poverty from falling into unemployment.
 - This scheme is a key element of the Mayor’s emergency response to the cost of living and doing business crisis facing all households and employers in West Yorkshire, alongside other flagship interventions such as significantly lowering Bus Fairs.
 - It builds on the region’s Inclusive Growth Framework and learning from other policy led interventions, such as Liverpool City Region’s Households into Work Fund and the national Troubled Families programme. This Framework recognises that where an individual, household or community faces multiple barriers such as poverty, poor health and inequality, their journey to good work, or remaining in secure but often low paid employment, depends upon foundational steps, such as building confidence and trust as a route to robust physical and mental health.
 - The region’s Inclusive Growth Framework acknowledges the pivotal role of the region’s 14,900 VCSE organisations in driving social and economic inclusion by:
 - Empowering and enabling communities to understand, connect and utilise their innate skills, gifts, and knowledge, indoor and outdoor physical spaces/assets, and local networks and relationships to deliver social change and improvements.
 - Maximising the (often hidden) value of the sector which is estimated to generate £5.4bn p.a. of social and economic value in West

Yorkshire alone and as was recently seen in its flexible, enabling and rapid response to supporting our most vulnerable communities during the pandemic, including in terms of:

- Personal health – e.g. direct support on disability and mental and physical health issues
- Personal wellbeing – e.g. training, education and life skills that create resilience, and add to social capital
- Financial security – e.g. better access to benefits, basic services, debt advice, paid work and other routes out of poverty; and
- Community wellbeing – e.g. cohesion, ownership, pride and inclusion, plus good physical and cultural environment and facilities.

Equality and Diversity Implications

4.17 The scheme equality and diversity implications are:

- An EQIA has been completed and shows that the scheme will have a positive impact on 3 of the protected characteristics – Age, disability and race
 - Age - key client group is WY households affected by worklessness. As of 2020, some 98,000 West Yorkshire Households are estimated as workless. And a total of 49,800 children live in these households, 10.6% of all our region's children. In addition, those experiencing in work poverty and at risk of falling out of the labour market without support, are in scope.
 - And those in in-work poverty - of the 227,000 people on Universal Credit in West Yorkshire (June 2022), 38% of them (87,000) are in employment.
 - Disability – The rising cost of living is disproportionately impacting disabled households (The abrdn Financial Fairness Trust and University of Bristol, September 2022), and therefore the support offered by the fund should be reflective of this specific need.
 - Race - The Runnymede Trust has found that nationally Black and minority ethnic people are 2.5 times more likely to be in poverty than white people, with racial inequalities most pronounced in Wales, Scotland, Northern Ireland and Yorkshire and the Humber, and therefore the take up of the support offered by this fund should be reflective of this.

4.18 The Stage 1 Equality Impact Assessment (EqIA) has been completed which recommends that a stage 2 assessment is required. This will be completed when the LA delivery arrangements are being finalised and just prior to the scheme starting.

Risks

4.19 The key scheme risks and mitigations are:

- Ensuring effective oversight: Co-ordination issues are possible between the Combined Authority, Local Authorities, voluntary and community sector organisations, leading to inefficient delivery. To mitigate this risk, there is a track record of effective joint working between the CA and partner LAs, and in turn between the LAs and their established network of VCSE delivery organisations. Appropriate and proportionate political governance and project management structures, including the Combined Authority and Local Authorities, plus regular monitoring and evaluation of delivery, will be also put in place ahead of implementation in November.
- Insufficient scale and impact of funding: the amount of funding proposed may prove insufficient to meet demand. The aim of this Fund is initially to ‘piggy back’ on existing LA support programmes and activities which are already delivering benefit to our most disadvantaged communities. In the expectation that there will still be excess demand for these services in the coming months, the Fund will create clear additionality, and support will be prioritised based on need.

Costs

- 4.20 The total scheme costs are £3,000,000.
- 4.21 The Combined Authority’s contribution is £3,000,000 from the Gainshare Fund.
- 4.22 The estimated breakdown of spend for Phase 1 (£1,000,000) is as follows:
- CA Management Fee (CA costs for policy / strategy and support costs such as finance, legal, comms etc.) £50,000
 - VCSE Delivery Cost (Emergency Food, Heating, Mental Health and other Advice. Includes VCSE management fee) £828,000
 - LAs Management Fee £92,000
 - Evaluation £30,000
 - There is no allocation for risk or contingency or inflation as the scheme is scalable.
- 4.23 Detail on how VCSE funding will be split between Local Authority’s and how Phase 2 funding (£2,000,000) will be allocated after evaluation of Phase 1.
- 4.24 The Combined Authority will need to enter into funding agreements with the five West Yorkshire Local Authorities. It is requested that the amount of funding allocated to each Local Authority is delegated to the Combined Authority’s Chief Executive.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
1 (strategic assessment)	Recommendation: Strategic Assessment Priority (SAP) Group	22/09/2022

	Decision: Director of strategy, Communications and Policing and Director of Delivery	
2 to 4 (Business Justification)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/10/2022
5 (delivery closure)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/05/2024

Other Key Timescales

4.25 Phase 1 - Nov 2022 to April 2023

4.26 Phase 2 - May 2023 to May 2024

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within those outlined in this report Delivery (DP5) timescales remain within those outlined in this report. Outputs remain within -10% of those outlined in this report.

Appraisal Summary

- 4.27 The scheme does not directly meet the Combined Authority's priorities but supports the inclusive growth agenda and there is clear evidence that support is required for individuals and households in financial distress caused by the cost of living crisis and prevent Economic Exclusion. At local level, the Mayor's fund would add value to work being delivered and commissioned locally, including that which is being funded by the Government's Household Support Fund.
- 4.28 Pro Bono Economics has found that the targeted support provided to communities helps to reduce public spending on health and benefits and raise tax receipts – giving at least a £2 fiscal return on every £1 spent.
- 4.29 The project will be delivered by our LAs in partnership with their established contracted networks of VCSE organisations as the LAs have longstanding commercial relationships with VCSE sector organisations in their districts that can be scaled up to enable immediate delivery and the VCSE sector is ideally placed to access the hardest to reach communities in need of emergency aid and advice during the cost of living crisis.

- 4.30 Delivery arrangements have been developed in consultation with senior officers in each West Yorkshire LA. Delivery of the proposed support packages will be commissioned locally by the individual LAs through their established local networks of VCSE organisations. These VCSE sector partners are considered to be ideally placed to provide emergency support to the target groups because they know their local residents well and so can quickly identify need, especially those in our most deprived communities that are also hard to reach and seldom heard.
- 4.31 There is no Monitoring and Evaluation Plan but it is proposed that LAs will use established monitoring mechanisms developed with local VCSE delivery partners. Monitoring will enable evaluation of impacts during Phase 1, using information from beneficiaries and VCSE delivery organisations, and inform the design and delivery of the subsequent Phase 2 of support. The detail of the monitoring arrangements will be made clearer when arrangements are being finalised between the LAs and their VCSE delivery partners.
- 4.32 The recommended conditions detail where further information / detail is required.

Recommendations

- 4.33 The Combined Authority approves that, subject to the conditions set by PAT and set out in the decision point certificate:
- (i) The Mayor's Cost of Living Emergency Fund scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).
 - (ii) Approval to the Combined Authority's contribution of £3,000,000 is given. The total scheme value is £3,000,000.
 - (iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities. The amount of funding allocated to each Local Authority is delegated to the Combined Authority's Chief Executive.
 - (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	Social Housing Decarbonisation Fund Booster
Stage	3 (delivery and evaluation)
Decision Point	Change request (activity 4)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.34 The Social Housing Decarbonisation Fund (SHDF) – wave 1 programme has been funded through the Department of Business, Energy, and Industrial Strategy’s (BEIS) Social Housing Decarbonisation Fund (SHDF); a £3.8 billion (2019) government manifesto commitment over a 10-year period to improve the energy performance of social rented homes, on the pathway to Net Zero by 2050. It has been supplemented by match funding provided mainly by the social landlords and / or other Authorities. This programme aims to support the improvement to social housing stock that is below an Energy Performance Certificate (EPC) Band C delivering warm, energy-efficient homes whilst reducing carbon emissions and fuel bills, tackling fuel poverty, and supporting green jobs.
- 4.35 This Booster scheme will be funded from additional gainshare funding, to increase the number of homes that will be improved as rising inflation and significant increases in energy costs are impacting resident’s day to day lives and wellbeing. This funding will allow work to begin now when the colder months are continuing to increase the negative impact on residents. This will build on the work of SHDF - wave 1, whilst increasing the options available to introduce energy efficient measures that best meet the need of households, in addition to reducing carbon emissions.
- 4.36 Carbon emissions from buildings currently account for 41% of West Yorkshire’s total emissions, the second largest sector after Transport (44%), with domestic buildings contributing 26% (2020). The West Yorkshire Carbon Emissions Reduction Pathways study demonstrates that nearly 700,000 homes will need to be retrofitted and 665,000 low carbon heating systems installed to meet net-zero by 2038.
- 4.37 With the energy crisis in the background and threatening to continue to Winter 2024, there are forecasts that fuel poverty will continue to increase in the UK.

Before the energy crisis, in 2020, it was reported by BEIS that West Yorkshire already had 17.7% of its population in fuel poverty.

- 4.38 Approval for the first West Yorkshire SHDF - Wave 1 scheme was granted by the Climate Energy and Environment Committee 11 January 2022. This decision allowed the scheme to progress into Delivery (DP5) subject to a successful bid to BEIS which was confirmed on 7 February 2022. The total investment from BEIS and match funding is £10,380,000.
- 4.39 The SHDF- Wave 1 part of this scheme is a consortium of nine registered providers of social housing with the Combined Authority as the co-ordinator. The aim is to retrofit 1316 homes (Table 1) with energy efficient measures to ensure they achieve Energy Performance Certificate (EPC) C. These measures result in the residents benefitting from warmer homes and lower heating costs; and subsequently result in reduced carbon emissions.
- 4.40 To date the scheme has delivered 400 installations, however 25% have not achieved the SHDF criteria of EPC-C rating at this stage, and so will not receive the previously allocated funding from BEIS. Despite this, residents will still benefit from the measures installed.
- 4.41 The 2021 Spending Review confirmed a further £800,000,000 would be committed to the SHDF national scheme, with an anticipated launch window in late September 2022. Key differences to Wave 1 include more time to complete works, up to June 2025, an increased match funding requirement of 50% from the housing suppliers. The option to introduce low carbon heating has also been added. An application will be submitted by Mid-November 2022.
- 4.42 The scale of change needed to achieve Net Zero (circa 700,000 homes) cannot be delivered by the SHDF programme alone. The contribution SHDF can make to the overall target is constrained by funding and technical requirements from BEIS. As a result, the housing providers are limited in their ability to alleviate the fuel poverty forecasted for this Winter. The stringent requirements for Wave 2 are subduing the appetite for social housing providers to make bids for this funding in order to tackle the scale of the challenge. There is therefore a need for an interim package of measures between Waves 1 and 2, that can be delivered in a cost-effective manner, targeted to those that need them most, and with the technologies that will most meet their needs.
- 4.43 With the Cost-of-Living Crisis, caused by rising inflation and significant increases to energy prices, about to impact on residents; a further investment programme to make properties warmer and more energy efficient is proposed. This Booster programme will focus on measures such as loft, cavity and underfloor insulation, alongside Solar photovoltaic technology (PV). While these would positively improve on the EPC grade for properties, the programme would not be constrained to deliver specific EPC output, enabling a wider range of properties to be included, and to achieve benefits.
- 4.44 These works will be delivered through the Wave 1 consortium of Social Housing Providers and will target support to the lowest income households that will be most severely impacted by the Cost-of-Living Crisis. This Booster programme has the potential to begin works to some homes and provide

benefits residents through this Winter (22/23). The Booster scheme will target homes in areas of highest need, alleviating fuel poverty to those that need help most, and are deliverable between winter 2022 through to 2023. The schemes will be prioritised according to the following criteria:

- Houses located in areas of high deprivation or known fuel poverty
- Fabric first measures, such as insulation and those that achieve the highest savings / reductions in energy consumption will be prioritised.
- Houses already at EPC C but the investment of renewables such as Solar PV will reduce the energy bill of that property.

4.45 This Booster scheme aligns with the Combined Authority’s Strategic Economic Framework priority 3, Tackling the climate emergency and protecting our environment, the inclusive growth agenda and the Mayoral Pledge to tackle the climate emergency and protect our environment.:

Tackling the Climate Emergency Implications

4.46 This scheme will contribute to the Combined Authority’s commitment to becoming carbon net zero by 2038. Improvements in energy efficiency will not only reduce the need for fossil fuels use, including gas, and therefore reducing carbon emissions over the lifetime of the measures but it will also help alleviate fuel poverty.

4.47 Scaling up delivery of carbon retrofit projects is vital for the Combined Authority to achieve its target of net zero carbon by 2038. Although the preferred option represents a small fraction of the number of homes needing a retrofit, it builds upon existing and planned works. In doing so it will help to build the skills, knowledge and capabilities needed to deliver carbon reduction at scale in West Yorkshire.

4.48 The Booster scheme has the potential to increase the SHDF scheme’s reduction in CO2e from 451 to 836 tonnes per year.

Outputs and Benefits

4.49 The scheme outputs and benefits include:

SHDF – Wave 1	SHDF Wave 1 plus SHDF Booster
1316 properties to receive energy saving measures	3102 properties to receive energy saving measure
Potential Bill Reduction of £317,000 per annum	Potential Bill Reduction of £1,024,000 per annum
Potential Energy Savings of 2.383GWh per annum / 85 GWh over the lifetime	Potential Energy Savings of 4.483GWh per annum / 159 GWh over the lifetime

SHDF – Wave 1	SHDF Wave 1 plus SHDF Booster
Potential CO ₂ e reduction of 451 tonnes per year	Potential CO ₂ e reduction of 836 tonnes per annum
834 homes using less than 90kWh/m ² /year	834 homes using less than 90kWh/m ² /year
185 jobs and 5 apprentice placements supported	185 jobs and 5 apprentice placements supported

Inclusive Growth Implications

- 4.50 Fuel poverty affects around 17% of homes in West Yorkshire. This is higher than the national average and is a contributing factor of excess winter deaths and affects the ability of people to participate in meaningful and well-paid work. In the poorest areas the picture is more acute, because of low income and poor-quality housing.
- 4.51 A key focus of the scheme is to tackle fuel poverty by increasing low-income homes' energy efficiency rating, reducing their energy bills and enabling healthier more comfortable homes. Meeting this essential need then supports people to engage in work and to gain the benefits of economic growth.
- 4.52 Based on estimates only, the potential saving in fuel bills for a year is £707,000 for the Booster scheme. The reduction in energy costs for social housing tenants and those in the poorest areas will assist through the coming winter and the cost-of-living crisis

Equality and Diversity Implications

- 4.53 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and business case.
- 4.54 As a sector, social housing supports tenants and communities with greater diversity than other tenures. A larger proportion of tenants are from ethnically diverse backgrounds, more social tenant households are headed by women and half of social rented households have a member with a long-term illness.
- 4.55 A key focus of the scheme is to tackle fuel poverty by increasing the energy rating of low-income homes, reducing their energy bills and enabling healthier more comfortable homes. Meeting this essential need then supports people to engage in work and the benefits of economic growth

Risks

- 4.56 The scheme risks include:
- Resource: due to vacancies and other demanding programmes there is a risk that delivery is delayed through insufficient resource within the Combined Authority but also to a lesser extent with the Social Housing

providers. Mitigation: As this is a bolt on programme to SHDF Wave 1, key processes and templates are already established and recruitment is underway for additional project managers which will mitigate this risk.

- **Cost Increases:** the challenging economic background may result in further cost increases that are beyond the control of providers. This is being mitigated by basing costs on current contracts and ongoing procurement that include recent inflationary pressures on materials and labour.
- That the measures do not reach those who need it most. To mitigate this, the specific works to homes have been proposed by the housing providers and cross matched against the Deprivation Indices using the Combined Authority's Mapping Hub. In addition, housing providers have supplied details of homes that they have identified as facing fuel poverty and are vulnerable, for example due to age regardless of whether they are located in areas of high deprivation.

Costs

4.57 The scheme costs are:

- The CA received £5,062,000 from BEIS as part of the SHDF Wave 1 bid. The total cost of SHDF Wave 1 is £10,380,000 with £5,319,000 in match funding from the providers.
- The additional investment required from the CA for the SHDF Booster scheme is £5,195,949.000 giving a new total CA cost of £10,257,949.
- The total cost with the Booster scheme is £17,633,367 with an additional £2,056,418 in match funding.
- The match funding requirement for Wave 1 was between 30-50% whereas based on the figures above the match funding level for the Booster scheme would be 30%.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
Change request (activity 4)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2024

Other Key Timescales

4.58 The Change Request requires an extension to the programme. The funding deadline for SHDF Wave 1 is 23 March 2023, SHDF Wave 2 may start March 2023 if the bid is successful but for only approximately 1000 properties. SHDF

Wave 2 requires the submission of properties from a technical aspect rather than fuel poverty need. The SHDF Booster is designed to cover both this Winter and Winter 23/24 as there are suggestions that the energy crisis will continue and exacerbate an already high level of fuel poverty.

4.59 The following key timeframes are provided.

- Funding Agreements addendums signed: November 2022
- Booster works commence: December 2022
- Booster works complete: March 2024

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within +10% of those outlined in this report
Delivery (DP5) timescales remain within +2 months of those outlined in this report.
Outputs remain within 10% of those outlined within this report.

Appraisal Summary

- 4.60 The SHDF Programme strongly aligns with the national, regional and local policy; the Strategic Economic Framework priority to tackle the climate emergency and the region's net zero target by improving the energy performance of around 1,300 social houses, contributing to a reduction in carbon dioxide emissions from homes in West Yorkshire. The Booster scheme will allow this work to continue, for the number of social houses improved to be increased substantially by an additional 1786 homes, and for properties which were difficult to provide for under the SHDF Wave 1 criteria to be tackled.
- 4.61 This will lead to greater benefits in terms of Carbon savings, reductions in energy usage and lower energy costs. The reduction in energy costs for social housing tenants and those in deprived areas will assist through the coming winter and the cost-of-living crisis. Warmer homes will also benefit the health and well-being of tenants.
- 4.62 The extension to the programme may help build further capacity in the contractor base, allowing for more recruitment and development of skills and experience.

Recommendations

- 4.63 The Combined Authority approves that:
- (i) The change request for the Social Housing Decarbonisation Booster scheme to increase the Combined Authority's contribution funding from £5,062,000 to £10,257,949, to extend the programme and to increase the outputs as detailed in this report is approved. The total scheme value will increase from £10,381,000 to £17,633,367

(ii) The Combined Authority enters into an addendum to the existing Funding Agreements with the following Social Housing Provider providers for expenditure of up to:

• Accent	£186,535
• Chartford	£154,000
• Connect	£308,000
• Incommunities	£1,084,230
• Kirklees	£280,000
• Together	£1,700,545
• WDH	£847,000
• Yorkshire Housing	£238,000

(iii) That delegated authority be granted:

- To the Head of Economic Implementation to reallocate funding and / or outputs in consultation with PAT but without the need to submit a formal Change Request to PAT if one or more Housing Association is unable to use their funding allocation, but another is.
- To the Head of Economic Implementation and the Head of Legal and Governance Services in consultation to finalise the Funding Agreement Addendums between the Combined Authority and the Housing Associations (WDH, Connect Housing, Incommunities, Together Housing, Accent Housing, Yorkshire Housing, Kirklees Council, Chartford) and all other related legal documents that may be required.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	Climate Environment Plan Wave 1
Stage	1 (assessment and sequencing)
Decision Point	Change request (activity 1)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.64 West Yorkshire has declared a climate emergency and has a target to be net-zero carbon by 2038, 12 years ahead of the national net-zero target. Net-zero carbon refers to the balance between the amount of carbon dioxide (CO₂) produced and the amount removed from the atmosphere.
- 4.65 Meeting the target, achieving emission reductions of over 11 MtCO₂e by 2038, requires emissions to be reduced to virtually zero by 2038, a significant and challenging task. At current rates, adopting a market-led business as usual approach, will not achieve this target, with the Carbon Emission Reduction Pathways (CERP) study suggesting this approach, would result in an emission reduction of 32% by 2038.
- 4.66 Given this context there is a clear need to increase the pace and scale of activity focussed on achieving net-zero carbon, beyond what is being delivered both now and in the future. The West Yorkshire Climate and Environment Plan (CEP), based on the findings of the CERP, outlines the activities needed over the next three years, to set the region on a pathway towards achieving the 2038 target.
- 4.67 The CEP will include partnerships and programmes that help enable carbon reduction in future years. It focuses on enabling actions that maximise emissions reduction, improve nature, and prepare for a changing climate in line with the Combined Authority's 2038 target.
- 4.68 In February 2022, the Combined Authority indicatively approved funding for the Investment Priorities within the West Yorkshire Investment Strategy (WYIS) for the financial years 21/22-24/25, with full approval to spend given once schemes had been developed and progressed through the Combined Authority's assurance process.

4.69 Investment Priority 4 (IP4) - Tackling the Climate Emergency and Environmental Sustainability was given an indicative allocation of £40,000,000, to implement the CEP proposals. A two-step prioritisation exercise, endorsed by the Combined Authority's Climate, Energy and Environment Committee, was then undertaken based on strategic fit and deliverability. This resulted in the following actions being prioritised to proceed to programme development:

- Better Homes Yorkshire Hub
- Better Neighbourhoods
- Business Sustainability Package
- Communications, Engagement and Marketing
- Flood Risk and Drainage
- Green Skills and Training
- Solar PV and Storage
- Local Area Energy Planning
- Community Energy
- Heat Decarbonisation
- Shared Mobility
- Green Infrastructure and Access for Health / Regenerative Nature Recovery Schemes

4.70 The actions will be delivered in waves, with an initial focus on actions that prioritise reduced energy demand across homes and businesses, improve access to skills and training and support climate resilience interventions. The CEP Wave 1 portfolio contains seven programmes, outlined below, which are at various stages of development. The remaining prioritised actions will be progressing through programmes delivered as part of Wave 2.

- **Better Homes Yorkshire Hub** - This programme will enable the upscaling of domestic energy efficient retrofits for households across West Yorkshire. It will tackle fuel poverty, reduce carbon emissions from housing and ensure homes are fit for the future.
- **Better Neighbourhoods** - This programme looks to establish a community grants funding programme helping to support net zero activity across buildings, energy, nature, and climate resilience to inspire behaviour change and educate at a community level.
- **Business Sustainability Package** - This package aims to provide a simplified, consistent, and impartial source of support to small and medium sized businesses (SMEs) within West Yorkshire, to plan for net zero and become climate ready.

Energy Price Crisis Emergency Business Grants Programme

Within this package as a short-term emergency response, to provide immediate support to businesses with the cost-of-living crisis, pending a decision on the overall Business Sustainability Package business case,

which subject to approval, will see a new programme of support for businesses start in April 2023, an Energy Price Crisis Emergency Business Grants Programme, to support SMEs in all sectors to undertake energy efficiency or renewable energy projects that will save money and make them more resilient to future rises in energy costs is proposed.

The Energy Price Crisis Emergency Business Grants Programme will launch in November 2022 and take applications through to 31 March 2023, with final grant payments by 30 June 2023. Grants are available to businesses in West Yorkshire with 50 or fewer employees fewer which meet the application criteria.

The programme, which aligns to several of the Mayor's Pledges, the Strategic Economic Framework, the Climate & Environment Plan as well as a range of other policies and strategies, aims to support between 250 and 300 SME businesses with grants to improve energy efficiency or invest in renewable energy to improve energy resilience.

Projects which can be supported include heating, lighting, insulation (including roller shutter doors), solar PV, wood burners, compressors and refrigeration. The grant is to replace existing, working but inefficient fixtures, fittings, plant or machinery but cannot support new investment where this is not a replacement for existing items. A full list of eligible interventions will be made available to applicants at the start of the programme. Applicants will need to demonstrate an estimated energy saving of either gas, electricity or heating oil in kWh. Projects unable to identify savings will not be funded

The programme is expected to have a positive impact on carbon within the region as it is fundamentally an energy efficiency programme which directly links to carbon savings. A Stage 1 (Activity 1 & 2) carbon impact assessment has been undertaken.

The programme has been developed using recent learning from the Combined Authority's Resource Efficiency Fund (REF) and Resource Efficient Business (REBiz) programmes and the COVID resilience grant scheme.

The Combined Authority's existing Clean Growth team will manage the programme, drawing on support from the within the wider Business Support team as necessary.

Approval is sought through this report for the £1,100,000 to deliver Energy Price Crisis Emergency Business Grants Programme.

- **Communications, Engagement and Marketing** - This programme comprises a multi-channel behaviour change campaign to encourage people and businesses to lower their own carbon emissions and make positive changes, marketing support for Local Authorities and a market research exercise to gauge perceptions and attitudes.
- **Flood Risk and Drainage** – The programme includes nine Natural Flood Management schemes, delivered across a range of partners, as part of a catchment level approach to flood risk management.

West Yorkshire Flood Innovation Programme (FLIP) – UK Shared Prosperity Fund

The programme also includes support for the West Yorkshire Flood Innovation Programme (FLIP) a collaborative, innovative programme to reduce the impact of flooding and climate change in West Yorkshire through increasing resilience, which will support flood risk management feasibility studies and capacity building through collaboration and shared learning.

FLIP aligns with the CEP's proposals to enhance flood and climate resilience across the region and seeks to embed innovation and best practice to enhance, accelerate and add innovation, to a range of flood schemes, including some Natural Flood Management (NFM) schemes which are part of this programme. The FLIP work programme will support partnership efforts to deliver an enhanced flood risk management programme to minimise the impact of flooding events in the future and provide enhanced flood protection to homes and businesses. FLIP will be funded from the UK SPF allocation, Pillar 1 Communities and Place. Utilising the proposed UK SPF allocation, of **£310,000**, FLIP will deliver a programme of activities to enhance and accelerate delivery of feasibility studies and engage with stakeholders. These will align to the UK SPF Interventions E11 and E14. The proposed UKSPF outputs are:

- Number of feasibility studies supported (6); and
- Number of people attending training sessions (130).

Approval is sought through this report for the £310,000.

Green Skills and Training -This programme will support investment in teaching and learning resources, curriculum enhancements and develop a platform supporting individuals to access green jobs and skills.

- **Solar PV and Storage** -This programme will increase solar capacity by 11 megawatts (MW) investing in Solar for Schools, solar buying schemes, solar on Combined Authority assets and investing the West Yorkshire Housing Partnership scheme to install solar and battery systems.

4.71 This Gainshare allocation complements other funding sources that are being used to address the climate emergency and progress the CEP, such as the City Region Sustainable Transport Settlement (CRSTS) and Zero Emission Bus (ZEBRA) fund to achieve transport objectives, and government funding e.g. for the production of a Local Nature Recovery Strategy (LNRS) for West Yorkshire. Multiple proposals are also being taken forward with use of existing resource including exploring our approach to biodiversity net gain and the opportunity for hydrogen in West Yorkshire. Tackling the climate emergency objectives are being considered as part of every scheme proposal of the Combined Authority. The development funding sought here is for the scope of activity being prioritised against the indicative £40,000,000 gainshare funding allocation. The areas prioritised include actions that we can move swiftly into a delivery phase and also includes activity that will kickstart long-term delivery where significant carbon savings can be made, such as the Better Homes Hub.

4.72 The CEP Wave 1 portfolio will be funded from the gainshare allocation for Investment Priority 4 (IP4) - Tackling the Climate Emergency and

Environmental Sustainability. Each programme will proceed individually through the Combined Authority's assurance process as they are at various stages of development. But, to expedite delivery this change request seeks approval for:

- (i) Further development costs of £1,507,893 to continue to develop individual programme business cases plus approval of £310,000 of UK Shared Prosperity Fund (UK SPF) for the Flood Innovation Programme.
- (ii) Approval of the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis (£1,100,000).

Tackling the Climate Emergency Implications

4.73 The activity in CEP Wave 1 directly contributes to the Mayoral Pledge to 'Tackle the Climate Emergency and protect our environment'. Key activities relating to this pledge include:

- Enabling improvements in the fabric efficiency of homes which will reduce heat loss, improve thermal efficiency, and air tightness whilst reducing housing stock emissions
- Improve green skills and training opportunities, ensuring the required skills are available and can contribute to the green economy.
- Protect homes and businesses through improving their flood resilience.
- Reduce carbon emissions through investing in clean, green energy such as solar PV.
- Supporting businesses to plan towards net-zero and become climate ready and resilient to future extreme weather events.
- Supporting local communities, through grant funded projects, to improve access to nature and increase climate resilience.

Outputs and Benefits

4.74 Each programme will detail SMART outputs and benefits as they progress through the assurance process. The portfolio outputs and benefits include:

- Delivering the CEP actions prioritised by the Climate, Energy and Environment Committee through programmes delivered in CEP Wave 1, by March 2025.
- Reduce CO₂ emissions.
- Retrofit homes, including fuel-poor households, by March 2026.
- Provide business sustainability support and detailed sustainability audits for at least 750 SME businesses, by March 2025 and secure at least £14,250,000 private sector leverage for net-zero and climate readiness, by March 2025.
- Generate renewable energy by March 2025.

- Provide flood resilience adaptation grants to at least 100 SME businesses by March 2025.
- Deliver at least 4,000 natural flood management interventions by March 2028.
- Install solar PV, including on at least 50 schools, across West Yorkshire by March 2025.
- Educate at least 12,500 children in energy and sustainable living by March 2025.
- Deliver household bill savings for fuel poor homes by March 2025.
- Support community organisations to invest in nature, energy efficiency, community energy and climate resilience measures by March 2025.
- Support at least 1,000 young people into green job, with adults being supported through retraining and retaining through targeting of up to 50% of primary schools in the region, 180 secondary schools and seven Further Education (FE) colleges to engage and inspire those in education about opportunities in the green skills sector.
- Proposed UKSPF outputs which align to the UK SPF Interventions E11 and E14:
 - Number of feasibility studies supported (6); and
 - Number of people attending training sessions (130).

4.75 Outputs and benefits will be further defined as part of the development of individual programme business cases.

Inclusive Growth Implications

4.76 The portfolio's inclusive growth implications include:

- Supporting people into securing good, green jobs through the Green Skills and Training programme
- Supporting people out of fuel poverty through developing a long-term programme for retrofitting homes in West Yorkshire and advice service through the Better Homes Hub programme
- Supporting community organisations in projects that work towards a place-based approach to the climate emergency supporting buildings, energy, transport, nature, and flood resilience to improve wellbeing.

4.77 Each programme's contribution towards inclusive growth will be detailed within each individual business case.

Equality and Diversity Implications

4.78 The equality, diversity, and inclusion (EDI) ambition of the portfolio is to ensure that no-one is disadvantaged as a result of the transition to net zero carbon, particularly those most vulnerable in society, and appropriate support is provided to enable everyone to participate in a fair, equal, and inclusive net-zero carbon economy.

4.79 An Equality Impact Assessment (EqIA) has been undertaken for the portfolio and equality and diversity impacts will be taken account of as part of business case development.

Risks

4.80 The portfolio risks include:

- A delay in the recruitment of the core team which may result in slower than expected progress. This is mitigated by existing staff supporting the workstreams.
- Due to programme design or delay, there is a risk of failure to deliver expected carbon savings. This is mitigated by prioritising projects on deliverability, affordability, and low-carbon technology.
- Due to increasing cost of materials and labour, there is a risk that schemes may increase in cost. This is mitigated by early engagement with the markets for sight of material costs.

Costs

4.81 In February 2022, the Combined Authority approved an indicative allocation of £40,000,000 for Investment Priority 4 (IP4) - Tackling the Climate Emergency and Environmental Sustainability, to implement the CEP proposals.

4.82 After further development, the total portfolio cost is now estimated to be £54,328,116 to achieve the outputs; breakdown below. At this stage, further funding is not being requested but this reflects having undertaken more detailed project development activity to scope out the seven programmes.

Better Homes Yorkshire Hub	12,398,106
Better Neighbourhoods	6,690,427
Business Sustainability Package	11,696,934
Communications, Engagement and Marketing	1,330,165
Flood Risk and Drainage including FLIP – UK Shared Prosperity Fund of £310,000	7,070,710
Green Skills and Training	6,165,299
Solar PV and Storage	8,016,676
Cross-programme costs	959,799
TOTAL	54,328,116

4.83 The portfolio is targeted to complement other major investments in the region that support our net zero ambition, this includes major investment in public transport infrastructure. The portfolio is structured to address strategic gaps

where change is not being or being driven fast enough by markets or consumers, it also strikes a balance between small scale, local intervention such as the Better Neighbourhood grants programme to medium-term complex interventions that have potential for transformational impacts such as the Better Homes Hub.

- 4.84 At decision point 1 (strategic assessment) £836,240 of development costs were approved. This report is requesting additional development funds of £1,507,893 from the gainshare allocation for IP4 plus £310,000 from UK Shared Prosperity Fund (UK SPF) allocation for the West Yorkshire Flood Innovation Programme (FLIP). This takes the total development costs to £2,654,133.
- 4.85 The UKSPF West Yorkshire Local Partnership Group recommended the approval of the £310,000 for FLIP at its meeting 5th October 2022.
- 4.86 Note: the allocation and final approval of the £310,000 UKSPF funding is subject to Government approval of the Local Investment Plan due late October/early November 2022.
- 4.87 This report is also requesting approval of £1,100,000 from the gainshare allocation for IP4 to fund the Energy Price Crisis Emergency Business Grants Programme, an interim measure to support businesses with the cost-of-living crisis pending the approval of the overall Business Sustainability Package business case.
- 4.88 The above takes the total portfolio approval to £2,917,893.

Assurance Pathway and Approval Route

- 4.89 Climate and Environment Plan Wave 1 – Portfolio:

Assurance pathway	Approval route	Forecast approval date
2 (strategic outline case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2025

- 4.90 This report requests approval for the Flood Innovation Programme (FLIP) and the Energy Price Crisis Emergency Business Grants Programme.

Flood Innovation Programme Assurance pathway	Approval route	Forecast approval date
2 (strategic outline case)	Recommendation: Combined Authority's Programme Appraisal Team	21/10/2022

	Decision: Combined Authority	
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2024
Energy Price Crisis Emergency Business Grants Programme Assurance pathway	Approval route	Forecast approval date
2 (strategic outline case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	30/06/2023

4.91 For the other projects in the CEP Wave 1 portfolio, individual business cases will progress through the Combined Authority's assurance process and their assurance pathways and routes will be outlined in those business cases.

4.92 Delegation to the Climate, Energy and Environment Committee is requested for approval of any change requests to FLIP or the Energy Price Crisis Emergency Business Grants Programme and approval of the business cases for the other projects in the CEP Wave 1 portfolio.

Assurance Tolerances

4.93 The assurances tolerances for the CEP Wave 1 portfolio are.

Assurance tolerances
Combined Authority costs remain within those stated in this report. Delivery (DP5) timescales remain within +6 months of those outlined in this report. Outputs remain within -10% of those outlined in this report

4.94 The assurance tolerances for the Flood Innovation Programme (FLIP) are:

Assurance tolerances
Combined Authority costs remain within those stated in this report. Delivery (DP5) timescales remain within +3 months of those outlined in this report. Output tolerances will be set for all schemes within the Funding Agreement and in line with those set out by Government UK Shared Prosperity Fund technical guidance. Funding Agreement to be put in place only once Government have approved the UKSPF West Yorkshire Local Investment Plan.

- 4.95 The assurance tolerances for the and the Energy Price Crisis Emergency Business Grants Programme are:

Assurance tolerances
Combined Authority costs remain within those stated in this report.
Delivery (DP5) timescales remain within +6 months of those outlined in this report.
Outputs remain within -10% of those outlined in this report

- 4.96 The assurance tolerances for each remaining programme within the CEP Wave 1 portfolio will be determined at the next business case stage.

Appraisal Summary

- 4.97 The Climate and Environment Plan Wave 1 Portfolio has been established for actions to be undertaken over the next three years to put groundwork in place for emission reductions in the future to be established. The list of programmes have been selected as part of a prioritisation exercise which was endorsed by the Combined Authority's Climate, Energy and Environment Committee.
- 4.98 The need for schemes that address the climate emergency has been well established and it is recognised that there is a significant challenge to achieve carbon reductions by 2038. This portfolio will set a pathway to achieving carbon reduction targets.
- 4.99 The programmes are at various stages of development and the approval of the additional development costs and approval of the Energy Price Crisis Emergency Business Grants Programme will expedite delivery.
- 4.100 The FLIP work programme will support partnership efforts to deliver an enhanced flood risk management programme to minimise the impact of flooding events in the future and provide enhanced flood protection to homes and businesses by delivering a programme of activities to enhance and accelerate delivery of feasibility studies and engage with stakeholders which align to the UK SPF Interventions E11 and E14. FLIP will be funded from the UK SPF allocation.

Recommendations

- 4.101 The Combined Authority approves:
- (i) The change request to the CEP Wave 1 Portfolio to:
 - a) Further development costs of £1,507,893 to continue to develop individual programme business cases plus the UK Shared Prosperity Fund's (UK SPF) contribution to the Flood Innovation Programme (FLIP) (£310,000), taking the total portfolio development costs approval to £2,654,133. Note: the release of the £310,000 is subject to final approval of the UKSPF Local Investment Plan by Government.

- b) Approval of £1,100,000 for the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis
 - c) Taking the total portfolio approval to £2,917,893.
- (ii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £310,000.
- (iii) Delegation to the Climate, Energy and Environment Committee is requested for approval of any change requests to FLIP or the Energy Price Crisis Emergency Business Grants Programme and approval of the business cases for the other projects in the CEP Wave 1 portfolio.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	UKSPF - Local Authority Hyper Local Programme
Stage	2 (scheme development)
Decision Point	2,3 and 4 (business justification)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

4.102 The UK Shared Prosperity Fund (UKSPF) is the Government’s successor to the ESIF programme, aiming to “build pride in place and increase life chances across the UK” through three investment priorities/pillars:

- Communities and place
- Supporting local business
- People and skills.

4.103 £30,000,000 plus management fees of £1,227,000 of the UKSPF allocation will be allocated to the five local authorities to support local delivery primarily focused on the community and place pillar. Although crosscutting work across the other pillars that requires district level delivery will also be a focus for some authorities.

4.104 This scheme will deliver interventions, outputs and outcomes at a hyperlocal level which will contribute to the West Yorkshire Combined Authority’s UKSPF Local Investment Plan (LIP) between October 2022 and March 2025. Local delivery will be delivered in line with the aims and objectives of UKSPF alongside the regional strategic objectives set out in the West Yorkshire Investment Strategy (WYIS) and the local challenges faced by each Local Authority (LA). The project builds on the infrastructure and partnerships already in place across the region to ensure delivery is effective, successful and timely.

4.105 This project has strategic alignment at a local level through the local authorities local strategies, regional (Strategic Economic Framework) through boosting productivity, enabling inclusive growth and tackling the climate emergency and national level (UKSPF and Levelling Up agenda) by increasing pride of place and social fabric within communities with clear outputs and outcomes which meet those set out in the West Yorkshire LIP.

4.106 The allocation of funding to LAs for hyperlocal delivery enables the utilisation of existing infrastructure, partnerships, deep understanding of local communities, data and intelligence to deliver maximum value through UKSPF, engage with communities most in need and deliver measurable change in a timely manner.

4.107 The UKSPF will be allocated to Local Authorities as follows:

- Bradford £7,578,145 + £303,126 management fee.
- Calderdale £2,764,079 + £137,563 management fee
- Kirklees £5,824,858 + £232,994 management fee
- Leeds £9,393,538 + £375,742 management fee
- Wakefield £4,439,380 + £177,575 management fee
- **Total £30,000,000 + £1,227,000 management fee**

4.108 A summary of the scheme's business case is included in **Appendix 3**.

Tackling the Climate Emergency Implications

4.109 The Local Authorities have a commitment to zero carbon which is highlighted as a challenge through all the local strategies. The scheme addresses this through activities which enable more sustainable communities e.g. adopting energy efficient measures and reducing food waste and support for businesses to be aware of their carbon footprint. Activity will also be undertaken to support businesses understand and improve their carbon footprint, develop green spaces and promote active travel.

Outputs and Benefits

4.110 The UKSPF prospectus set out the interventions, aims and objectives the fund should deliver to.

4.111 The UKSPF will support the UK government's wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives:

- Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
- Spread opportunities and improve public services, especially in those places where they are weakest
- Restore a sense of community, local pride and belonging, especially in those places where they have been lost
- Empower local leaders and communities, especially in those places lacking local agency

4.112 The primary goal of the UKSPF is to build pride in place and increase life chances across the UK.

4.113 Underneath the overarching aim of building pride in place and increasing life chances, there are three UKSPF investment priorities:

- Communities and place
- Supporting local business
- People and skills

4.114 Each LA has put together a business case which sets out the selected interventions, outputs and outcomes they expect to deliver at a hyperlocal level. Interventions, outputs and outcomes are in line with the West Yorkshire Local Investment Plan (LIP) which was submitted to the UK government for approval summer 2022.

1.2 The West Yorkshire LIP identified the need to build VCS capacity, build safe strong communities, support places to thrive and create opportunities for resilient and safe communities. It also identified the unique nature of place in addressing these issues.

4.115 Specifically, the LA proposals will contribute to the delivery of the West Yorkshire LIP which set out a number of key areas to be addressed these are:

- Deprivation: Supporting Local groups and communities to address poverty, in-equalities and reducing the cost of living.
- Building community capacity and infrastructure: Investing in the Voluntary, Community and Social Enterprise (VCSE) Sector in West Yorkshire and with-in/across communities of interest.
- The Changing roles of towns: Supporting our towns to thrive.
- Delivering levelling up through increased productivity in good work through all businesses
- Increasing entrepreneurialism and innovative activity
- Supporting the green economy
- Support people towards and into employment

4.116 The delivery of interventions will be measured through outputs and outcomes at a hyperlocal level for each LA as set out in each of the areas' business case, which will contribute towards those set out in the West Yorkshire LIP. Through these clear interventions, outputs, and outcomes metrics are in place which enables the project's success to be clearly measured and evidenced. The project has a clear strategic alignment at a local, regional, and national level.

4.117 The project will support delivery of the following Mayoral Pledges and priorities:

- Support local businesses and be a champion for our regional economy – Activity will be undertaken to support our businesses to be innovative, access investment and support their growth ambitions.
- Tackle the climate emergency and protect our environment – Activity will be undertaken to support businesses understand and improve their carbon footprint, develop green spaces and promote active travel.

- Prioritise skills and training to ensure everyone in West Yorkshire has the skills they need to secure work – Activity will be undertaken which promotes and supports the ecosystem of training and opportunities in priority sectors. Alongside this activity will take place which supports communities to develop their broader skills to support the cost of living crisis and recovery from covid-19.

4.118 The allocation and final approval of the UKSPF funding is subject to Government approval of the West Yorkshire Local Investment Plan due late October/early November 2022.

Inclusive Growth Implications

- 4.119 The project has alignment with the regions Inclusive Growth Framework. Activity will be focused on priority neighbourhoods and populations across the region ensuring opportunities are widely distributed to address inequalities.
- 4.120 Inclusive growth will be embedded in delivery by optimising opportunities to target those hard to reach individuals who would benefit most from support, through the effective involvement of VCS partners.

Equality and Diversity Implications

- 4.121 All of the LAs have a commitment to equality and diversity in all the work they undertake. Each LA has processes in place to ensure equality and diversity has been considered for projects they undertake. This scheme provides a real opportunity to tackle equality and diversity and make a measurable difference to groups and communities.
- 4.122 Equality Impact Assessments will be undertaken by each LA as part of the initial delivery phase.

Risks

- 4.123 The key scheme risks and mitigations are:
- Cost of living increases impact on programme delivery - Further increases in cost of living impacts on opportunities to engage residents and community organisations and impacts on participation in Communities and Place programme and risks achievement of wider outputs and outcomes. Mitigation - Programme includes specific focus on cost of living advice through expansion of local areas programme. Opportunities to integrate cost of living/benefits advice with support for VCS organisations and other elements of the programme (e.g. digital hubs)
 - Current labour market conditions impact on ability to recruit key programme delivery/management staff for both the Council and commissioned partners - Unemployment remains low and wage increases in the public and voluntary sectors are not keeping pace with those in the private sector. Mitigation - LAs to explore use of secondments and other mechanisms to mitigate, particularly in year 1.

Noted that ESIF programmes will be ceasing during 2023 and opportunities to tap into this labour pool will be explored.

- Project delays resulting from supply chain issues - Material supply issues outside local control e.g., Brexit or Covid-19, leading to project delays and potential redesigns of certain elements. Mitigation - Continual monitoring of emerging situations in respect of these issues. Design team to refine materials and/or "systems" choices to avoid potential supply issues (where possible).
- Impact of inflation - Current state of the economy (Brexit, Covid-19, war in Ukraine) could have significant impact on inflation, resulting in increased construction costs for capital projects. Mitigation - Include a significant (15%) allowance for inflation in costs and contingency sums. Regularly review the guidance on latest inflation forecasts covering the project programme period.
- Effective performance management at programme level - There is a risk that local spend/output/outcome targets may not be achieved, impacting on the overall West Yorkshire programme. Mitigation - The LA's will utilise tried and tested performance management and governance arrangements, processes and procedures. Experienced staff put in place strong and robust systems. Misuse of funds at a provider level will be mitigated by audit and assurance activity undertaken. The Combined Authority will be monitoring progress on a quarterly basis and will be reporting to Government as required.
- Principal Contractors and / or subcontractors become insolvent - Principal Contractor and / or subcontractors become insolvent. Mitigation - All contractors to be procured through suitable frameworks to ensure an element of assurance is given to the financial standing and their suitability. PMs to have sight of all sub-contractor appointments also.

Costs

4.124 £30,000,000 plus management fees of £1,227,000 of the UKSPF allocation will be allocated to the five local authorities to support local delivery primarily focused on the community and place pillar as follows:

- Bradford £7,578,145 + £303,126 management fee.
- Calderdale £2,764,079 + £137,563 management fee
- Kirklees £5,824,858 + £232,994 management fee
- Leeds £9,393,538 + £375,742 management fee
- Wakefield £4,439,380 + £177,575 management fee
- **Total £30,000,000 + £1,227,000 management fee**

4.125 The Combined Authority's contribution is £31,227,000 from UKSPF.

4.126 Note: the allocation and final approval of UKSPF funding is subject to Government approval of the West Yorkshire Local Investment Plan due late October/early November 2022.

4.127 Match funding is also being provided:

- Bradford: Whilst match funding is available for a number of the projects this has been designed to strengthen the offer and delivery is not dependent on the match funding. At this stage it is not possible to quantify what this will equate to over the 3 year delivery period.
- Calderdale: £2,390,000.
- Leeds: £1,420,000.

4.128 The total scheme costs are £35,037,000.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
2 to 4 (Business Justification)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery – subject to final approval also being received by Government of the overall West Yorkshire allocation.	31/10/2022
5 (delivery closure)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2025

Other Key Timescales

4.129 This scheme will enable the interventions, outputs and outcomes at a hyperlocal level contributing to West Yorkshire Combined Authority's Local Investment Plan (LIP) between October 2022 and March 2025.

Assurance Tolerances

Assurance tolerances
<p>Combined Authority costs remain within those stated in this report.</p> <p>Delivery (DP5) timescales remain within +3 months of those outlined in this report.</p> <p>Output tolerances will be set for all schemes within the Funding Agreement and in line with those set out by Government UK Shared Prosperity Fund technical guidance.</p> <p>Funding Agreement to be put in place only once Government have approved the UKSPF West Yorkshire Local Investment Plan</p>

Appraisal Summary

- 4.130 The scheme will be delivered through UKSPF funding and will operate and align with the fund objectives which align with the Governments Levelling Up agenda. The scheme has particular alignment with the communities and place pillar delivering against these objectives, interventions, outputs and outcomes. The scheme also has alignment with the support local businesses and people and skills pillar.
- 4.131 The project will support delivery of three Mayoral Pledges and priorities and at the heart of all LA's local strategies are inclusive growth, health & wellbeing and sustainability which contribute to regional and national strategic priorities.
- 4.132 At a regional level there is no existing structures in place to deliver the Communities and Place pillar at a hyperlocal local which means WY LA's are ideally placed to accept this funding due the infrastructure and partnerships in place at a hyperlocal level and their experience in delivering these types of projects. The existing infrastructure, partnerships in place and thorough understanding of the local area alongside existing systems and processes enables the WY LA's to add additionality to its existing activity at a hyperlocal level at speed and scale enabling the LIP outputs and outcomes to be achieved in a timely and effective manner. The strong partnerships WY LA's hold particularly with the voluntary and community sector (VCS) ideally positions them to facilitate building VCS capacity and building safer, stronger communities which are identified as opportunities which will contribute to the delivery of the West Yorkshire LIP.
- 4.133 Each LA has put together a business case which sets out the selected interventions, outputs and outcomes they expect to deliver at a hyperlocal level. Interventions, outputs and outcomes are in line with the West Yorkshire Local Investment Plan (LIP) which was submitted to the UK government for approval summer 2022.
- 4.134 The West Yorkshire LIP identified the need to build VCS capacity, build safe strong communities, support places to thrive and create opportunities for resilient and safe communities. It also identified the unique nature of place in addressing these issues. The delivery of interventions will be measured through outputs and outcomes at a hyperlocal level for each WY LA and are set out in appendices of the LIP. Interventions, outputs, and outcomes metrics, set out by Government, are in place which enables the project's success to be clearly measured and evidenced.
- 4.135 Three options are appraised at a programme level – BAU (do nothing), do minimum (Smaller LA allocation with centralised Communities and Place Fund) and additional option (Allocation of funding to WY LAs) with the additional option being the preferred option. However, there has been no options appraisal as to the interventions, outputs and outcomes each LA will deliver as there is very little detail on the projects that will be delivered, as these have not yet been determined, only broad draft proposals. There are no VfM metrics.
- 4.136 There is very little detail on the projects that will be delivered, as these have not yet been determined, only broad draft proposals. There is also little detail

on inclusive growth, EDI and inclusive growth implications. It is therefore trusted that the interventions will deliver the outputs and outcomes set out in the West Yorkshire LIP and the UKSPF West Yorkshire Local Partnership 'Advisory' Group (LPG) will monitor and ensure successful delivery.

- 4.137 Overall costs and a breakdown by LA and spend profile of these are presented. The capital and revenue split has been set by the Government for UKSPF within their methodology. As funding is being sought from UKSPF from an agreed funding formula, for factors such as for inflation or increased cost the only contingency which can be considered is scaling back activity, which may have an effect on outputs and outcomes. The change control process to mitigate the risk of clawback will be monitored in line with the Governments requirements with reporting mechanisms and change control processes set out within the Funding Agreements to be put in place.
- 4.138 Overall programme management for the £68,000,000 Fund is led by the Combined Authority who are the designated Lead Authority by Government. Oversight of performance at West Yorkshire level will be through the UKSPF West Yorkshire Local Partnership 'Advisory' Group – the WY LPG – that will report to the Combined Authority's Finance, Resources and Corporate Committee (FRCC) and ultimately to the Combined Authority. At a local level, programme management arrangements are in place. Each LA has extensive programme management experience of delivering externally funded programmes with assurance processes in place – who will report to the Combined Authority on a quarterly basis.
- 4.139 The recommended conditions detail where further information / detail is required.

Recommendations

- 4.140 The Combined Authority approves that, subject to the conditions set by PAT and set out in the decision point certificate and subject to final approval of the UKSPF West Yorkshire Local Investment Plan by Government:
- (i) The UKSPF - Local Authority Hyper Local Programme scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).
 - (ii) Approval to the Combined Authority's contribution of £31,227,000 UKSPF is given. The total scheme value is £35,037,000.
 - (iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities for the following amounts:
 - Bradford £7,578,145 + £303,126 management fee.
 - Calderdale £2,764,079 + £137,563 management fee
 - Kirklees £5,824,858 + £232,994 management fee
 - Leeds £9,393,538 + £375,742 management fee
 - Wakefield £4,439,380 + £177,575 management fee

- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee, following advice by the UKSPF LPG. This will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	West Yorkshire Innovation Programme
Stage	2 (scheme development)
Decision Point	2,3 and 4 (business justification)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

4.141 The scheme is a three year programme aiming at provision of innovation support to small and medium sized enterprises (SMEs) to improve their business operations, products, processes, and services. This scheme had two predecessor programmes, Access Innovation and Connecting Innovation that were delivering innovation support in West Yorkshire since 2017.

4.142 Activities to be delivered include:

- Via Business West Yorkshire, a gateway for businesses to seek innovation support, a light touch diagnostic and signposting to the rest of the ecosystem (i.e. the network of innovative businesses and partners, including Universities that work cooperatively and competitively to support businesses to develop new products, processes, and services) will be provided if innovation opportunities/ potential is identified.
- Working with the Growth Managers and the ecosystem via the West Yorkshire Innovation Network (WYIN), the innovation service would be able to provide the following:
- Innovation vouchers with the maximum value of £5,000 with a 50% intervention rate (e.g. total innovation project is £8,000, the business can apply for up to £4,000 in grant support and match this with £4,000 of its own funding). Vouchers will be available for all businesses regardless of sector, targeting businesses with up to 50 employees.
- Strategic grants targeted at the key sectors of net zero and health to drive innovation for social impact/good. These will be capped at £25,000 to fill the gap in provision that exists in the ecosystem and prioritise / incentivise innovations that solve societal challenges.
- Commissioning of the annual Mayor's Innovation Prize, a challenge competition that sets a challenge question and invites

individuals/businesses to solve the challenge. Businesses/ individuals are supported to devise implementable ideas, with the best ones receiving prizes in the form of funding and/or in-kind support.

- Developing and strengthening the partnership of innovative businesses, universities, Innovate UK and other partners working competitively and collaboratively to promote innovation (the ecosystem) via the West Yorkshire Innovation Network (WYIN).
- Promoting the opportunities for innovation and the support available across the region via a range of comms and marketing mechanisms, including the annual West Yorkshire Innovation Festival.
- The commissioning team/route for further opportunities to drive up innovation (which would be subject to a separate process and funding streams) and delivered by a range of external partners. This would provide capacity for future innovation support or related priority projects that may need to be implemented in the future.

4.143 The scheme objectives are:

- To increase the number of businesses who are innovation active.
- To increase business R&D investment in WY.
- To increase the diversity of businesses engaged in innovation.

4.144 The scheme demonstrates clear strategic fit by responding to the Strategic Economic Framework (SEF) i.e. alignment through the West Yorkshire Innovation Framework, Healthtech Strategy and Business Productivity and Resilience Plan. The scheme also responds to the West Yorkshire Investment strategy Priority 1 - Good Jobs and Resilient Business priority and is aligned with Mayor's Pledge of the Support Local Businesses Pledge (4) which includes increase R&D and innovation activity in the region. This innovation scheme will do this both directly, through innovation finance provision, and indirectly by convening and facilitating the wider ecosystem via the West Yorkshire Innovation Network (WYIN).

4.145 The scheme is seeking £5,550,376 from the Combined Authority's Gainshare allocation for Investment Priority 1 - Good Jobs and Resilient Businesses to boost productivity by helping businesses grow and invest in the region and their workforce, driving economic growth, increasing innovation, and creating jobs.

4.146 A summary of the scheme's business case is included in **Appendix 4**.

Tackling the Climate Emergency Implications

4.147 The scheme will:

- Invest in the development of a net zero and environment pipeline and the deployment of infrastructure that facilitates the transition to net zero.
- Deliver innovation support in meeting net zero including providing mechanisms to support better engagement between industry and

academia, which is a key priority and outcome of this proposed programme.

- 4.148 The scheme will support a number of innovation projects in dealing with net zero targets however, it is not possible to calculate carbon savings / increase per annum and for design life of the scheme as projects will be developed and put forward for funding by businesses. The Combined Authority's Carbon Impact Assessment Tool was used to demonstrate qualitative contributions toward carbon reduction targets.
- 4.149 Evidence shows that the UK has not yet achieved absolute decoupling of growth from greenhouse gas emissions. It is therefore possible that supporting business to innovate and grow through this programme could result in a net increase in climate impacts. However, this is unlikely as the recent track record of predecessor programmes shows the majority of projects that have been delivered are around digital innovation which is likely to deliver positive climate impacts, and a number of projects have been approved that have potential for high direct positive climate impact. It is expected that this trend will continue in the new programme. The programme will also operate a robust grant appraisal process and any proposed projects with a significant negative direct climate impact should be filtered out through this process.

Outputs and Benefits

4.150 The scheme outputs and benefits include:

- The number of businesses receiving innovation vouchers (135)
- The number of businesses receiving strategic grants (45)
- Challenge competitions (3)
- The number of new to market products/processes/services (45)
- Businesses engaged/supported (300)
- Businesses accessing financial support for first time (40)
- Number of businesses cooperating with an external innovation provider (100)
- Local, regional, national and international profile of West Yorkshire as an innovation hub
- Better experience for businesses with the right support in place and a connected ecosystem

Inclusive Growth implications

4.151 Businesses that receive grant funding from the CA are asked to make an inclusive growth commitment. These include, but are not restricted, to:

- Improve skills and employability of young people in education
- Improve skills and employment opportunities for local and disadvantaged people

- Increase training and development opportunities in the workplace
- Work with the LEP Clean Growth team to identify and implement meaningful actions to make the business more environmentally sustainable
- Commit to paying staff the Real Living Wage within an agreed timescale
- Pay small business suppliers in accordance with the Prompt Payment Code (only for employers with over 100 employees)
- Other inclusive growth commitments bespoke to the company's own policies, considered sufficient by the Combined Authority

4.152 All Inclusive Growth commitments will be tracked closely, using the system that is already in place and that is currently being reviewed to be more consistent. It will be a condition of all funding offers that they are undertaken/completed prior to the release of all payments.

4.153 One of the major benefits of innovation is its contribution to economic growth. Simply put, innovation can lead to higher productivity, meaning that the same input generates a greater output. As productivity rises, more goods and services are produced – the economy grows.

4.154 Innovation and productivity growth bring vast benefits for consumers and businesses. As productivity rises, the wages of workers increase. They have more money in their pockets, and so can buy more goods and services. At the same time, businesses become more profitable, which enables them to invest and hire more employees. We therefore expect a net positive impact in term of employment.

Equality and Diversity implications

4.155 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and the business case development.

4.156 The programme will seek to achieve targets to reach under-represented communities of 10% with a BAME decision maker, 15% with a female decision maker and 25% in 20% most deprived.

4.157 Since May 2022, EDI data has been captured by the Growth Service. The proposed new programme will be able to utilise this data about those that we engage with to be able to see whether our activities are accessed in a way that is proportionate to the communities that we serve. Where this is not the case, these barriers to engagement will be explored and approaches modified to ensure representation.

4.158 The scheme will use established relationships with the Yorkshire Asian Business Association, Yorkshire Enterprise Network and Black Business Ventures to engage with the black and minority ethnic (BAME) business community. The team is also engaged with the West and North Yorkshire Chamber of Commerce BAME committee, which is a newly established group to raise awareness of business support amongst the BAME business

community, with a similar group expected to be established shortly by the Mid-Yorkshire Chamber.

- 4.159 Setting targets and understanding the evidence are only the beginning of this story. The service will look at how it communicates and engages with businesses through a range of channels, including for example, the south Asian business community, the black business community, women business owners and disabled business owners. The innovation service will also seek to work with partners to encourage them to do the same.
- 4.160 Initiatives such as the Mayor's Innovation Prize will aim to create positive case studies and role models to ensure that a broad range of the population can see people 'like them' leading the way on innovation. This will help ensure that wider communities will have awareness of the support on offer. This will in part be supported through the triage service Business West Yorkshire will offer to direct businesses to innovation support.

Risks

4.161 The scheme risks include:

- Significant changes in innovation support landscape impacting on delivery of programme due to duplication. This will be mitigated by advancing discussions with providers in the region through the West Yorkshire Innovation Network mitigated by close partnerships with Innovate UK. Flexible delivery model.
- Inability to recruit suitable team members undermines delivery programme mitigated by reviewing existing structure and developing it to provide flexible capacity. This will be mitigated by working in open partnership allows the utilisation of the expertise of the ecosystem as a whole, without having to provide the expertise directly.
- Change in strategic priorities at senior level in organisation impacts nature of support programme. This will be mitigated by flexible delivery model proposed able to adapt to change.
- Businesses do not engage with the programme due to cost of energy crisis. This will be mitigated by the potential of the innovation support being a way in which businesses can adapt to economic pressures, in particular operating costs can be reduced through innovation and new markets can be developed thus building business resilience.
- Support delivery undermined by failure of wider business support network due to programme dependency to an extent on the Business West Yorkshire programme which is undergoing approval process. This is being mitigated by Business West Yorkshire programme being developed in parallel, so can be adapted and/or slowed if need be to accommodate any issues.

Costs

4.162 The scheme costs are £6,934,126.

- The Combined Authority’s contribution is £5,550,376 from gainshare Investment Priority 1 - Good Jobs and Resilient Businesses.
- The remaining funding is £1,383,750 from private sector funding (SME match).
- At decision point 1 (strategic assessment) £20,000 of development costs were approved to develop the scheme to decision point 2 - 4 (business justification case).

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
2,3 and 4 (business justification)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2026

Other Key Timescales

- Start of service: 01/04/2023
- Mid-term evaluation: 30/09/2024
- Completion and delivery of outputs: 31/03/2026
- Final project evaluation: 31/03/202

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within + 10% of those outlined in this report Delivery (DP5) timescales remain within 5 months of those outlined in this report. Outputs remain within -10% of those outlined in this report

Appraisal Summary

- 4.163 The programme responds to the Strategic Economic Framework (SEF) and aligns with the West Yorkshire Innovation Framework, Healthtech Strategy and Business Productivity and Resilience Plan. The programme also responds to the West Yorkshire Investment strategy Priority 1 - Good Jobs and Resilient Business priority. The scheme is aligned with Mayor’s Pledge of the Support Local Businesses Pledge (4) which includes increase R&D and innovation activity in the region.
- 4.164 The scheme will provide innovation support services that complement the current offer at the regional and national level.

4.165 The scheme is viable and affordable. Procurement route is clearly established and is in line with procurement rules.

Recommendations

4.166 The Combined Authority approves that:

- (i) The West Yorkshire Innovation Support Programme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
- (ii) Approval is given to Combined Authority's contribution of £5,550,376. The total scheme value is £6,934,126.
- (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	Business West Yorkshire
Stage	2 (scheme development)
Decision Point	2,3 and 4 (business justification)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.167 The scheme will support 9,000 Small and Medium Sized Enterprises (SMEs) across West Yorkshire over three years to improve productivity, increase resilience and achieve growth.
- 4.168 The scheme builds on the successes of the existing Growth Service, which has been delivering support to SMEs since 2015. The Growth Service is due to end 31 March 2023.
- 4.169 The proposal will fund the team of Growth Managers who are embedded within the local authorities. It will fund the Gateway team and infrastructure (telephone, email and online channels), specialist support and advice, outreach events, marketing and annual impact evaluation.
- 4.170 In recent years the Growth Service has been able to quickly respond to challenges businesses have been faced with including Brexit, floods, COVID 19, rising energy costs and the rising costs of doing business. Specialist support and advice included within the proposal will enable continued flexibility to respond to economic challenges and to enhance the general Growth Manager offer with specialist consultancy.
- 4.171 There will be a focus in the new service on addressing key themes of:
- Access: The scheme will provide a single access point so SMEs can easily access the support they need. The scheme will aim to reach a more diverse range of businesses and communities across West Yorkshire.
 - Reach and inclusion: The scheme will expand the reach of the service to a wider and more diverse SME audience, with no sector restrictions (as has been the case with some EU funding), and across all communities in West Yorkshire.

- Effective targeting: using data and innovative technology for communications and engagement.
- Private sector engagement: a refreshed approach to engagement with the professional services sector to expand the reach of the service and partnership approach to filling gaps in service provision.
- Flexibility and continuous improvement: a flexible delivery model enabling the service to respond effectively to new economic challenges and to potentially expand provision according to future demand and to address emerging priorities (e.g. alternative business ownership models and equality, diversity and inclusion initiatives based on data on the reach and take-up of services).

4.172 The service will act as the key infrastructure for Business Support programmes to be accessed by SMEs.

4.173 The scheme is seeking £4,573,426 from the Combined Authority's Gainshare allocation for Investment Priority 1 - Good Jobs and Resilient Businesses to boost productivity by helping businesses grow and invest in the region and their workforce, driving economic growth, increasing innovation, and creating jobs.

4.174 This service is currently predominantly funded from the European Regional Development Fund which ends in March 2023. With the Combined Authority's Gainshare funding comes a separate service will be provided that offers more flexibility in terms of tailoring the service to the region's needs and opportunities and responds to the cost of living crisis.

4.175 A summary of the scheme's business case is included in **Appendix 5**.

Tackling the Climate Emergency Implications

4.176 The scheme will be the entry point into all business support provided by the Combined Authority. Growth Managers will be employed through the scheme and be an integral part of the Business West Yorkshire Service. A key role of Growth Managers will be to support SMEs to access programmes and funding opportunities, including those that support energy efficiency. Growth Managers will also support SMEs to incorporate energy saving measures as part of wider plans to grow or become more productive.

4.177 Reduced carbon is being directly addressed through the package of business sustainability support currently progressing through the Combined Authority's Assurance Framework. The scheme will act as a gateway to programmes such as the Carbon Net Zero Business Support programme currently going through the Assurance Framework.

4.178 Environmental impact will be considered as part of any grant applications to the Combined Authority from the SMEs.

Outputs and Benefits

4.179 The scheme outputs and benefits include:

- 9,000 SMEs supported to access the business support they need
- 4,500 SMEs access intensive support
- 2,000 SMEs access at least three hours of Growth Service support
- Increased number of ethnic minority, disabled, and female-led businesses using the scheme's services. Targets will be informed by delivery against equality, diversity and inclusion targets for 22/23
- The unit cost to intensively support 2,000 SMEs is £2,649. An independent government commissioned report (December 2013) provided guidance to LEPs around unit costs for outputs. It recommended that unit costs for a relatively low intensity business support intervention would be in the range £2,916 to £5,481 public sector cost (adjusted for inflation) per business assisted.

Inclusive Growth implications

4.180 The scheme inclusive growth implications include:

- The scheme will act as the entry point for businesses to apply for grant funding from the Combined Authority and all businesses that receive grant funding are asked to make inclusive growth commitments as outlined below.
- The service has a target for 25% of the businesses supported to be located in the 20% most deprived areas of West Yorkshire. Equality, diversity and inclusion targets will be informed by performance against 22/23 targets.
- Work is underway to identify what barriers exist that prevent particular SMEs and communities seeking advice and support from the Combined Authority. Once any barriers are identified the scheme will target marketing and specific programmes to increase engagement.

Equality and Diversity implications

4.181 A key aim of the scheme is to reach a wider and more diverse SME audience through a clearer identify, messaging, communications, and a revised approach to events focusing more on disadvantaged areas and underrepresented groups.

4.182 An Equality and Diversity Impact Assessment (EQIA) Stage 2 has been submitted for the scheme.

4.183 An objective of the scheme is to increase the number of ethnic minority, disabled, and female led businesses utilising the service.

4.184 The scheme will introduce targets for to increase the number of ethnic minority, disabled, and female-led businesses using the scheme's services. Targets will be informed by delivery against equality, diversity and inclusion targets for 22/23.

Risks

4.185 The scheme's key risk is that demand exceeds the capacity of the service. Mitigated through options to expand the programme with additional funding options currently being explored.

Costs

4.186 The total scheme cost is £5,298,920.

4.187 The Combined Authority's contribution is £4,573,426 from the Gainshare fund Investment Priority 1 - Good Jobs and Resilient Businesses.

4.188 The remaining £725,494 is funded by West Yorkshire Local Authorities and will be used to fund Growth Manager posts.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
2,3 and 4 (business justification)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	01/06/2026

Other Key Timescales

- April 2023 – Programme starts
- July - September 2024 – Mid-term evaluation
- January - March 2025 – Final evaluation
- 31 March 2026 – Programme closes

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within +10% of those outlined in this report. Delivery timescales remain within +3 months of those outlined in this report. The number of businesses supported remain within -10% of those outlined in this report.

Appraisal Summary

4.189 The Strategic Case is strong in terms of alignment with the Strategic Economic Framework priority 1 to boost productivity, the Mayoral Pledge to “support local businesses and be a champion for our regional economy” and will act as

a central component in delivering Investment Priority 1 of the West Yorkshire Investment Strategy around “Good Jobs and Resilient Businesses”.

- 4.190 The appraisal of the scheme against Critical Success Factors and the calculation of unit costs clearly demonstrates how the preferred option presents strong value for money.
- 4.191 The preferred option is an evolution of the existing Growth Service, including enhancements to reach more businesses, a wider audience, and to increase capacity to meet demand.
- 4.192 The existing Growth Service Team have experience in procuring the specialist support services and evaluation services that will be required for the scheme.
- 4.193 Gainshare funding is being requested to provide more continuity and certainty to SMEs at a time of unprecedented economic disruption. There remains the possibility of national Growth Hub funding for 2023/24 onwards from the Department for Business, Economy and Industrial Strategy (BEIS). However, as experienced in the significantly reduced allocation for 2022/23, this cannot be relied upon. If BEIS funding is forthcoming for 2023/24, an options appraisal will be provided to determine how best to utilise the BEIS funding.
- 4.194 The existing Growth Service Team will continue to deliver for the new programme, and strong governance is in place to support the ongoing delivery and reporting of the programme.

Recommendations

- 4.195 The Combined Authority approves that:
- (i) The Business West Yorkshire scheme proceeds through decision point 2 to 4 (Business Justification) and work commences on activity 5 (delivery).
 - (ii) Approval to the Combined Authority’s contribution of £4,573,426. The total scheme value is £5,298,920
 - (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Project Title	Employment Support West Yorkshire
Stage	2 (scheme development)
Decision Point	2,3 and 4 (business justification)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.196 The Employment Support West Yorkshire programme will provide support, advice and the opportunity to gain skills, to 7,700 people of all ages. The programme will help them access employment, move them closer to, or return to the labour market, and / or gain the skills needed to move towards work, or to progress within their current work.
- 4.197 The programme is being developed in partnership with the five West Yorkshire partner councils, with each council delivering a flexible and responsive service which meets local needs.
- 4.198 The support will be sourced locally and will offer a bespoke one to one service to individuals, based on their own circumstances, and will include where appropriate, referral to the Combined Authority's Adult Education Budget programmes, Skills Connect and Enterprise Programme. Examples of the support the programme will offer include:
- Digital skills training, including setting up an e-mail account and work-related digital skills including using word, excel, PowerPoint, skype and digital privacy awareness
 - Supporting participants to use modern job search techniques for example, using IT to search and apply for work, setting up a "find a job" account, completing online application forms and using social media to find work
 - Employability training including communication skills, self-presentation, time keeping, attitudes/behaviours at work, team building, working relationships, work related literacy and numeracy support
 - Careers information including information, advice and guidance activities (IAG) and self-employment advice

- Job, sector-specific and / or vocational training including nationally recognised qualifications that are in demand with local employers
- Job search support (linking to existing provision where appropriate)
- Effective interview techniques, including mock interviews and feedback
- Employer brokerage services relevant to participants' needs, including Green Skills Gateway where appropriate
- Access to basic skills and English for Speakers of Other Languages (ESOL) training
- In-work support and any additional or creative activities that help to achieve the aims of the project.
- Offering housing, childcare or other specialist advice, for example drugs and alcohol, or signposting to relevant organisations
- Budgeting and debt advice, better off calculations and support with applying for Universal Credit

4.199 The programme will also pilot new local activity to support young people to access skilled well paid green jobs. Each partner council is currently developing the green skills pilot element of the programme alongside, and to complement other activities being developed which will contribute to the Combined Authority's net zero carbon target.

4.200 Each individual participating in the pilot and / or overall programme will automatically have a digital assessment and any required support will be identified in their individual learning plan.

4.201 The programme closely aligns to multiple local and national priorities and policies including the Combined Authority's Employment and Skills Framework (part of the Strategic Economic Framework), the Adult Education Budget Strategy, West Yorkshire Investment Strategy (WYIS) and West Yorkshire Climate and Environment action plan (2030). The scheme also aligns to three Mayoral Pledges:

- Prioritise skills and training to ensure everyone has the skills they need to secure work
- Create 1,000 well paid, skilled, green jobs for young people
- Tackle the Climate Emergency and protect our environment

4.202 The programme secured decision point 1 (strategic assessment) approval from the Combined Authority's Strategic Assessment Prioritisation Group (SAP) in July 2022 and is now seeking approval for £12,000,000 from the gainshare allocation for Investment Priority 2 – Skills and Training. The total value of the programme is £12,023,833.

4.203 A summary of the scheme's business case is included in **Appendix 6**.

Tackling the Climate Emergency Implications

4.204 The programme will link closely with the Combined Authority's Skills Connect and Adult Education Budget (AEB) provision by referring individuals to relevant courses and supporting people to apply for jobs through the Green Jobs Gateway when it launches. The gateway, currently under development, is expected to be an entry portal for businesses to pledge and list green skill jobs that individuals can view and apply for. Individuals being supported by Employment West Yorkshire will be assisted in their applications for these posts, if needed.

Outputs and Benefits

4.205 The programme outputs and benefits include:

- 7,700 people receive employment and skills support by 2025
- A target of 80% of individuals by 2025 progressing into:
 - Work and/or
 - Gaining additional knowledge, reskilling, and upskilling and/or
 - Improving their labour market status for example, getting a pay rise, gaining more working hours, a promotion or securing a new role
- A target of 3,850 (50%) women to be supported through the programme by March 2025
- A target of 1,925 (25%) inactive individuals, which currently covers the broad group of anyone not currently employed or claiming benefits, to be supported through the programme by March 2025.
- A target of 1,694 (22%) ethnic minorities to be supported through the programme by March 2025
- A target of 1,771 (23%) individuals declaring disability or learning disabilities to be supported through the programme by March 2025
- A target of 3,080 (40%) of participants supported through the programme by March 2025, to be from the most deprived wards, according to the Index of Multiple Deprivation

Inclusive Growth Implications

4.206 The programme inclusive growth implications include:

- Supporting people from all backgrounds to access self-employment opportunities and explore opportunities for new business start-ups.
- Coordinate and provide access to training, work placements and job matching for unemployed with businesses, particularly SMEs.
- Removing barriers so learners can progress towards higher levels of learning.

- Increase participation from under-represented groups in the take up of careers education for people of all ages, backgrounds, and at different stages in their career.

Equality and Diversity Implications

4.207 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and the business case development.

4.208 The scheme Equality and Diversity implications respond to the aspirations of the Employment and Skills Framework:

- The scheme aims to support people from all backgrounds to access self-employment opportunities and explore opportunities for new business start-ups
- Coordinate and provide access to training, work placements and job matching for unemployed with SMEs
- Remove barriers and ensure equality of access so that learners progress towards higher levels of learning.
- Increase participation from under-represented groups in the take up of careers educations for people of all ages, backgrounds, and career stage to support personal ambitions

Risks

4.209 The programme risks include:

- Due to the different employment and skills landscapes across West Yorkshire, performance in each partner council area may vary. This will be mitigated by working closely with local authority delivery partners, including regular reviews and monitoring, meaning that the flexible approach to the programme can be responsive to local need.
- Impact that any national policy or programmes introduced could have on or duplicate this provision which could impact on performance, particularly for any mandated provision. This will be mitigated by working closely with DWP Policy units.
- Branding of each partner council is not coordinated with the Combined Authority's branding, causing confusion to end users. This will be mitigated by partnership working between the Leeds City Region Enterprise Partnership (LEP), Combined Authority and partner councils. Partner councils will be required to include Mayoral branding in any materials produced from April 2023

Costs

4.210 The scheme costs are £12,023,833.

- The Combined Authority's contribution is £12,000,000 from the gainshare allocation for Investment Priority 2 - Skills and Training for People.

- The remaining £23,833 will be funded by Leeds City Council, as its operating costs are more than its gainshare allocation.
- Funding of £493,974 has been allocated to the Combined Authority for programme management costs including staffing resource, marketing and evaluation. The Combined Authority will also need to enter into funding agreements with each of the partner councils for expenditure up to the allocations show below:

Bradford Council	£3,233,194
Calderdale Council	£1,014,916
Kirklees Council	£2,371,940
Leeds City Council	£3,658,917
Wakefield Council	£1,227,059

- The scheme will be funded from the gainshare allocation for Investment Priority 2 - Skills and Training for People in year one. There is a possibility that year two could be funded by the UK Shared Prosperity Fund (UKSPF) pillar three - people and skills funding once it becomes available from April 2024 and government has approved the local investment plan, if so, a change request will be presented.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
2,3 and 4 (business justification)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	30/04/2025

Other Key Timescales

- Start of Delivery – 01/04/2023
- Completion of Delivery – 31/03/2025
- Project evaluation – January – May 2025

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within +10% of those outlined in this report Delivery (DP5) timescales remain within 3 months of those outlined in this report.

Appraisal Summary

- 4.211 The business justification case presents a clear strategic fit and closely aligns to existing policies and priorities including the Combined Authority's Employment and Skills Framework, partner council priorities, several of the Mayor's Pledges, Net Zero, inclusive growth and equality and diversity agenda.
- 4.212 Any procurement required by the programme will be carried out by the partner councils so will uphold robust public sector procurement procedures.
- 4.213 The programme is seeking approval for funding from the gainshare allocation for Investment Priority 2 as other funding is not viable or yet available, however, there is a plan to replace gainshare funding during programme delivery should other funding become available later.
- 4.214 The Combined Authority and partner councils have considerable experience of delivering employment and skills programmes and governance and monitoring arrangements are in place.

Recommendations

- 4.215 The Combined Authority approves that:
- (i) The Employment Support West Yorkshire scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).
 - (ii) Approval to the Combined Authority's contribution of £12,000,000. The total scheme value is £12,023,833.
 - (iii) The Combined Authority enters into a funding agreement with each of the five partner councils for expenditure up to the allocations outlined below:
 - Bradford Council £3,233,194
 - Calderdale Council £1,014,916
 - Kirklees Council £2,371,940
 - Leeds City Council £3,658,917
 - Wakefield Council £1,227,059
 - (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Employment and Skills Committee. This will be subject to the scheme remaining within the tolerances outlined in this report

Project Title	TCF Huddersfield Bus Station
Stage	2 (scheme development)
Decision Point	3 (outline business case)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

- 4.216 This scheme will be funded through the Department for Transport's Transforming Cities Fund (TCF). As part of the Government's Industrial Strategy and the National Productivity Investment Fund, the TCF aims to drive up productivity through improved connections between urban centres and suburbs. To do this, the TCF provides a significant opportunity to invest in infrastructure to improve public and sustainable transport connectivity in some of England's largest cities. This scheme will be funded through Tranche 2 of the fund, which received Department for Transport's approval in March 2020.
- 4.217 Huddersfield is one of the busiest bus stations in West Yorkshire. It is one of the last stations to be modernised and will benefit from the lessons learned from the recently completed Leeds bus station project and Halifax project that is onsite including how to manage ongoing bus services with minimum disruption during the works.
- 4.218 This scheme will refurbish and modernise the bus station and construct a modern statement, transformational canopy entrance to expand the waiting area into a pleasant area of public realm and support solar panels. The canopy will also host a secure cycle hub encouraging sustainable travel and access to the bus network and the town centre. This preferred design option addresses the issues identified during consultation with bus station users and bus operators to ensure it will be inclusive, more spacious, and safer with easier way finding and signage. The design option is key to addressing the issues of anti-social behaviour that currently exist. These have been highlighted clearly via public consultation and the fear of crime has been identified as preventing more people using the bus station. The objectives of the scheme include increasing customer satisfaction with the facility, improving safety and perception of safety, to provide inclusive facilities for all and contribute to the climate emergency.

- 4.219 Huddersfield bus station currently has a strong retail offer with six outlets that maintain footfall within the bus station and add to natural surveillance. Investing in the bus station offers the potential to further expand this retail offer and ambience for passengers. Plans include the replacement of the shop fronts to uplift the retail space with the enhanced public realm.
- 4.220 The scheme was first developed as part of a vision to create a new gateway into Huddersfield. It complements investments underway at Huddersfield Railway Station, the George Hotel facing the railway station and works already delivered to improve the walking and cycling route connecting the railway and bus station.
- 4.221 The scheme has a strong fit with the SEF and SEP and Mayoral Pledges. It will boost economic confidence and investment from businesses in the town centre. The scheme provides an inclusive and accessible infrastructure asset that delivers levelling up for the less affluent in Huddersfield and Kirklees. It is these communities who rely on the bus to get to education, work and services. The scheme will though promote sustainable travel choices for all, contributing to the climate emergency and address Mayoral Pledges including increasing safety for women and girls.
- 4.222 The key features of an improved experience for bus station customers will include light inviting entrances without obstacles and steep slopes, a widened spacious concourse in neutral colours with full visibility of fellow passengers, the security office and shops and unobtrusive seating at regular intervals and clear signage to support movement through the bus station. There will also be readily accessible support when needed from the travel centre and staff, new changing places and contemplation room and newly improved disabled toilet and baby change. There will be the added convenience of 'all weather' undercover access to the taxi rank via the canopy for the first time.
- 4.223 The scheme's transformational design is at a level that will be needed to obtain planning permission in the context of a town centre conservation/heritage setting and in line with the Huddersfield Blueprint policy.
- 4.224 A summary of the scheme's business case and location map is included in **Appendix 7**.

Tackling the Climate Emergency Implications

- 4.225 A 10% reduction in the carbon emissions associated with the bus station using solar glazing / panels and an air source heat pump are planned.
- 4.226 Improved green space around the bus station and a green roof on the canopy to encourage biodiversity and pollinating insects will be provided by the scheme.

Outputs and Benefits

- 4.227 The scheme outputs and benefits include:
- A statement canopy entrance providing the choice of a sheltered outdoor space of 999m² to accommodate passengers at peak time

- A secure cycle hub with 60 covered cycle spaces and 6 for e-bikes.
- Solar PV roof panels and air source heat pump to reduce the operational carbon impact of the bus station
- A green 'living' canopy roof and landscaping to promote diversity
- Increase in customer satisfaction with the Huddersfield Bus Station experience with a 50% uplift in satisfaction survey responses to 'satisfied' or very satisfied within a year of opening, because of modern and pleasant refurbished environment.
- A 50% reduction in the number of customers who feel unsafe using the bus station in customer satisfaction surveys 5 years after opening because of enhanced security and surveillance measures.
- Increased use of bus with a 10% increase of bus patronage 5 years after opening relative to baseline established post pandemic.
- Increased cycling and reduced use of motorised transport with 50% use of cycle hub capacity 5 years after opening.
- Improved and safer operational environment with 10% reduction in unauthorised vehicle and pedestrian infringements 5 years after opening and a 10% reduction in recorded collisions.

Inclusive Growth implications

4.228 The scheme's inclusive growth implications include:

- The bus station project will offer customers an improved and inviting destination for bus journeys and arrivals for non-car owners, residents from less affluent areas, students, and those with disabilities. The bus station will level up customer experience and choice for those who are excluded from bus travel and the bus station by social or other factors e.g. women and girls who do not feel safe in the current facilities.
- The scheme supports the confidence of the business community and encourages private investment in Huddersfield town centre along with other public sector initiatives to improve and upgrade the railway station, active travel infrastructure, the cultural offer of the town and public realm. Investment will create more jobs and vibrancy in the town bringing further inclusive growth.

Equality and Diversity implications

4.229 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and the business case development.

Risks

4.230 The scheme risks include:

- That there are more underground diversions than expected for electricity, gas, water and telecoms supply lines that run near the bus station. If

further diversions than expected are needed costs could increase and there might be delays or a change in design of the canopy. To mitigate this risk further detailed surveys will be undertaken during the next design stage.

- That the building work might be restricted by the railway tunnels. To mitigate this risk the plans and information on the tunnel locations has been given to the designers and an agreement is in place with Network Rail to set down how the construction project will communicate with and manage any impact on the railway tunnels safely.
- Costs rise through inflation, shortage of materials or the need to change the design to reduce the overall price of the scheme. To mitigate this risk the Combined Authority and Kirklees Council are jointly preparing the full business case and obtaining detailed estimates from a cost consultant and appointing a contractor early to advise on the scheme and costs. Cost will be closely monitored as the scheme develops and any adjustments made are planned to be completed before the work starts on site. A fixed price build contract is proposed to minimise change.

Costs

4.231 The scheme costs are:

- The current total forecast cost of the scheme is £19,995,380
- The overall Combined Authority contribution to the total scheme costs will be £18,995,380.
- Kirklees Council is contributing £1,000,000 to the project. The Combined Authority contribution comes from three sources: the Transforming Cities Fund providing the main source at £18,325,380; with £460,000 from the Carbon Mitigation Fund and £210,000 from the Transforming Travel Centres Fund.
- The Combined Authority previously approved an indicative cost of £42,000,000 on 17 November 2020 as part of the indicative approval at Strategic Outline Case for the Huddersfield Station Gateway Package. The Package included three individual schemes: the Railway Station, Major Walking and Cycling Routes and the Bus Station. The approval was not broken down between the three projects. The remaining projects included within the Huddersfield Gateway have been rescope over the last year and are currently being prepared as separate outline business cases to address walking and cycling access to the railway station in Huddersfield. The new scheme will be known as the Huddersfield Rail Station Connections project.
- For the bus station and canopy scheme a total of £9,000,000 was approved at the strategic outline case. The preferred scheme costs are now higher than approved at the previous stage because the allocation is not enough to deliver against the objectives that have been set for the scheme. A transformational scheme for Huddersfield that uplifts the town centre, fulfils customer expectations, addresses safety and security concerns and promotes sustainable travel choices is needed. The cost of the bus station transformation has risen to £12,547,061. The construction

of the canopy, cycle hub, solar installations and public realm makes up the remaining £7,448,318 of the current costs.

- The additional costs are due to the proposed scope increasing to include the external bus departure bays, inclusion of the transforming travel centre project to refurbish and reconfigure the travel centre, an extension to the main concourse, works to follow new inclusive mobility guidance, initial impacts of the Trans Pennine Rail Upgrade project and increased delivery periods, alongside, COVID, unprecedented increases in material costs, labour rates and initial surveys uncovering issues around below ground services and Network Rail tunnels beneath part of the site. In addition, forecast inflation rates have increased significantly since SOC stage and the quality of design and materials has also been increased in line with key stakeholder feedback for a transformational scheme.
- The bus station project remains affordable within the overall Transforming Cities Fund programme as part of the programme contingency budget has now been allocated to the scheme and therefore will not impact on other schemes.
- The Combined Authority has approved £898,630 of development costs to date and a further £2,178,470 is sought as part of this decision to bring the full development costs to the end of development and FBC approval to £3,077,100 which is 15% of the total scheme costs.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
3 (outline business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Managing Director	28/02/2024
Approval to Proceed	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	29/03/2024
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/10/2025

Other Key Timescales

4.232 Start on site date is 17 April 2024.

Assurance Tolerances

Assurance tolerances
Combined Authority costs remain within 5% of those outlined in this report
Delivery (DP5) timescales remain within 6 months of those outlined in this report.
Risk N/A.
Outputs remain within -10% of those outlined in this report.

Appraisal Summary

- 4.233 A strong strategic case is presented confirming a strong fit to local regional, and national policy. The project aims to contribute to regeneration of the town centre in Huddersfield to complement other transport and heritage based public sector investments. The improved facilities for all passengers and statement canopy entrance will boost confidence of the business community in Huddersfield town and encourage private sector and business investment.
- 4.234 The economic case is compelling and reflecting a cost to benefit ratio of 1.91:1 which indicates medium value for money.
- 4.235 The travelling public have been consulted and the project is delivering benefits to meet their needs including those with accessibility issues e.g., the reduction of steep entry points to the bus station and provision of seating at key points to assist those with mobility issues through the concourse. Provision for the safety of women and girls through modern CCTV and new and much improved lines of sight for the bus station staff from their office increases 'informal surveillance' to build confidence for all customers.
- 4.236 The total Combined Authority funding required is £18,995,380 making the Combined Authority the largest stakeholder in the project. The procurement for the project will be jointly undertaken by Kirklees Council and the Combined Authority. Separate delivery contracts are proposed but the with the same contractor. Joint management of the contractor by the delivery partners should minimise the risks of cost increase as far as is possible in the present uncertain inflationary environment.
- 4.237 The unknowns around the foundations of the bus station and what gas, electric and fibre infrastructure sits beneath the surface of the project site will be confirmed by detailed surveys before the full business case comes forward. Planning permission will also be confirmed, and the impact of these steps will be to substantially increase the cost certainty of the scheme.

Recommendations

- 4.238 The Combined Authority approves that:
- (i) The Huddersfield Bus Station proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

- (ii) An indicative approval to the Combined Authority's contribution of £18,995,380. The total scheme value is £19,995,380.
- (iii) Development Costs of £2,178,470 are approved in order progress the scheme to decision point 4 (full business case) taking the total scheme approval to £3,077,100.
- (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.

Project Title	Brownfield Housing Fund Programme
Stage	3 (delivery and evaluation)
Decision Point	Change request (activity 5)

Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Background

4.239 In July 2020, the Combined Authority received a funding allocation letter from the Ministry of Housing, Communities and Local Government (as was) confirming an overall allocation of £66,778,719 from the Brownfield Housing Fund (BHF) to support the development of at least 4500-6000 new homes on brownfield sites in the region.

4.240 The high-level funding conditions for the Brownfield Housing Fund are:

- Projects must be Green Book compliant with a Benefit Cost Ratio floor of 1 and should seek the best possible Value for Money opportunities.
- Projects must have an evidenced market failure and demonstrate that they cannot proceed without public sector financial support.
- The Combined Authority should seek to prioritise projects with the highest level of additionality.
- Homes brought forward will start on site in this Parliament i.e. before 31 March 2025.
- Adequate progress against the spend profile and key delivery milestones must be demonstrated.

4.241 A Strategic Outline Case for the programme was approved by the Combined Authority in September 2020. Approval to spend being granted once individual schemes progressed through the assurance process, along with an overall development budget for the programme of £5,000,000 (for but not limited to staffing, legal, technical advice, development of the programme, etc).

4.242 Following the Levelling Up White Paper announcements in February 2022, the Combined Authority was notified that it will receive an additional £22,280.000

of BHF grant to add to the existing programme with the same funding criteria, including the same programme end date of March 2025.

4.243 A Memorandum of Understanding (MoU) was received on 28 July 2022 confirming the spend profile and outputs required as a result of the additional funding. This report is seeking approval to increase the total programme costs by £22,259,573 leading to a total cost of £89,038,292 and an increase in outputs from a minimum of 4500 homes unlocked to a minimum of 5400 homes unlocked.

4.244 The Combined Authority is responsible for ensuring that it meets the terms of the funding set by the Department of Levelling Up, Housing and Communities (DLUHC) including meeting the ambitious annual spend targets outlined in Table 1 below. Table 2 shows the spend profile for the additional £22,259,573.

Table 1

	The original £66,778,719 (4,500-6,000 new homes)					
	Year One 2020/21	Year Two 2021/22	Year Three 2022/23	Year Four 2023/24	Year Five 2024/25	Total Allocation
<i>Original Profile from Government (Sept 20)</i>	£600,000	£20,000,000	£29,178,719	£15,000,000	£3,000,000	£66,778,719
Revised Profile (July 2022)	£600,000	£20,000,000	£15,178,719	£16,000,000	£15,000,000	£66,778,719

Table 2

	Additional Allocation of £22,259,573 (900–1,855 new homes)					
	Year One 2020/21	Year Two 2021/22	Year Three 2022/23	Year Four 2023/24	Year Five 2024/25	Total Allocation
Profile from DLUHC (July 22)	n/a	n/a	£3,000,000	£9,000,000	£10,259,573	22,259,573

Changes to Projects

4.245 BHF Burmantofts: Following outline business case approval at Place, Regeneration and Housing Committee in March 2022, the scheme has experienced a delay to the submission of planning permission leading to a

delay for starting on site. This scheme is now expected to commence construction in July 2023 with homes completed in August 2025.

4.246 BHF Leeds Central: Following full business case approval at Place, Regeneration and Housing Committee in November 2021, the scheme has experienced delays due to planning amendments. This scheme is now expected to start construction in January 2023 with homes completed in January 2025.

4.247 BHF Hebden Bridge: Following outline business case approval at Place, Regeneration and Housing Committee in November 2022, further flood modelling work has been identified as part of obtaining planning permission. This scheme is now expected to start construction in May 2023 with homes completed in February 2025.

Tackling the Climate Emergency Implications

4.248 Tackling the Climate Emergency implications are reviewed on all projects under this programme as part of their business case development. Several proposed projects will include the remediation of contaminated land, as well as the potential for new sustainable housing, green space, and infrastructure designs

Outputs and Benefits

4.249 The scheme outputs and benefits include:

- To spend the £89,038,292 allocation to support the development of at least 5400 new homes on Brownfield sites in West Yorkshire.
- To ensure that homes supported by the Brownfield Housing Fund will start on site by 31 March 2025.

Inclusive Growth implications

4.250 The inclusive growth implications will be outlined on all projects under this programme as part of their business case development.

4.251 Due to the emphasis on Clean and Inclusive Growth criteria in the project selection process, the proposed Brownfield Housing Fund pipeline has the potential to positively contribute to the Mayor's ambitions for West Yorkshire and the Pledge to build 5,000 sustainable homes including council houses and affordable homes. Many projects in the pipeline offer potential for affordable housing in deprived communities across the region, as well as bringing back underutilised and derelict land and property into productive use.

Equality and Diversity implications

4.252 Equality Impact Assessments are undertaken on all projects under this programme as part of their business case development.

Risks

4.253 The scheme risks include:

- Insufficient viable schemes being ready to deliver in required timescales. This is being mitigated by the BHF Team working with partner councils and the private sector to identify suitable sites across the region.
- Allocated programme budget not being sufficient to deliver the required 5400 homes. This is being mitigated by working closely with Government in relation to the funding agreement together with transparent assessment of each individual business case as they come through the assurance process.

Costs

4.254 The scheme costs have increased from £66,778,719 to £89,038,292 as a result of additional funds received.

4.255 This report is requesting additional development costs of £5,000,000 are approved to assist in activities such as business case development, consultancy support, legal, and acquisitions.

Assurance Pathway and Approval Route

Assurance pathway	Approval route	Forecast approval date
Change request (activity 5)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority	21/10/2022
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2025
6 (financial closure)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/03/2026

4.256 Each individual scheme has either or will come through the assurance process at either outline business case (decision point 3) or full business case (decision point 4). Delegated authority is already in place from the Combined Authority to Place, Regeneration and Housing Committee to approve individual schemes at their next decision point.

BHF Burmantofts

Assurance pathway	Approval route	Forecast approval date
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3 (outline business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Place, Regeneration and Housing Committee	16/03/2022
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/05/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	31/10/2025

BHF Leeds Central

Assurance pathway	Approval route	Forecast approval date
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Place, Regeneration and Housing Committee	25/11/2021
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	28/03/2025

BHF Hebden Bridge

Assurance pathway	Approval route	Forecast approval date
3 (outline business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Place, Regeneration and Housing Committee	25/11/2021
4 (full business case)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Chief Executive	31/03/2023
5 (delivery)	Recommendation: Combined Authority's Programme Appraisal Team Decision: Combined Authority's Director of Delivery	28/03/2025

Other Key Timescales

4.257 The programme is forecast to complete by March 2025. Each scheme will need to have secured full business case with finalised costs (decision point 5) in time for this end date for housing to start on site by March 2025.

Assurance Tolerances

Assurance tolerances
That Combined Authority funding remains within the costs set out in this report.
The delivery timeframes remain within those set out in this report.
That the housing outputs do not decrease below the minimum required target (5400).

Appraisal Summary

4.258 This programme is a good strategic fit with the aims of the Combined Authority and Leeds City Region and local priorities and policies.

4.259 The programme is progressing with numerous projects currently delivering to meet housing targets, and further work is ongoing to bring viable schemes through for approval. The Combined Authority's delivery team is working closely with partner councils and the private sector to bring schemes forward.

Recommendations

4.260 The Combined Authority approves:

- (i) The change request to the Brownfield Housing Programme to increase the total programme cost from £66,778,719 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400-7,855 homes unlocked by March 2025.
- (ii) Development costs of up to £5,000,000 from the Brownfield Housing Fund are approved in order to develop and manage the programme, including acquisitions, and design and develop individual schemes to the next decision point, taking the development funding approved to date to £10,000,000.
- (iii) The change to the BHF Burmantofts project to increase the delivery timeframe from June 2025 to October 2025.
- (iv) The change to the BHF Leeds Central project to increase the delivery timeframe from July 2024 to January 2025.
- (v) The change to the BHF Hebden Bridge project to increase the delivery timeframe from January 2024 to February 2025.
- (vi) 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.

5. Tackling the Climate Emergency implications

5.1 The Climate Emergency implications have been considered on all projects included in this report as part of their business case development.

6. Inclusive Growth implications

6.1 The inclusive growth implications have been considered on all projects included in this report as part of their business case development.

7. Equality and Diversity implications

7.1 Equality Impact Assessments (EQIA) have been undertaken on all projects included in this report as part of their business case development.

8. Financial implications

8.1 The report seeks endorsement to expenditure from the available Combined Authority funding as set out in this report.

9. Legal implications

9.1 The payment of funding to any recipient will be subject to a funding agreement being in place between the Combined Authority and the organisation in question.

10. Staffing implications

10.1 A combination of Combined Authority and local partner council project, programme and portfolio management resources are or are in the process of being identified and costed for within the schemes in this report.

11. External consultees

11.1 Where applicable scheme promoters have been consulted on the content of this report.

12. Recommendations (Summary)

The West Yorkshire Mayor's Cost of Living Emergency Fund

12.1 The Combined Authority approves that, subject to the conditions set by PAT and set out in the decision point certificate:

- (i) The Mayor's Cost of Living Emergency Fund scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).
- (ii) Approval to the Combined Authority's contribution of £3,000,000 is given. The total scheme value is £3,000,000.
- (iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities. The amount of funding allocated to

each Local Authority is delegated to the Combined Authority's Chief Executive.

- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Social Housing Decarbonisation Booster

12.2 The Combined Authority approves that:

- (i) The change request for the Social Housing Decarbonisation Booster scheme to increase the Combined Authority's contribution funding from £5,062,000 to £10,257,949, to extend the programme and to increase the outputs as detailed in this report is approved. The total scheme value will increase from £10,381,000 to £17,633,367
- (ii) The Combined Authority enters into an addendum to the existing Funding Agreements with the following Social Housing Provider providers for expenditure of up to:
 - Accent £186,535
 - Chartford £154,000
 - Connect £308,000
 - Incommunities £1,084,230
 - Kirklees £280,000
 - Together £1,700,545
 - WDH £847,000
 - Yorkshire Housing £238,000
- (iii) That delegated authority be granted:
 - To the Head of Economic Implementation to reallocate funding and / or outputs in consultation with PAT but without the need to submit a formal Change Request to PAT if one or more Housing Association is unable to use their funding allocation, but another is.
 - To the Head of Economic Implementation and the Head of Legal and Governance Services in consultation to finalise the Funding Agreement Addendums between the Combined Authority and the Housing Associations (WDH, Connect Housing, Incommunities, Together Housing, Accent Housing, Yorkshire Housing, Kirklees Council, Chartford) and all other related legal documents that may be required.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will

be subject to the scheme remaining within the tolerances outlined in this report.

Climate Environment Plan Wave 1

12.3 The Combined Authority approves:

- (i) The change request to the CEP Wave 1 Portfolio to:
 - d) Further development costs of £1,507,893 to continue to develop individual programme business cases plus the UK Shared Prosperity Fund's (UK SPF) contribution to the Flood Innovation Programme (FLIP) (£310,000), taking the total portfolio development costs approval to £2,654,133. Note: the release of the £310,000 is subject to final approval of the UKSPF Local Investment Plan by Government.
 - e) Approval of £1,100,000 for the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis
 - f) Taking the total portfolio approval to £2,917,893.
- (ii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £310,000.
- (iii) Delegation to the Climate, Energy and Environment Committee is requested for approval of any change requests to FLIP or the Energy Price Crisis Emergency Business Grants Programme and approval of the business cases for the other projects in the CEP Wave 1 portfolio.
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

UKSPF Local Authority Hyper Local Programme

12.4 The Combined Authority approves that, subject to the conditions set by PAT and set out in the decision point certificate and subject to final approval of the UKSPF West Yorkshire Local Investment Plan by Government:

- (i) The UKSPF - Local Authority Hyper Local Programme scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).
- (ii) Approval to the Combined Authority's contribution of £31,227,000 UKSPF is given. The total scheme value is £35,037,000.
- (iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities for the following amounts:
 - Bradford £7,578,145 + £303,126 management fee.

- Calderdale £2,764,079 + £137,563 management fee
 - Kirklees £5,824,858 + £232,994 management fee
 - Leeds £9,393,538 + £375,742 management fee
 - Wakefield £4,439,380 + £177,575 management fee
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee, following advice by the UKSPF LPG. This will be subject to the scheme remaining within the tolerances outlined in this report.

West Yorkshire Innovation Programme

12.5 The Combined Authority approves that:

- (i) The West Yorkshire Innovation Support Programme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
- (ii) Approval is given to Combined Authority's contribution of £5,550,376. The total scheme value is £6,934,126.
- (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Business West Yorkshire

12.6 The Combined Authority approves that:

- (i) The Business West Yorkshire scheme proceeds through decision point 2 to 4 (Business Justification) and work commences on activity 5 (delivery).
- (ii) Approval to the Combined Authority's contribution of £4,573,426. The total scheme value is £5,298,920
- (iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

Employment Support West Yorkshire

12.7 The Combined Authority approves that:

- (i) The Employment Support West Yorkshire scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

- (ii) Approval to the Combined Authority's contribution of £12,000,000. The total scheme value is £12,023,833.
- (iii) The Combined Authority enters into a funding agreement with each of the five partner councils for expenditure up to the allocations outlined below:
 - Bradford Council £3,233,194
 - Calderdale Council £1,014,916
 - Kirklees Council £2,371,940
 - Leeds City Council £3,658,917
 - Wakefield Council £1,227,059
- (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Employment and Skills Committee. This will be subject to the scheme remaining within the tolerances outlined in this report

TCF Huddersfield Bus Station

12.8 The Combined Authority approves that:

- (i) The Huddersfield Bus Station scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) An indicative approval to the Combined Authority's contribution of £18,995,380. The total scheme value is £19,995,380.
- (iii) Development Costs of £2,178,470 are approved in order progress the scheme to decision point 4 (full business case) taking the total scheme approval to £3,077,100.
- (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.

Brownfield Housing Fund Programme

12.9 The Combined Authority approves:

- (i) The change request to the Brownfield Housing Programme to increase the total programme cost from £66,778,719 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400-7,855 homes unlocked by March 2025.
- (ii) Development costs of up to £5,000,000 from the Brownfield Housing Fund are approved in order to develop and manage the programme, including acquisitions, and design and develop individual schemes to the

next decision point, taking the development funding approved to date to £10,000,000.

- (iii) The change to the BHF Burmantofts project to increase the delivery timeframe from June 2025 to October 2025.
- (iv) The change to the BHF Leeds Central project to increase the delivery timeframe from July 2024 to January 2025.
- (v) The change to the BHF Hebden Bridge project to increase the delivery timeframe from January 2024 to February 2025.
- (vi) 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.

13. Background Documents

13.1 None as part of this report.

14. Appendices

Appendix 1 - Background to the Combined Authority's Assurance Framework

Appendix 2 - West Yorkshire Mayor's Cost of Living Emergency Fund Business Case Summary

Appendix 3 - UKSPF - Local Authority Hyper Local Programme Business Case Summary

Appendix 4 - West Yorkshire Innovation Programme Business Case Summary

Appendix 5 - Business West Yorkshire Business Case Summary

Appendix 6 - Employment Support West Yorkshire Business Case Summary

Appendix 7 - TCF Huddersfield Bus Station Business Case Summary

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Project Approvals

Appendix 1 - Assurance Framework

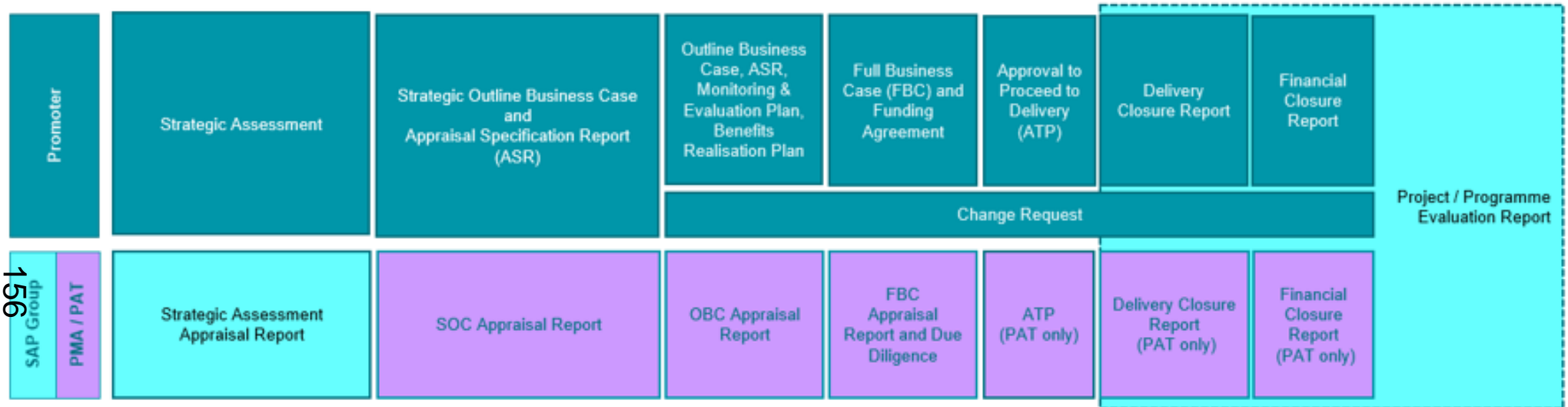
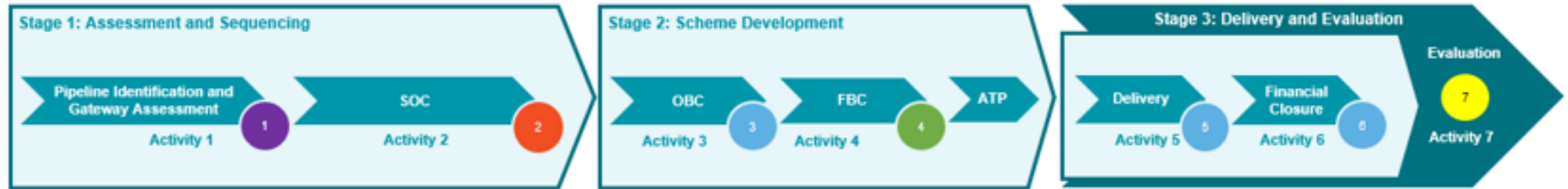
1 Assurance Framework

- 1.1 The Combined Authority's Assurance Framework was developed in 2015 as part of the Growth Deal with Government. Its purpose is to ensure that the necessary systems and processes are in place to manage funding effectively, and to ensure the successful delivery of the Strategic Economic Framework (SEF) ambitions and the West Yorkshire Investment Strategy (WYIS).
- 1.2 The Framework's focus is to ensure that necessary practices and standards are implemented to provide the Government, Combined Authority, the Leeds Enterprise Partnership (LEP) and local partners with assurance that decisions over funding (and the means by which these decisions are implemented) are proper, transparent and deliver value for money. It covers all projects and programmes funded from Government or local sources that flow through the LEP and Combined Authority and must be reviewed annually, as stipulated by Government.

Assurance Process

- 1.3 The process is flexible, in that each project or programme will be set a bespoke approval pathway and approval route to be followed. This may be to delegate decisions to a Committee, Managing Director (MD) etc. or it may be that certain decision point (activity) approvals are not required, or that bid documents to other government departments can be utilised. Furthermore, development costs can be funded at decision point 1 and beyond.
- 1.4 Approval is required at Combined Authority (CA) for all programmes and projects at least once in their lifetime and this is usually at decision point 2 (Strategic Outline Case). The Assurance Pathway and Approval Route is also set at this point.
- 1.5 At FBC (Decision Point 4), the Programme Appraisal Team (PAT) sets conditions that must be met before full approval of funding is given and the project has Approval to Proceed to Delivery (Activity 5).
- 1.6 In line with the revised Green Book, in assessing value for money, a stronger emphasis can now be placed on the strategic case and how the strategic objectives and priorities of the Combined Authority will be met through the delivery of the project. This might for example include, but not limited to, supporting the climate change and good growth agenda (the Combined Authority aims to achieve net-zero by 2038), supporting an increase in active mode and public transport use and / or supporting / accelerating housing development. The specific approach will be determined on a programme by programme basis as funding and investment streams come forward.
- 1.7 The Assurance Process is set out below:

Assurance Process



KEY: ● Key Decision Point (CA Approval Required) ● Key Decision Point (Committee Approval may be required) ● Decision Point (Committee Approval may be required) ● Decision Point ● Reporting Point

Stage 1: Assessment and Sequencing

- 1.8 Programmes / schemes will start to be developed through an ongoing dialogue with the Region's businesses, third sector and public organisations, in line with the West Yorkshire Investment Strategy (WYIS). Schemes will access funding through either a commissioning process or through open calls. Programmes / schemes will be assessed through a Strategic Assessment (an early-stage gateway check and challenge review) to determine if they are eligible to proceed (Decision Point 1).
- 1.9 If approved the scheme will progress to strategic outline case (SOC), where schemes will be expected to demonstrate a strategic fit in terms of project outcomes and set out their proposed approach to establishing value for money (VfM). At this stage, a long list of options will be considered with a shortlist being presented in the SOC. Consultation at this stage will be limited, but will be a key to the next activity, outline business case (OBC) in Stage 2. At this stage, funding may be sought to enable work to progress on the OBC. Schemes will also be required to submit an Appraisal Specification Report (ASR). It is at the end of this stage where the Combined Authority approve the indicative funding, approval pathway and route and tolerance levels (Decision Point 2).

Stage 2: Scheme Development

- 1.10 If approved the scheme will progress to OBC unless the approval pathway set at decision point 2 does not require this. The OBC should revisit the options identified within the SOC to identify the option which optimises public value, confirm the affordability of the scheme, and put in place the arrangements to ensure successful delivery. The OBC should be prepared in accordance with the Green Book five-case model and should include a draft Monitoring and Evaluation Plan and a Benefit Realisation Plan. The economic case must be developed in consistency with the agreed ASR. Guidance will be provided to scheme promoters around the level of detail to be submitted at this stage with regards to proportionality of the business case. The scheme will be presented for approval by the decision-maker (decision point 3) as set out in the approval pathway and route approved at decision point 2.
- 1.11 If approved the scheme will progress to full business case (FBC) which will confirm the contractual arrangements for the preferred option. Affordability of the scheme is reiterated, and the scheme puts in place the final arrangements for delivery and monitoring and evaluation of the scheme. A Monitoring and Evaluation Plan and a Benefit Realisation Plan are mandatory products at this stage. The FBC should also be prepared in accordance with the five-case model and any conditions set at OBC should be resolved. The economic case must be developed in consistency with the agreed ASR. The scheme will be presented for approval by the decision-maker (decision point 4) as set out in the approval pathway and route approved at decision point 2.
- 1.12 The FBC approval will be granted with a condition that the scheme remains within set conditions. Where this condition has been met Approval to Proceed into Delivery (Activity 5) will be granted by the Managing Director (or by an

officer under sub-delegated authority from the Managing Director). If the condition(s) is not met, the project will be required to re-submit the FBC.

- 1.13 A Single Stage Business Case, called Business Justification, has now been introduced for transport and non-transport projects that are either below £2,000,000, low complexity, low risk and / or not novel or contentious. Although this is a single stage approval, replacing decision point 2 (SOC), decision point 3 (OBC) and decision point 4 (FBC), the remainder of the assurance process must still be followed.

Stage 3: Delivery and Evaluation

- 1.14 Once a scheme gains FBC approval and the conditions set have been met, the scheme can progress into Activity 5 (Delivery).
- 1.15 Upon scheme completion, a Delivery Closure Report is required that details how the scheme has performed. This includes whether delivery has remained within the timeframes specified within the business case, has achieved the objectives of the scheme and associated outputs, documents what has been delivered and highlights the overall costs. The Delivery Closure Report will be presented for approval by the decision-maker (decision point 5) as set out in the approval pathway and route approved at decision point 2.
- 1.16 Following completion of Activity 6, the scheme will be required to submit a Financial Closure Report (Activity 6). The Financial Closure Report confirms the final costs for the scheme, ensuring all payments have been completed. The Financial Closure Report will be presented for approval by the decision-maker (decision point 6) as set out in the approval pathway and route approved at decision point 2.
- 1.17 The purpose of the Delivery and Financial Closure Reports is to assess the success of the scheme, identify best practice for future schemes, resolve all open issues and to capture feedback and lessons learnt to inform the development and delivery of future schemes.
- 1.18 Activity 7 (Evaluation) will be managed by the Combined Authority's Research & Intelligence team. This is a reporting point as opposed to the previous decision points in the process and will be undertaken when the scheme is completed for an evaluation of the benefits, outcomes and economic impact compared to the overall objectives set out in the SOC. Insights and learning intelligence from evaluation will also be fed back into policy and strategy in order to inform the design and development of future schemes. Interim evaluations may also be undertaken as required as set out in the Monitoring and Evaluation Plan.

2 Future assurance and approval route

- 2.1 The tables for each scheme in the main report outline the proposed assurance process and corresponding approval route for the scheme. The assurance pathway sets out the decision points which the scheme must progress through and will reflect the scale and complexity of the scheme. The approval route

indicates which committees or officers will make both a recommendation and approval of the scheme at each decision point. A delegated decision can only be made by the Managing Director if this has received prior approval from the Combined Authority.

3 Tolerances

- 3.1 In order for the scheme to follow the assurance pathway and approval route that is proposed in this report, it should remain within the tolerances outlined for each scheme. If these tolerances are exceeded the scheme needs to return to a Committee and/or the Combined Authority for further consideration.

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Project Overview

Project Title	Mayor's Cost of Living Emergency Fund
Main Funding Programme	Combined Authority's Gainshare Allocation
Current Forecast Project cost	£3 million to May 2024
Funding Applied from the Combined Authority	Indicative approval sought of £3 million Nov 2022 to May 2024 of which: <ul style="list-style-type: none"> £1 million is a phase 1 expenditure approval for Nov 2022 to April 2023 and £2 million is phase 2 expenditure for May 2023 to May 2024
Other public sector funding amounts and sources	£0

Our region's most pressing economic concern – and indeed a key downside risk to the national economic recovery - is the cost of living crisis. At the same time, our voluntary and community sector - which is central to providing practical support to our most disadvantaged communities, is experiencing falling donations and increasing demand for its support and services.

The Mayor and Leaders therefore proposed at the end of August to utilise gainshare to establish an emergency Fund which would enable WY LAs to work with their established VCSE sector partners to provide additional emergency support to our most economically disadvantaged and vulnerable groups.

The support provided will be delivered through established West Yorkshire Authority networks of voluntary and community and social enterprise sector organisations (the VCSE sector).

This proposed scheme responds to the cost of living crisis by providing funds from 01 November 2022 to directly help those most adversely affected by rapid inflationary pressures and at risk of economic exclusion, namely those in workless households and those in in-work poverty. In the longer term, by helping West Yorkshire people to remain in work, and to move others closer to accessing employment opportunities, the effects of economic scarring resulting from the crisis will be reduced.

The scheme is to be delivered through the gainshare fund.

Business Case Summary

Strategic Case

In March 2021, the Combined Authority endorsed and adopted the Inclusive Growth Framework as a part of the Strategic Economic Framework (SEF). Promoting inclusivity is at the heart of the purpose of the Combined Authority and is embedded in the SEF. The Inclusive Growth Framework aims to shape and influence the national, regional, and local context, as well as policies and funding programmes, to ensure that as many people as possible contribute to, and benefit from, economic growth. As set out in the Economic Recovery Plan, Inclusive Growth is one of two 'golden threads' to drive our plans, and reach our vision of 'a fair, just and lasting recovery for West Yorkshire.

This proposal is central to delivering an inclusive economy, i.e. enabling everyone to benefit from and contribute to the economy. The fund will be targeted to help workless households get closer to the labour market and prevent people in in-work poverty from falling into unemployment.

This project is a key element of the Mayor's emergency response to the cost of living crisis facing all households and employers in West Yorkshire, alongside other flagship interventions such as significantly lowering Bus Fares

It builds on the region's Inclusive Growth Framework and learning from other policy led interventions, such as Liverpool City Region's Households into Work Fund and the national Troubled Families programme.

The Framework recognises that where an individual, household or community faces multiple barriers such as poverty, poor health and inequality, their journey to good work, or remaining in secure but often low paid employment, depends upon foundational steps, such as building confidence and trust as a route to robust physical and mental health.

The proposed scheme aligns strategically with the Mayor's pledge to Support local businesses and be a champion for our local economy in the following ways:

- As an economic sector in its own right, the VCSE employs around 29,700 full time equivalent posts, larger than the finance and insurance industries and which makes up 3.6% of employment across WY. In addition, there are an estimated 121,000 regular volunteers in the region giving their time and energy in support of their communities.
- To be a champion for an inclusive local economy. The region's Inclusive Growth Framework acknowledges the pivotal role of the region's 14,900 VCSE organisations in driving social and economic inclusion.

Economic Case

The financial problems facing our most disadvantaged communities through the cost of living crisis, including the rising cost of heating and food, are being caused by accelerating inflationary pressures, increasing the risk of workless households - and those in in-work poverty - sinking into problem debt.

The core purpose of the fund is to provide economically vulnerable communities with support for foundational things such as food, heating and mental health. The fund will make a meaningful and immediate regional contribution to ameliorating some of the most pressing socially and economically damaging aspects of the cost of living crisis. It may also help VCSE organisations to provide valuable basic skills and training to the target groups, e.g. money and debt management skills.

Supporting the VCSE sector at a time where its services are in increasing demand and donations are also falling in turn supports people from the most disadvantaged communities in the region and helps to increase the resilience of the local economy.

Pro Bono Economics has found that the targeted support provided to communities helps to reduce public spending on health and benefits and raise tax receipts – giving at least a £2 fiscal return on every £1 spent.

Commercial Case

The project will be delivered by our LAs in partnership with their established contracted networks of VCSE organisations as the LAs have longstanding commercial relationships with VCSE sector organisations in their districts that can be scaled up to enable immediate delivery and the VCSE sector is ideally placed to access the hardest to reach communities in need of emergency aid and advice during the cost of living crisis.

Financial Case

It is proposed that the project is delivered over two Phases (Phase One - Nov 22 to April 23; and Phase Two - May 23 to May 2024), with monitoring and evaluations an important facet of this project - both to capture the economic and fiscal impact it is having and to create learning and implement best practice as the project is delivered over its term.

The total scheme costs are £3,000,000 and will be funded from the Gainshare Fund. Phase 1 is £1,000,000 and Phase 2 £2,000,000.

Management Case

Delivery arrangements have been developed in consultation with senior officers in each West Yorkshire LA. Delivery of the proposed support packages will be commissioned locally by the individual LAs through their established local networks of VCSE organisations. These VCSE sector partners are considered to be ideally placed to provide emergency support to the target groups because they know their local residents well and so can quickly identify need, especially those in our most deprived communities that are also hard to reach and seldom heard.

An Emergency Fund Project Board will be established to provide project management, with senior officer representation appointed by each LA and the MCA.

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Project Overview

Project Title	UKSPF - Local Authority Hyper Local Programme
Main Funding Programme	UKSPF
Project cost	£35,037,000
Funding Applied from the Combined Authority	£31,227,000
Other public sector funding amounts and sources	£3,810,000

The UK Shared Prosperity Fund (UKSPF) is the Government’s successor to the ESIF programme, aiming to “build pride in place and increase life chances across the UK” through three investment priorities/pillars.

£31,227,000 of the UKSPF allocation will be allocated to the five local authorities to support local delivery primarily focused on the community and place pillar. Although crosscutting work that requires district level delivery will also be a focus.

This scheme will deliver interventions, outputs and outcomes at a hyperlocal level which will contribute to the West Yorkshire Combined Authority’s UKSPF Local Investment Plan (LIP) between October 2022 and March 2025. Local delivery will be delivered in line with the aims and objectives of UKSPF alongside the regional strategic objectives set out in the West Yorkshire Investment Strategy (WYIS) and the local challenges faced by each Local Authority (LA). The project builds on the infrastructure and partnerships already in place across the region to ensure delivery is effective, successful and timely.

The scheme is to be delivered through UKSPF with some match funding from several of the Local Authorities.

Business Case Summary

Strategic Case

The scheme will be delivered through UKSPF funding and will operate and align with the fund objectives which align with the Governments Levelling Up agenda. The scheme has particular alignment with the communities and place pillar delivering against these objectives, interventions, outputs and outcomes. The scheme also has alignment with the support local businesses and people and skills pillar.

The project will support delivery of three mayoral pledges and priorities and at the heart of all LA’s local strategies are inclusive growth, health & wellbeing and sustainability which contribute to regional and national strategic priorities.

At a regional level there is no existing structures in place to deliver the Communities and Place pillar at a hyperlocal local which means WY LA’s are ideally placed to accept this funding due the infrastructure and partnerships in place at a hyperlocal level and their experience in delivering these types of projects. The existing infrastructure, partnerships in place and thorough understanding of the local area alongside existing systems and processes enables the WY LA’s to add additionality to its existing activity at a hyperlocal level at speed and scale enabling the LIP outputs and outcomes to be achieved in a timely and effective manner. The strong partnerships WY LA’s hold particularly with the voluntary and community sector (VCS) ideally positions them to facilitate building VCS capacity and building safer, stronger communities which are identified as opportunities which will contribute to the delivery of the West Yorkshire LIP.

Each LA has put together a business case which sets out the selected interventions, outputs and outcomes they expect to deliver at a hyperlocal level. Interventions, outputs and outcomes are in line with the West Yorkshire Local Investment Plan (LIP) which was submitted to the UK government for approval summer 2022.

The West Yorkshire LIP identified the need to build VCS capacity, build safe strong communities, support places to thrive and create opportunities for resilient and safe communities. It also identified the unique nature of place in addressing these issues. The delivery of interventions will be measured through outputs and outcomes at a hyperlocal level for each WY LA and are set out in appendices of the LIP. Interventions, outputs, and outcomes metrics, set out by Government, are in place which enables the project's success to be clearly measured and evidenced

Economic Case

3 options are appraised at a programme level – BAU (do nothing), do minimum (Smaller LA allocation with centralised Communities and Place Fund) and additional option (Allocation of funding to West Yorkshire LAs) with the additional option being the preferred option.

The UKSPF West Yorkshire Local Partnership 'Advisory' Group (LPG) will monitor and ensure successful delivery and that the interventions will deliver the outputs and outcomes set out in the LIP.

Commercial Case

The scheme will be delivered through a mixture of methods which includes internal delivery and procurement with levels varying between each LA.

It is anticipated a large parts of the funding will be procured. A mixed approach will be taken where activities will be delivered internally and procured to external providers.

The region has a strong and vibrant third sector providing a range of services and activities across the region. Due to their location within communities, their relationship with residents and expertise in the services they provide they are ideally situated to achieve the outputs and outcomes identified.

Procurement across each LA takes place within the Public Contracts Regulations. Established governance processes and contract standing orders are in place at each LA which meet the PCRs alongside the requirements of each LA.

A funding agreement will be put in place with each LA.

Financial Case

£30,000,000 plus management fees of £1,227,000 of the UKSPF allocation will be allocated to the five local authorities to support local delivery primarily focused on the community and place pillar as follows:

- Bradford £7,578,145 + £303,126 management fee.
- Calderdale £2,764,079 + £137,563 management fee
- Kirklees £5,824,858 + £232,994 management fee
- Leeds £9,393,538 + £375,742 management fee
- Wakefield £4,439,380 + £177,575 management fee
- Total £30,000,000 + £1,227,000 management fee

The Combined Authority's contribution is £31,227,000 from UKSPF.

Note: the allocation and final approval of UKSPF funding is subject to Government approval of the West Yorkshire Local Investment Plan due late October/early November 2022.

£3,810,000 match funding is also being provided by the LAs.

The total scheme costs are £35,037,000

The capital and revenue split has been set by the Government for UKSPF within their methodology.

As funding is being sought from UKSPF from an agreed funding formula, for factors such as for inflation or increased cost the only contingency which can be considered is scaling back activity, which may have an effect on outputs and outcomes. The change control process to mitigate the risk of clawback will be monitored in line with the Governments requirements with reporting mechanisms and change control processes set out within the Funding Agreements to be put in place

Management Case

4Overall programme management for the £68m Fund is led by the Combined Authority who are the designated Lead Authority by Government.

Oversight of performance at West Yorkshire level will be through the UKSPF West Yorkshire Local Partnership 'Advisory' Group – the WY LPG – that will report to WYCA's Finance, Resources and Corporate Committee (FRCC) of the Authority and ultimately to the Combined Authority.

At a local level, programme management arrangements are in place. Each LA has extensive programme management experience of delivering externally funded programmes with assurance processes in place – who will report to the Combined Authority on a quarterly basis.

Monitoring processes and procedures will be established in line with guidance from WYCA to meet the reporting requirements of UKSPF and in line with the Funding Agreement(s) which will be put in place by the Combined Authority and the Local Authority's. These will monitor the progress against the interventions, outputs, and outcomes of the project for each LA.

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Project Overview

Project Title	West Yorkshire Innovation Support Programme
Main Funding Programme	Gainshare Investment Priority 1 - Good Jobs and Resilient Businesses
Current Forecast Project cost	£6,934,126
Funding Applied for from the Combined Authority now	£5,550,376
Private sector funding amounts and sources	£1,383,750 SME Match

The scheme is a three year programme to provide innovation support to small and medium sized enterprises (SMEs) to improve their business operations, products, processes and services through innovation voucher scheme, targeted strategic grants, Mayor's Innovation Prize competition and West Yorkshire Innovation Festival.

Business Case Summary

Strategic Case

The programme supports the Strategic Economic Framework (SEF) the West Yorkshire Innovation Framework, the Healthtech strategy and the Business productivity and resilience Institutions. The West Yorkshire innovation strategy is addressed through support for Good Jobs and Resilient Business priority.

The scheme supports the Mayor's pledge to support local businesses and increase Research and Development (R&D) and innovation activity in the region. The new innovation programme will do this directly, through innovation finance provision, and indirectly by convening and facilitating the wider ecosystem via the West Yorkshire Innovation Network (WYIN).

The service has been developed in partnership with the West Yorkshire Innovation Network to complement existing innovation and business support in the region. The approach builds on learning from previous regional innovation support programmes, including Access Innovation and Connecting Innovation.

Innovation through creating, improving or utilising new products, processes, or services is well evidenced as being central to improving productivity, economic growth and prosperity. In West Yorkshire however, we have low levels of innovation activity evidenced by a) low levels of business R&D investment, b) low levels of engagement between SMEs and Higher Education institutions to drive knowledge transfer and c) low levels of applications to UK innovation funding competitions and regional grant funds.

The Leeds City Region Business Survey consistently identifies the following barriers and challenges to undertaking innovation including access to finance; awareness of market opportunities; time and opportunity to innovate.

There is a wealth of innovation support already available in the region. However, businesses (particularly SMEs) lack the time available to navigate innovation support and understand what is available to them and how to access it. This programme is designed to help those businesses understand and take full advantage of the support available. The programme also provides some targeted innovation funding for those areas where the challenge is more acute. This includes SME innovation vouchers and addressing wider issues such as the net zero and Mayoral Innovation Prize. As set out previously, the challenge in West Yorkshire is increasing the appetite for innovation by industry and therefore increasing engagement levels with innovation support.

Economic Case

The following factors were considered in the decision to move straight to an identification of short-listed options:

The service has been developed in the context of Combined Authority's delivery of a succession of innovation programmes over the last six years and the teams involved in these closely involved in the development of this new provision.

There is evidence to demonstrate that grant funding to stimulate innovation is effective. Independent research has found:

- R&D grants, loans and subsidies can positively impact R&D expenditure
- R&D grants, loans and subsidies can positively impact productivity, employment or firm performance (profit, sales or turnover)
- R&D grants, loans and subsidies are more likely to improve outcomes for small to medium-size companies than for larger ones

Evaluation of the Northern Ireland innovation voucher scheme indicated that many beneficiaries had not innovated previously and had no links to knowledge providers before engaging with the programme. The programme also supported businesses that had innovated previously and had existing links to knowledge providers. For these businesses, the programme encouraged and de-risked further innovation activity. Notably, the vast majority of beneficiary businesses employed fewer than 10 people, and 30-40% had no turnover at the time of application. The programme therefore supported large numbers of small, and often pre-start-up, businesses that are not eligible for other support.

Innovation is a key priority for the Combined Authority and this programme aligns with the strategic ambitions set out within the Innovation Framework.

Commercial Case

Most of the activity will be delivered by the Combined Authority. The Combined Authority has an experienced grants team and processes to deliver grants efficiently, existing relationships with the market and experience of communications and marketing. There are a number of areas where expertise will need to be commissioned to access private sector and/or academic expertise:

Strategic innovation grants

As with the current programme, a call off framework will be utilised to benefit from sector specific expertise on the strategic grants to provide a technical appraisal of the proposed innovation.

Innovation vouchers

Due to the volume of transactions it is anticipated that innovation vouchers could be administrated by a third party, with management and direction from Combined Authority's staff.

Challenge competitions

The Mayoral Innovation Prize Pilot is procured. Lessons learnt from this will inform the future procurement plan.

West Yorkshire Innovation Festival

Events management support will need to be commissioned as part of the delivery of the festival. The West Yorkshire Innovation Forum 2022 has recently procured events management support and lessons learnt from this will feed into future procurement plans.

Financial Case

The total scheme cost is £6,934,126. This scheme will be funded by £5,550,376 from Gainshare by the Combined Authority and £1,383,750 from SME match.

Management Case

The Combined Authority's Business Economy and Innovation Committee (BEIC) and West Yorkshire Innovation Network will be engaged throughout the development of this programme to ensure the offer continues to meet business needs and align with the rest of the offer. Both groups have to date informed the design of the programme and the Business Economy and Innovation Committee is fully supportive of its progression to delivery, as confirmed at its July 2022 meeting.

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Project Overview

Project Title	Business West Yorkshire
Main funding programme	Gainshare Investment Priority 1 - Good Jobs and Resilient Businesses
Current Forecast Project cost	£5,298,920
Funding Applied for from the Combined Authority	£4,573,426
Other public sector funding amounts and sources	£725,494 total contributions from West Yorkshire Local Authorities towards Growth Manager salaries

The scheme will support 9,000 Small and Medium Sized Enterprises (SMEs) across West Yorkshire over three years to improve productivity, increase resilience and achieve growth.

The scheme is requesting £4,573,426 of gainshare funding for Investment Priority 1 - Good Jobs and Resilient Businesses to provide a comprehensive account management, brokerage, and specialist advice service to SMEs across West Yorkshire. The new service will be an evolution of the existing Business Growth Service which has facilitated support to over 20,000 SMEs since April 2015.

Business Case Summary

Strategic Case

The West Yorkshire Combined Authority's Strategic Economic Framework Investment Priority 1 is supported by the scheme which is designed to boost productivity by helping businesses grow and invest in the region and their workforce, driving economic growth, increasing innovation, and creating jobs.

The scheme will help to achieve the Mayoral Pledge to "support local businesses and be a champion for our regional economy".

The programme is a central component of delivering Investment Priority 1 of the West Yorkshire Investment Strategy in relation to Good Jobs and Resilient Businesses and will add value to the delivery of economic recovery in West Yorkshire by supporting businesses to:

- Create new jobs
- Invest in growth and innovation through the adoption of new and proven technology
- Promote good work as a positive way to improve productivity
- Increase resilience
- Make supply chains more resilient
- Increase digital and innovation driven entrepreneurialism

The Government recognises that local economies are reliant on strong businesses to provide sustainable private sector-led growth and job creation. The role of Growth Hubs is to provide and deliver locally, free access to national and local advice and support.

Economic Case

The Business West Yorkshire proposal has been developed to support economic growth, productivity, and resilience through the provision of a comprehensive account management and brokerage service to Small and Medium Enterprises (SMEs) across West Yorkshire. The proposal has been developed within the context of the successful direct delivery of the Growth Service since

2015. Business West Yorkshire proposes an evolution of the service which provides continuity for SMEs at a time of significant economic challenges and uncertainty.

The Growth Service has been subject to an independent evaluation each year since 2015. Business satisfaction rates continue to rise, and independent evaluation activity shows strong links to economic growth, productivity, and resilience. The economic impact evaluation carried out in 2021 found that the service had created £89.7 million GVA (Gross Value Added), equating to £21.57 for every pound of expenditure.

In the short list of options developed for the scheme there is a 'do nothing' option alongside two core options that have been considered - one with limited changes to the current model, and one which builds extra flexibility and capacity into the service and links closely to wider Combined Authority activities which support increased reach and awareness through branding, systems, and online channels.

A cost per output has been calculated for both the preferred option and option 2 (business-as-usual). The preferred option's cost per output is £151 per SME signposted to support, and £2,045 for those receiving at least 3 hours of support from a Growth Manager. This is compared to option 2 which presents a cost per output of £180 per SME signposted to support, and £2,134 for those receiving at least 3 hours of Growth Management support. Moreover, the preferred option offers greater value for money in terms of economies of scale.

Commercial Case

This is a Combined Authority programme, and the key elements of the service will be delivered by the Combined Authority and Local Authority partners. The consultancy elements of the programme will be externally contracted, following the Combined Authority's procurement processes ensuring good value is achieved.

The following elements will be procured:

- Specialist support
- Independent interim and final evaluation of the service
- Additional programmes to fill gaps in business support provision

There is a developed market of specialist consultants within West Yorkshire. The previous two programmes have been evaluated and there are strong providers of evaluation services of this nature within West Yorkshire.

Inclusive growth and supply chain benefits will be realised through the Combined Authority's standard procurement processes which require social value to be a core, quality criteria in tender evaluation.

Consideration to minimise risk and increase flexibility will be given to the length of the specialist support contract. It is envisaged that the specialist support will be tendered annually to reflect the current economic climate and business demand.

Financial Case

The proposal is for the Combined Authority to assume financial responsibility for the provision of business services within the region in conjunction with our Local Authority partners. This model moves away from a reliance on uncertain central government funding which has been significantly cut in recent years. The intention is to apply for further, ongoing funding to enable the continuity of this core business support infrastructure over the long term, with the intention of retaining core delivery staff.

Gainshare is a 3-year fund, so in the first instance the scheme seeks to secure funding for the next three years. The service will be subject to continuous review and evaluation and will seek the earliest opportunity and funding stream to secure a longer term future for the service.

Finances are based on the current, successful delivery model, including the financial contribution from the Local Authorities. The small increase in costs in the 'Preferred Way Forward' is to provide

the flexibility to ensure the programme can respond to future economic challenges and shocks and to fill gaps in support.

Local Authorities will contribute 25% of the salaries of the Growth Managers in their districts (with 75% provided by the Combined Authority).

The total scheme cost is £5,298,920

The contribution being sought from the Combined Authority Gainshare Funding is £4,573,426.

The remainder £725,494 will be funded by West Yorkshire Local Authorities.

Management Case

The Combined Authority has a track record of successfully delivering the Growth Service and is considered an exemplar Growth Hub by the Department for Business, Energy, and Industrial Strategy.

Other delivery partners involved are the West Yorkshire Local Authorities which will directly employ the Growth Managers and will contribute 25% of the salaries of the Growth Managers in their districts. Service Level Agreements will be renewed with each district setting out the role of the Growth Managers, the expectation of them, and their targets for the year.

The Programme Management Team is led by the Programme Lead (Business Productivity) who reports into the Head of Business Support. The Senior Service Manager reports into the Programme Lead and is responsible for the overall management of the service. Between the Programme Lead and Senior Service Manager it will be ensured that the service continually meets the needs of West Yorkshire.

Business West Yorkshire will report to the Combined Authority's Business, Economy and Innovation Committee each quarter to update on performance, intelligence and to seek input into the development of new initiatives; progress will be reviewed by the quarterly Economic Services Programme Performance Group; Key Performance Indicators (KPIs) for the scheme will be part of the overall KPI monitoring process.

The current Growth Service Steering Group, comprised of Local Authority representatives, will be refreshed for Business West Yorkshire to provide senior level overview of performance.

A Risk Register details the owners of any risks associated with the scheme and will be managed by the Programme Lead and Senior Service Manager; key risks from the register will be included in the Economic Services risk register and reviewed by the Programme Performance Group.

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Project Overview

Project Title	Employment Support West Yorkshire
Applicant Organisation	West Yorkshire Combined Authority
Main Funding Programme	Gainshare funding for Investment Priority 2 - Skills and Training for People.
Current Forecast Project cost	£12,023,833
Funding Applied from the Combined Authority	£12,000,000
Other public sector funding amounts and sources	£23,833

The Employment Support West Yorkshire programme will provide support and advice and the opportunity to gain skills to 7,700 people of all ages, to help them move closer to, enter or return to the labour market and / or gain the skills needed to move towards work, or to progress within their current work. The programme will also pilot new local activity to support young people to access skilled well paid green jobs.

The programme is being developed in collaboration with West Yorkshire's five partner councils. Each partner council will deliver activities from April 2023 to March 2025, which meet local needs.

Activities on offer will include digital skills training, supporting participants to use modern job search techniques, employability skills training, work related literacy and numeracy support, careers information, effective interview techniques, job, sector-specific and/or vocational training including nationally recognised qualifications that are in demand with local employers. The programme will also offer housing, childcare or other specialist advice, for example drugs and alcohol, or signposting to relevant organisations and budgeting and debt advice.

The scheme will be funded from the gainshare funding for Investment Priority 2 - Skills and Training for People.

Business Case Summary

Strategic Case

The Employment Support West Yorkshire programme closely aligns to multiple local and national priorities and policies including, the Adult Education Budget Strategy, West Yorkshire Investment Strategy (WYIS) and West Yorkshire Climate and Environment action plan (2030). The programme also aligns to three Mayoral pledges:

- Prioritise skills and training to ensure everyone has the skills they need to secure work
- Create 1,000 well paid, skilled, green jobs for young people
- Tackle the Climate Emergency and protect our environment

The Employment Support West Yorkshire programme closely aligns to the Combined Authority's Employment and Skills Framework (part of the Strategic Economic Framework). It will support the Framework's 'accessing and progressing in good work' priority which has the ambition that 'everyone has the skills to be able to access good work and is supported to take up training in the workplace that enables progression and development of transferable skills.'

The programme will support 7,700 people to access support and advice to move them closer to, or return to the labour market, with a particular focus on participants from under-represented groups. This will include more people being supported who are not in education or employment (NEET), are

inactive or unemployed and more people gaining skills and qualifications that address barriers to work.

Economic Case

In West Yorkshire, there are 333,000 people considered inactive, 72,670 benefit claimants and 11,000 job postings / vacancies, compared to 4,000 before the Covid-19 pandemic.

The Employment Support West Yorkshire programme will provide support and advice and the opportunity to gain skills to 7,700 people of all ages. This support will help them move closer to, enter, or return to the labour market and / or gain the skills needed to move towards work, or to progress within their current work. The programme will also pilot new local activity to support young people to access skilled well paid green jobs.

The programme will be reviewed regularly so it can respond to emerging needs, identified, through the pilots and any new national initiatives.

Commercial Case

The programme has been developed in partnership with the five West Yorkshire partner councils and builds on past experience and learning from delivering other employment and skills programmes. The Combined Authority will be responsible for the contract management of the programme with partner councils procuring services required, in line with public sector procurement procedures.

Financial Case

The total scheme costs are £12,023,833. The Combined Authority's contribution is £12,000,000 from the gainshare funding allocation for Investment Priority 2 – Skills and Training for People. Leeds City Council will fund the remaining £23,833, as its operating costs are more than its gainshare allocation.

The Combined Authority will enter into funding agreements with each of the partner councils, subject to the approval of this business case.

Management Case

The Employment Support West Yorkshire programme has been developed in consultation with the five West Yorkshire partner councils, to respond to local needs. The Combined Authority and partner councils have considerable experience of delivering employment and skills programmes and the programme has been developed based on learning and best practice from the delivery of these programmes.

The Combined Authority will be responsible for managing the programme and the Combined Authority's Employment and Skills Committee will have overall responsibility for oversight of the programme and will receive regular performance updates.

Project Overview

Project Title	TCF Huddersfield Bus Station
Main Funding Programme	Transforming Cities Fund (CRSTS)
Current Forecast Project cost	£19,995,380
Funding Applied from the Combined Authority	£18,995,380
Other public sector funding amounts and sources	£1,000,000 – Kirklees Council

The scheme will refurbish and modernise the interior and exterior of Huddersfield’s bus station and construct a modern statement canopy entrance that will extend the waiting area into a pleasant area of public realm and incorporate a secure cycle hub to encourage sustainable travel and access to the bus network. The design will be inclusive, more spacious, and safer, to increase customer satisfaction.

The scheme is funded through the Transforming Cities Fund.

Business Case Summary

Strategic Case

There is a comprehensive evidence base to support investment in Huddersfield Bus Station. The scheme addresses many of the policy goals of Kirklees Council, and in particular those highlighted in the Council’s adopted Local Plan and the Huddersfield Blueprint which promotes a decade of ambition for the Town Centre. The evidence base contains detailed assessments of the challenges, needs and opportunities that the scheme is seeking to address, and which have been used to define the objectives.

There is a barrier to sustainable travel in Huddersfield caused by an unattractive bus station offer in addition to poor access for pedestrians and cyclists, preventing journeys using walking, cycling and bus routes. The bus facility is in a poor air quality area and fails to address social inequality and high levels of deprivation in Huddersfield. Huddersfield Bus Station TCF Scheme is comprised of two parts: bus station refurbishment, and a new Station canopy, cycle hub and public realm improvements (Kirklees Council led).

A new modern bus station will attract new bus users, encourage former users to return, and retain them. Engagement through the TCF Programme with public, councillors and staff show demand for this scheme and feedback on the proposals was positive with 64.3% rating them as ‘very good’ or ‘good’.

Improving facilities including wayfinding, signage, on demand audio navigation, and the provision of a Changing Places facility and contemplation room will encourage an inclusive and improved offer. Making the bus experience more attractive through station improvements will boost sustainable growth and travel.

The bus station improvements will include for the introduction of an enhanced food, drink and retail offer in a safe and more secure high quality family friendly environment. The delivery of the cycle hub is vital with this delivering good transport and active travel benefits.

Economic Case

A series of options for the project were developed through options workshops with stakeholders to consider key issues and how these could be overcome. These workshops ensured that a full list of potential options was generated to directly address identified issues and achieve a high quality design that also fulfilled the Transforming Cities Fund objectives. The full long list of potential

options was prioritised and were appraised against Critical Success Factors and scheme objectives to produce a short list of four options. Due to rising costs the four options were later reviewed in detail as part of a value engineering exercise to reduce costs and produce a final shortlist of four options with key stakeholder engagement. The preferred option that has come forward provides the best and most ambitious option to meet the scheme objectives and overcome the issues identified in consultation whilst remaining affordable.

The benefit cost ratio for this scheme has been calculated at 1.91:1 representing medium value for money.

Commercial Case

A procurement strategy has been developed for Huddersfield Bus Station to evaluate the best approach to procure the required services, supplies, or works for the scheme. It is proposed to retain two separate projects for the delivery, the final procurement strategy is to be concluded at the next decision point. The Combined Authority intends to enter a fixed price contract to minimise the risk of additional cost and provide greater cost certainty for their project. Early contractor involvement and other measures will be adopted to mitigate price increases due to inflation and to ensure affordability is maintained.

Financial Case

The estimated total scheme cost has been calculated as £19.995 million comprising the two elements of bus station refurbishment project £12.547 million and the new canopy construction, cycle hub and public realm project of £7.448 million. These costs include contingency funding, a risk allowance, and an allowance for inflation.

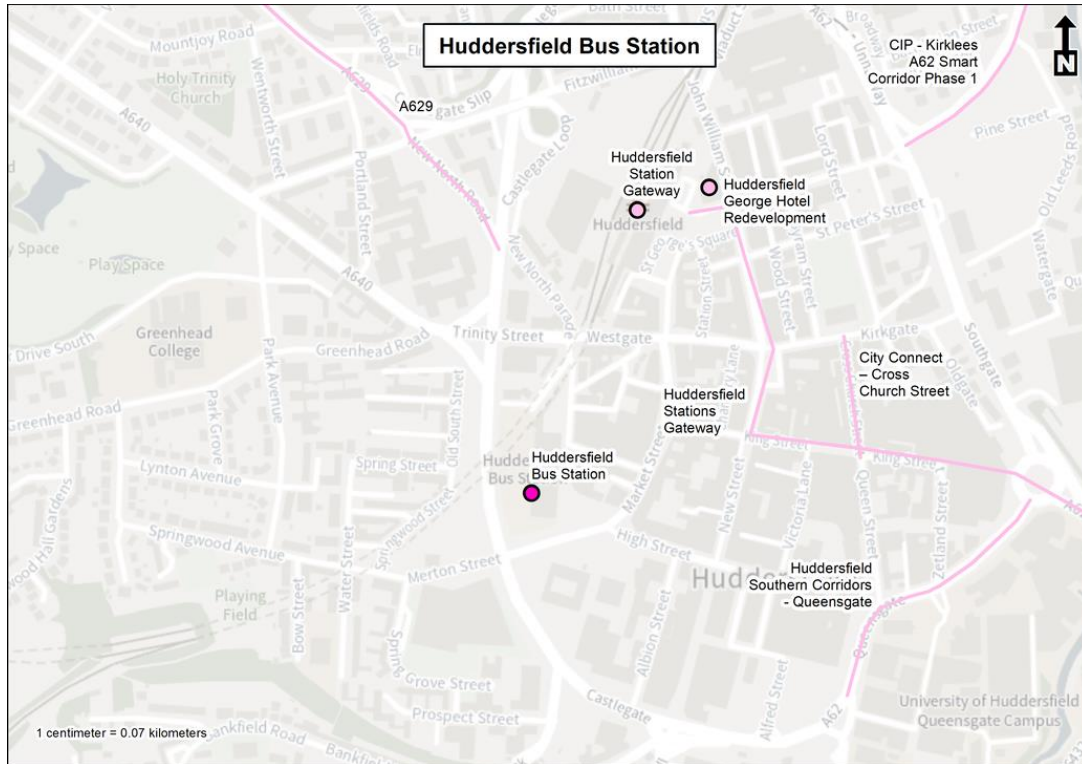
The scheme is proposed to be funded by the West Yorkshire Combined Authority with a proposed £1million of match funding from Kirklees Council. Detailed surveys will confirm the estimated costs before the scheme comes forward at full business case.

Management Case

This scheme will be managed by West Yorkshire Combined Authority using established project management methodology in collaboration with Kirklees Council who will lead on the canopy construction element. There is a strong track record of delivering similar projects such as Castleford Bus Station refurbishment in 2015 and Leeds Bus Station refurbishment in 2022. The governance arrangements are established for this scheme with both project and programme boards. The scheme is expected to commence delivery in spring 2024 and be completed by winter 2025.

Location Map

The following map shows the location of the TCF Huddersfield Bus Station scheme:



Please note, depending on the level of scheme development, the location and scope of the schemes indicated here are indicative only.

For further information on Combined Authority schemes across the Leeds City Region, please refer to: <https://www.westyorks-ca.gov.uk/growing-theeconomy/leeds-city-region-infrastructure-map>

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Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: **Governance: Representation on Outside Bodies**

Director: Angela Taylor, Director, Corporate and Commercial Services

Author(s): Angela Shearon, Governance Services Manager

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:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this Report

- 1.1 To note the thematic split of roles of the Deputy Chairs of the Transport Committee.
- 1.2 To consider West Yorkshire Combined Authority (Combined Authority) representation to the TfN Scrutiny Committee and East Coast Main Line Authorities.

2. Information

- 2.1 The Combined Authority is represented on a number of outside bodies. The appointments approved at the Combined Authority's Annual Meeting on 23 June to **Transport for the North** (TfN), the statutory Sub-National Transport Body, are as set out in the attached **Appendix 1**.
- 2.2 At the date of the Annual Meeting, appointments to both the TfN Scrutiny Committee and the Consortium of East Coast Main Line Authorities were outstanding pending agreement on the portfolios of the two Transport Committee Deputy Chairs.

Deputy Chairs of Transport Committee

- 2.3 The role and duties of the Deputy Chairs of Transport Committee were set out in the role profile agreed at the Annual Meeting of the Combined Authority in June. The thematic split of roles for the 2022/23 municipal year have been agreed as follows:

Deputy Chair	Thematic Roles
Cllr Peter Carlill	Active Travel Buses Decarbonisation
Cllr Manisha Kaushik	Mass Transit Rail Transport capital programmes

- 2.4 Each Deputy Chair will support the Mayor and Chair of Transport Committee on these thematic areas. This will include attending / leading relevant industry engagement groups, member working groups and forums as appropriate. It is recognised that there needs to be good integration and alignment between these thematic areas and so it is expected that each Deputy may attend meetings on, and be party to, the work across all the themes, including Local Transport Plan development.
- 2.5 In the context of the above, the Combined Authority are now asked to consider appointing the following members to the outstanding appointments to TfN and East Coast Main Line Authorities (also highlighted in yellow on the attached appendix):

TfN Scrutiny Committee

Representative: Councillor Manisha Kaushik

Substitute: Councillor Peter Carlill

Consortium of East Coast Main Line Authorities

Representative: Councillor Manisha Kaushik

3. Tackling the Climate Emergency Implications

- 3.1 There are no climate emergency implications directly arising from this report.

4. Inclusive Growth Implications

- 4.1 There are no inclusive growth implications directly arising from this report.

5. Equality and Diversity Implications

- 5.1 There are no equality and diversity implications directly arising from this report.

6. Financial Implications

6.1 None.

7. Legal Implications

7.1 The appointment to the TfN Scrutiny Committee may be an elected member of the Combined Authority or of any of the Constituent Councils of the Combined Authority. It cannot be the TfN Member or their substitute, nor a TfN co-opted Member.

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

10.1 That the Combined Authority note the thematic split of roles of the Deputy Chairs of the Transport Committee as set out in paragraph 2.3 above.

10.2 That the Combined Authority approves the appointments to the TfN Scrutiny Committee and the Consortium of East Coast Main Line Authorities for the municipal year 2022/23 as set out in paragraph 2.5 above.

11. Background Documents

None.

12. Appendices

Appendix 1 - Combined Authority representation on outside bodies 2022/23.

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West Yorkshire Combined Authority Representation on outside bodies 2022/23

Outside Body	Named Representative
TfN Members' Board ¹	Representative: Mayor Brabin Substitute: Susan Hinchcliffe
TfN Scrutiny Committee	Representative: Manisha Kaushik Substitute: Peter Carlill
TfN Rail North Committee	Representative: Susan Hinchcliffe Substitute: Mayor Brabin
TfN General Purposes Committee ²	Representative: Susan Hinchcliffe Substitute: Mayor Brabin
Consortium of East Coast Main Line Authorities ³	Representative: Manisha Kaushik

¹ The City of York Council also appoint to the TfN Board.

² This nomination will be advisory. Nominations are formalised via the TfN Board Annual meeting

³ The City of York Council also appoint to the Consortium of East Coast Main Line Authorities.

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Report to: West Yorkshire Combined Authority

Date: 21 October 2022

Subject: **Minutes for Information**

Director: Angela Taylor, Director of Corporate and Commercial Services

Author: Ian Parr, Governance Services Officer

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:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

- 1.1 To provide Members with details of the minutes of committees and panels, or notes of informal meetings of Members, that have been published on the West Yorkshire Combined Authority's website since the last meeting.

2. Information

- 2.1 The following minutes and notes have been published on the West Yorkshire Combined Authority's website and can be accessed [here](#):

- Economy Scrutiny Committee held on 09 March 22.
- Governance and Audit Committee held on 10 March 22.
- Transport/Infrastructure Scrutiny Committee held on 10 March 22.
- Corporate Scrutiny Committee held on 11 March 22.
- LEP Board held on 15 June 22.
- Transport Committee held on 01 July 22.
- Employment and Skills Committee held on 06 July 22.
- Place, Regeneration and Housing Committee held on 07 July 22.
- Business, Economy and Innovation Committee held on 12 July 22.
- Finance, Resources and Corporate Committee held on 12 July 22.
- Climate, Energy and Environment Committee held on 19 July 22.
- Governance and Audit Committee held on 28 July 22.

3. Tackling the Climate Emergency Implications

3.1 There are no implications directly arising from this report.

4. Inclusive Growth Implications

4.1 There are no inclusive growth implications directly arising from this report.

5. Equality and Diversity Implications

5.1 There are no equality and diversity implications directly arising from this report.

6. Financial Implications

6.1 There are no financial implications directly arising from this report.

7. Legal Implications

7.1 There are no legal implications directly arising from this report.

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

10.1 That the minutes and notes of the Combined Authority's committees and panels be noted.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

None.