

LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD

**MEETING TO BE HELD AT 2.00 PM ON WEDNESDAY, 21 SEPTEMBER
2022
IN COMMITTEE ROOM 1, WELLINGTON HOUSE, 40-50 WELLINGTON
STREET, LEEDS**

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

In accordance with the requirements of the LEP Board Members' Code of Conduct, members have an obligation to review their register of interests before each meeting and to declare any interests.

If an interest has not been entered onto the LEP's register, then members must disclose the interest at any meeting at which they are present and where they have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

3. EXCLUSION OF THE PRESS AND PUBLIC

1. The information contained in Agenda Item 12 and Appendix 1 is exempt under Part 1 Section B paragraph 3 of the Leeds City Region Partnership Access to Information Annex as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of the report as exempt outweighs the public interest in disclosing the information as publication could prejudice current and future decision making.
2. To consider whether or not to accept the officers' recommendation in respect of the above information as set out in paragraph 7.1 of Agenda Item 12.
3. If the recommendation is accepted, to formally pass the following resolution:-

RESOLVED – That in accordance with Part 1 Section B paragraph 3 of the

Leeds City Region Partnership Access to Information Annex, the public be excluded from the meeting during consideration of Agenda Item 12 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4. MINUTES OF THE MEETING HELD ON 15 JUNE 2022

(Pages 1 - 10)

5. GOVERNANCE ARRANGEMENTS

(Led by: Mark Roberts, Lead Officer: Caroline Allen)

(Pages 11 - 14)

6. ECONOMIC UPDATE

(Led by Mark Roberts, Lead Officer: Alan Reiss)

(Pages 15 - 34)

7. ECONOMIC STRATEGY

(Led by: Mark Roberts, Lead Officer: Liz Hunter)

(Pages 35 - 40)

8. MAYOR'S UPDATE

(Led by: Councillor Shabir Pandor)

9. COMMITTEES UPDATE REPORT

(Led by: Mark Roberts, Lead Officer: Myles Larrington)

(Pages 41 - 48)

10. CULTURAL FRAMEWORK

(Led by: Helen Featherstone, Lead Officer: Liz Hunter)

(Pages 49 - 74)

11. DIGITAL UPDATE

(Led by: Mandy Ridyard, Lead Officer: Liz Hunter)

(Pages 75 - 138)

12. ENTERPRISE ZONES PROGRAMME

(Led by: Amir Hussain, Lead Officer: Brian Archer)

(Pages 139 - 146)

For Information

13. MINUTES OF THE COMBINED AUTHORITY HELD ON 23 JUNE

2022

(Pages 147 - 160)

14. MINUTES OF THE COMBINED AUTHORITY HELD ON 22 JULY 2022

(Pages 161 - 170)

15. DATE OF NEXT MEETING

The next meeting will be held on 1 December 2022.

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**MINUTES OF THE MEETING OF THE
LEEDS CITY REGION ENTERPRISE PARTNERSHIP BOARD
HELD ON WEDNESDAY, 15 JUNE 2022 AT COMMITTEE ROOM 1
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Sir Roger Marsh OBE DL (Outgoing Chair)	Leeds City Region Enterprise Partnership
Mayor Tracy Brabin	West Yorkshire Combined Authority
Prof Shirley Congdon	University of Bradford
Helen Featherstone	Yorkshire Sculpture Park
Amir Hussain	Yeme Architects
Professor Simon Pringle	Project Rome
Mandy Ridyard	Produmax Ltd
Mark Roberts (Incoming Interim Chair)	Leeds City Region Enterprise Partnership
Kully Thiarai	Leeds Culture Trust (Leeds 2023)
Andrew Wright	A W Hainsworth Ltd
Beckie Hart (Co-Optee)	CBI
Councillor Susan Hinchcliffe	Bradford Council
Councillor James Lewis	Leeds City Council
Councillor Shabir Pandor	Kirklees Council
Councillor Andrew Waller (Observer)	City of York Council

In attendance:

Tom Riordan	Leeds City Council
Alan Reiss	LEP/West Yorkshire Combined Authority
Brian Archer	LEP/West Yorkshire Combined Authority
Liz Hunter	LEP/West Yorkshire Combined Authority
Angela Taylor	LEP/West Yorkshire Combined Authority
Caroline Allen	LEP/West Yorkshire Combined Authority
Patrick Bowes	LEP/West Yorkshire Combined Authority
Emma Longbottom	LEP/West Yorkshire Combined Authority
Hannah Scales	LEP/West Yorkshire Combined Authority

1. Comments from the Outgoing Chair

The outgoing Chair gave some personal reflections on the achievements of the Board to date and the importance of its role going forwards and thanked the Board for their support during his nine-year tenure as Chair of the Leeds City Enterprise Partnership Board.

Members of the Board expressed their appreciation for all that the Chair had

done during his time and the personal support he had provided and wished him well for the future.

Sir Roger Marsh left his position as Chair of the meeting at the end of this item.

2. Membership of the Leeds City Region Enterprise Partnership Board

For the purposes of transparency, the Director of Strategy, Communications and Policing noted at this point that Mark Roberts would be declaring a personal interest and a disclosable pecuniary interest in this item and therefore would not take part in the discussion or vote (specifically in relation to matters forming parts of the recommendation 10.2, 10.4 and 10.5).

The Board considered a report of the Director of Corporate and Commercial Services. It was reported that there is currently a vacancy for the role of LEP Diversity Champion as a consequence of Kate Hainsworth standing down from the Board. Given the importance of this role the Board was asked to authorise the interim Chair to confirm this appointment in advance of the next LEP Board meeting if possible.

Resolved: That the LEP Board:

- (i) Notes the local authority representatives and substitutes appointed to the LEP Board set out in Appendix 1 of this report.
- (ii) Confirms the current private sector representatives on the LEP Board as set out in Appendix 1 of this report and agrees to extend the terms of office for Mark Roberts and Mandy Ridyard, each for a further three years to 30 June 2025 and 30 September 2025 respectively.
- (iii) Authorises the LEP Deputy Chair to commence a recruitment process for the three private sector LEP Board vacancies in consultation with the LEP Chief Executive, noting that a bespoke procedure may be put in place given the transitional arrangements.
- (iv) Notes the current vacancy for the LEP Chair and confirms the continuing term of office for Mark Roberts as private sector Deputy Chair to act as interim Chair pending recruitment to that role.
- (v) Confirms its agreement to remunerate the role of interim Chair pending recruitment to the role of Chair, such remuneration to be calculated on a pro-rata basis of the remuneration previously set for the role of Chair of the LEP Board up to a maximum of three days per week as agreed with the Managing Director and Chief Executive of the LEP.
- (vi) Appoints Beckie Hart of the CBI as the Business Representative Organisation representative and co-optee on the LEP Board, with a term of office to the next LEP Board Annual Meeting and appoints Barney Mynott of the FSB as the named substitute.

- (vii) Confirms Mandy Ridyard as the member of the LEP Board to represent and engage with the SME business community as SME Champion.
- (viii) Confirms Mark Roberts as the Chair of the Business Communications Group.
- (ix) Authorises the LEP Deputy Chair to appoint a LEP Diversity Champion to the Board.
- (x) Agrees that Partner Council Observer representative should continue to be invited to attend LEP Board meetings.

3. Apologies for Absence

Apologies for absence were received from Kamran Rashid and Councillors Denise Jeffery and Tim Swift.

4. Declarations of Interest

In accordance with the requirements of the LEP Board Members' Code of Conduct, Members were reminded of their obligations to review their individual register of interests before each LEP Board meeting and to declare any interests.

Mark Roberts declared a disclosable pecuniary interest in item 2 and a personal interest in item 9 and 10 in relation to recommendation 10.2 and item 10.

5. Exclusion of the Press and Public

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

6. Minutes of the meeting held on 31 March 2022

Resolved: That the minutes of the meeting held on 31 March 2022 be approved.

The Interim Chair expressed his personal thanks to Sir Roger Marsh and other outgoing members of the LEP Board, Rashik Parmar MBE, Kate Hainsworth and Sandy Needham for their time and input as members of the Board.

Thanks was also given to Governance Services for facilitating LEP Board meetings.

7. Future Arrangements for the Leeds City Region Enterprise Partnership

The Director of Strategy, Communications and Policing presented the Future Arrangements for the Leeds City Region Enterprise Partnership report to the Board.

The Interim Chair noted that the feedback from the LEP Board 'Away Day' was incorporated in the following ways:

- The role of the LEP should remain focused on the business community and be predominantly comprised of diverse private sector representatives and businesses.
- Considerations regarding the role of the new LEP Chair.
- Maintaining the LEP strategic role, particularly in relation to external partnerships.
- Formal LEP Board meetings will take place four times a year to provide opportunity for more informal workshop style sessions.
- Involvement of the wider LEP 'family' i.e. members of the Combined Authority Thematic Committees, in regular informal workshops will provide more diverse voices in the business of the LEP.

It was also noted that once the integration plan is agreed further work is to be done to fully incorporate comments and suggestions such as:

- Considering how membership may be broadened over time to improve representation.
- How business facing products are communicated more effectively.
- How the visibility of the LEP is increased with the business community.
- Further developing the induction process for new members

The Head of Legal and Governance Services clarified in relation to paragraph 2.9 of the report, that the Board may not need to nominate a representative to both the Northern Transport Acceleration Council and the Department for International Trade's Investment Trade Advisory Group as it is understood that these nominations are potentially linked to the NP11 Charing arrangements. Clarification will be sought and reported back to the Board as appropriate.

The Board asked several questions relating to the following:

- The preventative health agenda.
- Metrics on how much the LEP is engaging with representative SMEs.
- The influence that the LEP will have in relation to decision making and policy.
- Attendance of the Combined Authority Inclusivity Champion at LEP meetings.

Resolved:

- (i) That LEP Board members note the content of the paper and the proposed future arrangements for the LEP.
- (ii) That members considerations and comments are noted on the draft Integration Plan.

8. **Nomination to the West Yorkshire Combined Authority and its Committees and Appointments to Outside Bodies**

The Interim Chair presented the report to the Board and updated the Board verbally on changes to membership on committees as a consequence of the current vacancies on the LEP Board itself.

In respect of the recommendations before the Board:

In relation to the recommendation at 10.1 it was noted that expressions of interest needed to be sought for a Substitute LEP Member on the Combined Authority and the Interim Chair sought authority from the Board to nominate a Substitute.

In relation to the recommendation at 10.2 the following changes to Appendix 1 were put forward to the Board at the meeting:

- Employment and Skills Committee – Shirley Congdon to be nominated to the committee and the role of Deputy Chair.
- Transport Committee – Mark Roberts to stand down and Amir Hussain to be nominated as the LEP Board voting member.

The Interim Chair also updated the Board on the outcome of the recent recruitment exercise for new private sector members on the Combined Authority's committees. Proposals were tabled at the meeting as a supplementary appendix 2 to the report in relation to the recommendation at 10.3.

It was highlighted that 50 applications were received for roles on the committees which reflected how positively the LEP is perceived in the region. From the 50 applications, 24 nominations for appointments were being put forward to the Board. These appointments if agreed would improve the diversity on committees with female representation increased to 40% and BAME representation at 20%. The Interim Chair stated that there is more work to be done to increase representation but progress is being made and that should be celebrated.

The Board expressed their thanks to all officers and members involved in the recruitment process.

Resolved:

That the LEP Board:

- (i) Nominates Mark Roberts to be the LEP Member on the Combined Authority and authorises the interim Chair to nominate a Substitute LEP Member on the Combined Authority.
- (ii) Confirms its current nominations for private sector LEP Board membership (and roles of Deputy Chairs) on the Combined Authority's

committees as set out in Appendix 1 subject to the following:

- Employment and Skills Committee – Shirley Congdon to be nominated to the committee and take the role of Deputy Chair.
 - Transport Committee – Mark Roberts to stand down and Amir Hussain to be nominated as the LEP Board voting member.
- (iii) Nominates private sector representatives to committees to be appointed by the Combined Authority at its Annual Meeting, in accordance with Appendix 1 of the report and the proposals in relation to new private sector representatives as tabled at the meeting (Appendix 2).
- (iv) Nominates Mark Roberts to be a member of TfN's Partnership Board to be re-appointed at the TfN annual meeting, together with Amir Hussain as a substitute, noting that TfN current practise is to co-opt the LEP's representative on the Partnership Board to the TfN Board.
- (v) Notes that the Interim Chair will attend any meetings of external bodies and represent the LEP on other bodies or Boards as required where the role falls to the LEP Chair.

9. Governance Arrangements and Annual Accountability Reports

The Head of Legal and Governance Services presented the report to the Board.

Approval was sought from the Board to retain the current governance arrangements for the LEP Board as it is recognised the Board is moving to a new model and new governance arrangements will be needed in due course.

It was highlighted that when reference is made in the documents to 'the Chair' it is read as 'the Interim Chair' to enable these procedures to continue during the transitional period.

Resolved:

That the LEP Board:

- (i) Agrees that the LEP Constitution, Procedure Rules and wider governance arrangements are retained in their current form until such time as the Integration Plan is approved and implemented and revised governance arrangements are adopted subject to (ii) below.
- (ii) Agrees that pending recruitment of a LEP Chair, and in recognition of the need for the Deputy Chair to act as Interim Chair, that where the Constitution and Procedure Rules make reference to the 'Chair' this should be read as including reference to the 'Interim Chair'.
- (iii) Notes that no complaints or concerns have been raised this year about

the LEP (nor about any member of the LEP Board) under the LEP's complaints procedure, the Combined Authority's complaints policy (or the Whistleblowing Policy).

- (iv) Notes that no grant applications were received that were required to be considered under the conflicts of interest arrangements in place during 2021-2022.
- (v) Agrees that the scope of the Conflicts of Interest Policy and Protocol be extended to non-voting co-optees on Combined Authority committees and recommends this version to the Combined Authority.

10. Remuneration and Expenses Scheme and Annual Summary

The Head of Legal and Governance Services presented the report to the Board.

In response to a query from the Mayor in respect of the childcare element in the Dependent Carer's expenses section of the Scheme, the Head of Legal and Governance Services agreed to review that aspect and to update the Board at a future meeting.

Resolved:

That the LEP Board:

- (i) Adopts the LEP Board Members' Remuneration and Expenses Scheme for 2022-23, attached as Appendix 1 to this report.
- (ii) Notes the annual summary of remuneration and expenses attached as Appendix 2 to the report.

11. Equality and Diversity Policy and Statement

The Director of Strategy, Communications and Policing presented the Equality and Diversity Policy and Statement to the Board.

The Board sought clarification on what EDI Framework was seeking to "recover, rebuild and strengthen" and was this in relation to the Covid-19 pandemic. The Director clarified that it was recognising failures of the past, whether within the organisation or outside, have had negative experiences and there is a need to recover that trust. It was highlighted equality and diversity is being embedded in everything the organisation does going forward to ensure progress.

Resolved:

- (i) That the Board notes and provides any comments on the contents of this report.

(ii) That the Board approves the EDI Policy and Statement.

12. Scrutiny Annual Report 2021/2022

The Interim Chair presented the Scrutiny Annual Report 2021/22 to the Board.

Cllr Waller declared a personal interest in the report.

Resolved: That the LEP Board notes the annual report summarising the work undertaken by the Overview and Scrutiny Committees in 2021/22.

13. Calendar of Meetings 2022/23

The Interim Chair presented the Calendar of Meetings 2022/23 to the Board.

Members asked if workshops could be organised in the time between future Board meetings to include members of other committees to promote partnership working. This proposal will be discussed and will be fed back to the Board.

Resolved:

That the LEP Board:

- (i) Approves the Calendar of Meetings proposed for the LEP Board 2022-23 as detailed in Appendix 1.
- (ii) Notes the provisional meeting dates of the thematic decision-making committees to be appointed by the Combined Authority as detailed in Appendix 1.

14. Economic Update

The Head of Research and Development presented the Economic Update to the Board.

The Head of Research and Development highlighted to the Board a number of macroeconomic issues that are affecting West Yorkshire and are outlined in the report:

- Total real household disposable income is set to fall by 1.75% across 2022 which is one of the largest contractions since 1960.
- CPI inflation is expected to peak above 10%.
- Growth is expected to decline.
- Although employment is above pre-pandemic levels salaries are remaining static.

This has resulted in a very challenging economic environment for both household and businesses.

The LEP Board agreed that, from the next Board meeting, the Economic Update report would no longer be 'for information' but be a substantive agenda item to enable detailed discussion of the report.

Members asked several questions relating to the following:

- The characteristics of the West Yorkshire economy and its susceptibility to the issues affecting the wider national economy.
- Sectors that are finding recruitment difficult.
- The inclusion in future reports of information relating to international factors which could affect West Yorkshire industries such as manufacturing.
- The impact of the rising cost of food and fuel on different sectors of the economy.

Resolved: That the LEP Board note the latest intelligence around the West Yorkshire economy and resolved to receive further reports at future meetings.

15. Mayor's Update

The Mayor gave an update to the LEP Board on progress made during the thirteen months since her election. The Mayor highlighted several items to the Board:

- From September 2022 a capped fare of £2 per journey on buses across West Yorkshire.
- Reduction in cost of the MCard saving some commuters £500 a year.
- The UK's first fully solar powered Park & Ride facility at Stourton.
- Committed £40m to combating the climate emergency through the West Yorkshire Climate and Environment Plan.

The Mayor thanked members for their help over the past thirteen months and hoped that their partnership can continue in order to facilitate economic and social progress within the region.

The Board thanked the Mayor for the update.

16. Committees Update Report

The Interim Chair presented the Committee Update Report to the Board.

Resolved: That the LEP Board notes the updates from the Thematic Committees.

17. Draft minutes of the Combined Authority held on 17 March 2022

Resolved: That the LEP Board notes the draft minutes of the West Yorkshire Combined Authority meeting held on 17 March 2022.

18. Date of Next Meeting

The next meeting of the LEP Board will be held on Wednesday 21 September 2022.



Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21 September 2022

Subject: **Governance Arrangements**

Led by: Mark Roberts, Interim Chair

Lead Officer: Caroline Allen, Head of Legal & Governance Services

1. Purpose of this report

1.1 To ask the LEP Board to:

- note an update in relation to the process to recruitment a new private sector LEP Chair and Board Members
- approve the proposal in relation to the revising of governance arrangements between meetings
- approve the proposal in relation to the remuneration review for the new Chair between meetings.
- confirm a LEP **Diversity Champion**.

2. Information

Recruitment of LEP Chair and Board Members

- 2.1 At the June Annual meeting authority was given for the interim Chair to explore options and progress a recruitment process to fill three private sector representative vacancies, in consultation with the LEP Chief Executive.

Background

- 2.3 In February 2020, it was agreed that given the exceptional circumstances of the [Strengthened Local Enterprise Partnerships](#) review (2018) and the ongoing negotiations to agree a devolution deal for West Yorkshire, the current LEP Chair's tenure would be extended for up to two years to the Annual Meeting in 2022. At the end of this two-year period, the maximum nine-year term of the Chair will have been reached and a new LEP chair appointed.

- 2.4 The second year of the extended term was subject to a light-touch review in the context of the future role of LEPs and future role profile of the next LEP chair. The review was considered and the final year agreed at the LEP board in April 2021.
- 2.5 The publication of the Levelling Up White Paper in February 2022 and the further detail provided by Government in March in the [Guidance to Integrate LEPs into Local Democratic Institutions](#) clarified that for LEPs within Mayoral Combined Authority (MCA) areas, the LEPs would be integrated into the MCA.
- 2.6 The Leeds City Region Enterprise Partnership Integration Plan was submitted to Government on 27 July 2022. The latest indication is Government will respond by the end of September.
- 2.7 As advised at the June Annual meeting, it was intended that the LEP Constitution, Procedure Rules and wider governance arrangements be retained in their current form until such time as the Integration Plan is approved and implemented and revised governance arrangements are adopted.
- 2.8 The Board was also advised that as per the Integration Plan, the LEP Board should become an MCA business advisory board and the new Chair will be a Mayoral appointment.
- 2.9 It had been hoped that the proposed timeline and recruitment procedure for the new Chair could have been shared with the Board at this meeting. However, as we still await the approval of Government on our Integration Plan it would seem prudent to redesign the process in the light of their response. What is clear however, is that the current governance arrangements in place for the LEP Board, and in particular the Recruitment and Appointment Procedure will not readily apply to the changing context and therefore there will need to be some revisions to the processes and wider governance documents to ensure they are fit for purpose.
- 2.10 To enable the recruitment process to continue without undue delay, the Board is asked to delegate authority to the LEP Chief Executive, in consultation with the Mayor, to make such revisions to the governance arrangements as appropriate, which may include for example the LEP Constitution, Procedure Rules, the Recruitment and Appointment Procedure for Private Sector Representatives (which includes the Chair), in order to facilitate the timely movement to an advisory board and the recruitment of a new LEP Chair and Board Members.
- 2.11 The Board was advised at the June meeting that remuneration in relation to the role of LEP Chair would be retained and would be assessed independently prior to recruitment commencing. As this process will take place in parallel with the governance arrangements as set out in para 2.10 the Board is asked to approve that this be carried out by the LEP Chief Executive in consultation with the Mayor between meetings.

- 2.12 It is anticipated that the recruitment process for the new Chair and LEP Board Members may commence prior to the next LEP Board meeting in December and an update report will be presented to the Board.

Diversity Champion

- 2.13 In accordance with the best practice set out in the Leeds City Region Assurance Framework, the LEP Procedure Rules require the LEP Board to appoint a member to act as the LEP's **Diversity Champion**, to encourage diversity and ensure that the LEP is acting in line with its diversity statement. As the Board was unable to nominate an existing private sector Board Members to this role at its June meeting, it was agreed that the Interim Chair would appoint to this role and advise the Board at its next meeting.
- 2.14 The Interim Chair therefore sought a private sector representative from the CA Committees for this role, with the intention that this individual would become a co-opted Member of the Board and would serve a term of office in line with the Interim Chair. Arrangements would then be reviewed once the new LEP Chair is appointed.
- 2.15 A number of Expressions of Interest have been received but the process had not concluded at the time of publication of this agenda. The Interim Chair intends to propose the appointment verbally at the meeting for the Board's approval. The LEP Diversity Champion will then join the Board as a co-opted Member.

3. Tackling the Climate Emergency Implications

- 3.1 LEP Board members and other private sector representatives also sit on the Climate, Energy and Environment Committee.

4. Inclusive Growth Implications

- 4.1 All members of the LEP Board, including co-optee Members, will be expected to promote the cause of inclusive growth.

5. Equality and Diversity Implications

- 5.1 Work to implement this recruitment process will be undertaken in line with the organisation's Equality and Diversity policy, building on and enhancing the good practice of the Strengthened Local Enterprise Partnerships Review.

6. Financial Implications

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

7. Legal Implications

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

8. Staffing Implications

8.1 There are no staffing implications arising directly from this report.

9. External Consultees

9.1 None

10. Recommendations

That the LEP Board:

10.1 note an update in relation to the process to recruitment a new private sector LEP Chair and Board Members

10.2 approve the proposal in relation to the revising of governance arrangements between meetings

10.3 approve the proposal in relation to the remuneration review of the new Chair between meetings.

10.2 approve the appointment of a LEP Diversity Champion (to be advised at the meeting) as a co-opted Member of the Board for the term of office of the Interim Chair.

11. Background Documents

11.1 None.

12. Appendices

12.1 None



Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21 September 2022

Subject: **Economic Update**

Led by: Mark Roberts, Interim Chair

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

1. Purpose of this report

- 1.1. To provide an update on the latest economic and business intelligence for the Board.
- 1.2. To generate discussion among members regarding potential solutions to problems, and potential asks of the new UK Government.

2. Information

Macroeconomy

- 2.1. All of the data used in this section are correct at the time of review on Friday 26 August. An overview of the most up-to-date information will be provided verbally. For reference, the latest CPI inflation data will be published by the ONS on Wednesday 14 September, and the Bank of England's Monetary Policy Committee (MPC) will meet on Thursday 15 September to set the Bank Rate.
- 2.2. **CPI inflation rose by 10.1% in the 12 months to July 2022**, up from 9.4% in June, and is now at a 40-year high. The key driver of inflation over the period was food prices, which have risen by 12.7% in the last year. Whilst all food and beverage types increased in price, the largest risers were bread and cereal, reflecting the pressure on wheat and grain prices caused by the Russia-Ukraine War. More than a quarter of the world's wheat exports come from Russia and Ukraine.
 - Producer input prices rose by 22.6% in the year to July 2022, down from a record high of 24.1% in the year to June. Without an energy price cap for businesses, it is likely that producer input prices will remain above CPI inflation for some time, as energy prices rise.
 - However, producer output prices rose by 17.1%, up from 16.4%. This means that there is still headroom for producer output prices to rise further in the coming months, allowing businesses to fully pass on the impact of inflation to customers.

- 2.3. On 4 August 2022, the **Bank of England's MPC voted by a majority of 8-1 to increase the Bank Rate by 0.5 base points, from 1.25% to 1.75%**. This measure has been taken in an attempt to reduce inflationary pressures in the UK. As well as announcing an increase in interest rates, the Bank of England released updated forecasts:
- **CPI is expected to increase to over 13% in Q4 2022.** Inflation is expected to remain above 5% until Q1 2024.
 - The UK economy is now expected to have five quarters of negative growth across 2023/24; this means the UK will likely enter recession in 2023 and remain in recession until 2024 (in this respect the UK is unique amongst the G20).
 - **Real wages are expected to decline by 3.5% throughout 2022 and a further 4.25% fall in 2023.** Both of these real pay decreases would represent the fastest fall in real pay since comparable records began in 2001.
- 2.4. HM Treasury also publish a summary of forecasts for a range of key economic indicators made by a range of 18 City¹ and 16 non-City² forecasting organisations. Median estimates from those forecasts made within the last three months show that:
- Quarterly GDP growth is forecast to be 0.2% in Q3 2022 and 0.0% in Q4 2022, indicating that these forecasters are slightly more optimistic than those within the Bank of England.
 - CPI inflation is forecast to reach 10.2% for the past 12 months in Q4 2022, lower than that forecast by the Bank of England. One explanation for the high variance between these forecasts is fast-changing commodity prices, affecting both supply and demand.
 - Average earnings are forecast to rise by 5.7%, well below the rate of inflation, meaning that a drop in consumer demand is likely in the next 12 months.
- 2.5. Other forecasts have provided much worse predictions for the UK economy in the short to medium term. The Resolution Foundation estimate that CPI inflation will reach 15%, whilst Citibank predict that inflation will reach 18.6% in January 2023, with fuel costs being the key driver behind the price rises. Wholesale gas prices are currently more than 14 times their average for the last ten years, leading to the Government introducing the Energy Price Guarantee, capping energy prices for average household consumption at £2,500 per year until October 2024. This guarantee still represents a 26% increase on the previous cap of £1,971, and a near-doubling on energy prices in Winter 2021.
- 2.6. The Government also announced equivalent support for businesses, which will be in place for six months from October 2021, and will be followed up by further

¹ Organisations such as JP Morgan, HSBC and Bloomberg Economics

² Organisations such as the British Chambers of Commerce, the National Institute for Economic and Social Research, and the IMF

support for vulnerable sectors. Whilst detail has not yet been provided by Government on which sectors will be classed as vulnerable, our analysis shows that there are 655 energy intensive businesses in West Yorkshire, employing some 13,965 people.

Businesses

2.7. The Research and Intelligence Team 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.
- 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.
- 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.
- **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%.
- **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%.

Labour market

2.8. The increase in employment levels (+700 across West Yorkshire between May and June) across the region, and decrease in the out-of-work benefits claimants (-400 across West Yorkshire between May and June) have started to slow. West Yorkshire's claimant count rate of 4.8% is above the national average of 3.6%.

2.9. 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.**

2.10. Between June and August 2022, there have been 124,944 job postings in West Yorkshire, an increase of 76% on the same period last year. The key roles in

demand are administrative occupations, sales related occupations, and programmers and software developers. Together, these three professions account for one in ten vacancies during the period.

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. Analysis from the Bank of England showed that those in the lowest earnings decile in the UK were, in July, spending over 90% of their gross income on essential goods and services such as food and energy. As these items are among the key drivers of inflation, it is likely that the 'real' inflation rate for those towards the bottom of the income distribution is higher than the CPI inflation rate, as a greater proportion of their income is spent on goods with above-average rates of inflation.

4.2. This issue becomes even more pronounced when observing data on the Indices of Multiple Deprivation, which shows that 18.0% of West Yorkshire residents fall within the 10% lowest income group. This means that almost one in five West Yorkshire residents are spending over 90% of their gross income on essential goods and services before the October price cap comes into force. On top of this, another 14.6% of West Yorkshire residents fall into the second-lowest decile, and face being squeezed further by rising fuel costs. As West Yorkshire has a greater share of people living in the most income-deprived neighbourhoods, **the cost of living crisis is likely to have a greater impact locally.**

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 LEP Board note the latest intelligence around the state of the UK and West Yorkshire economy, and how it relates to ongoing or future work plans.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

PowerPoint slides – Item 6 – Economic Update Annex

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Economic Update

21

21 September 2022

LCR Business Survey

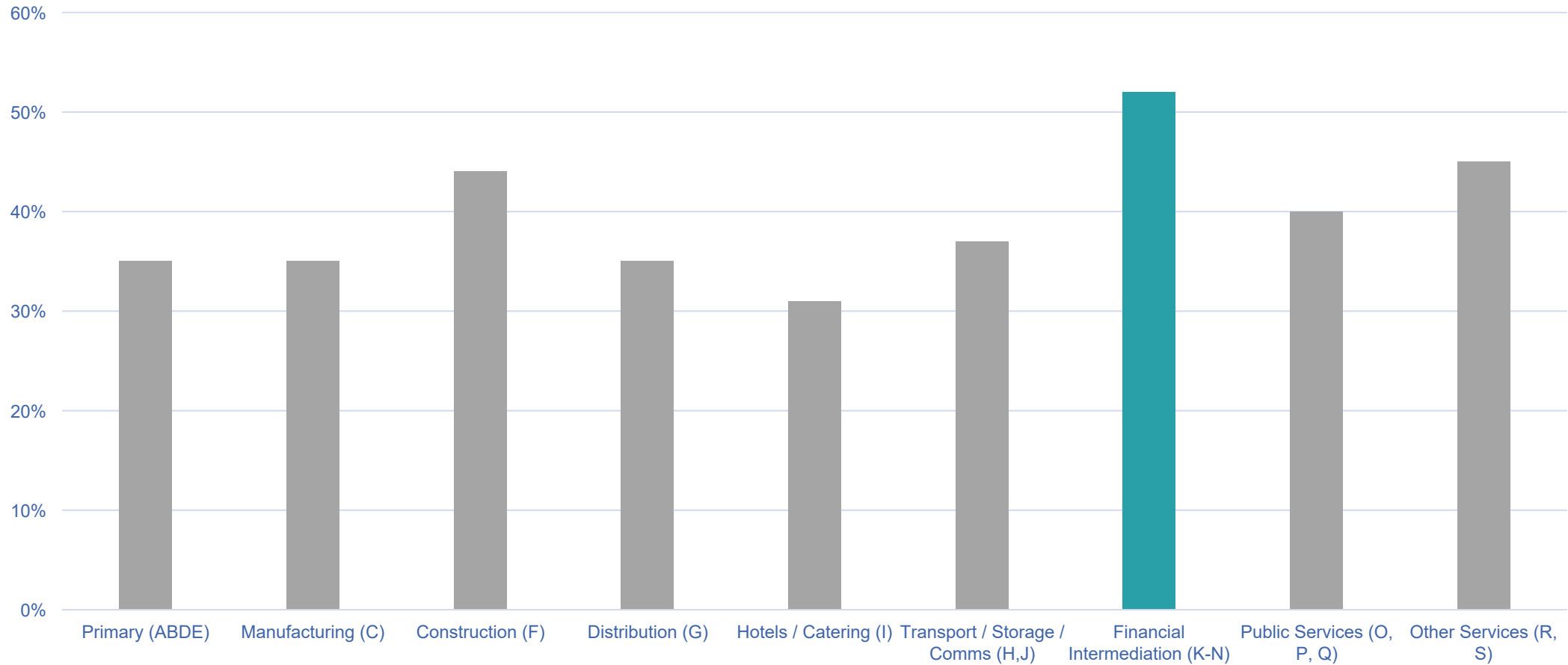
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Fieldwork carried out by BMG Research from June to August 2022

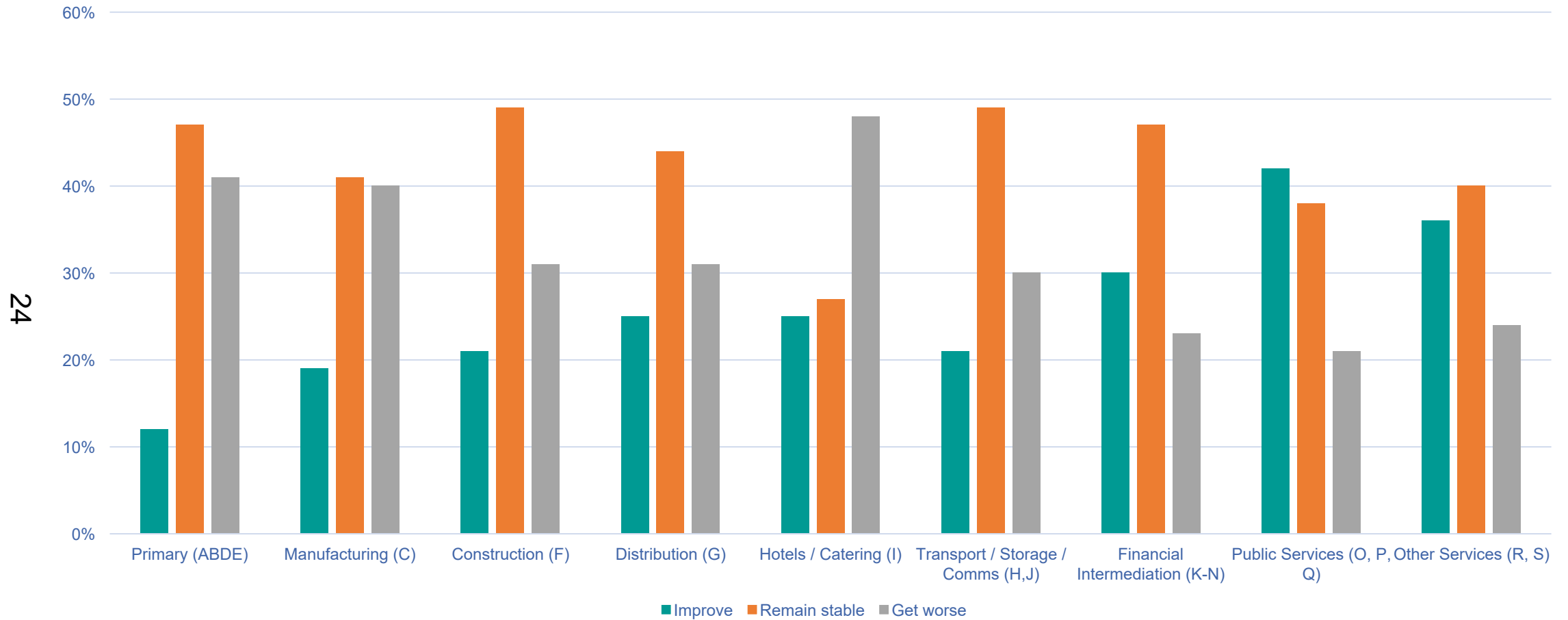


41% of businesses believe that their performance has improved over the past 12 months

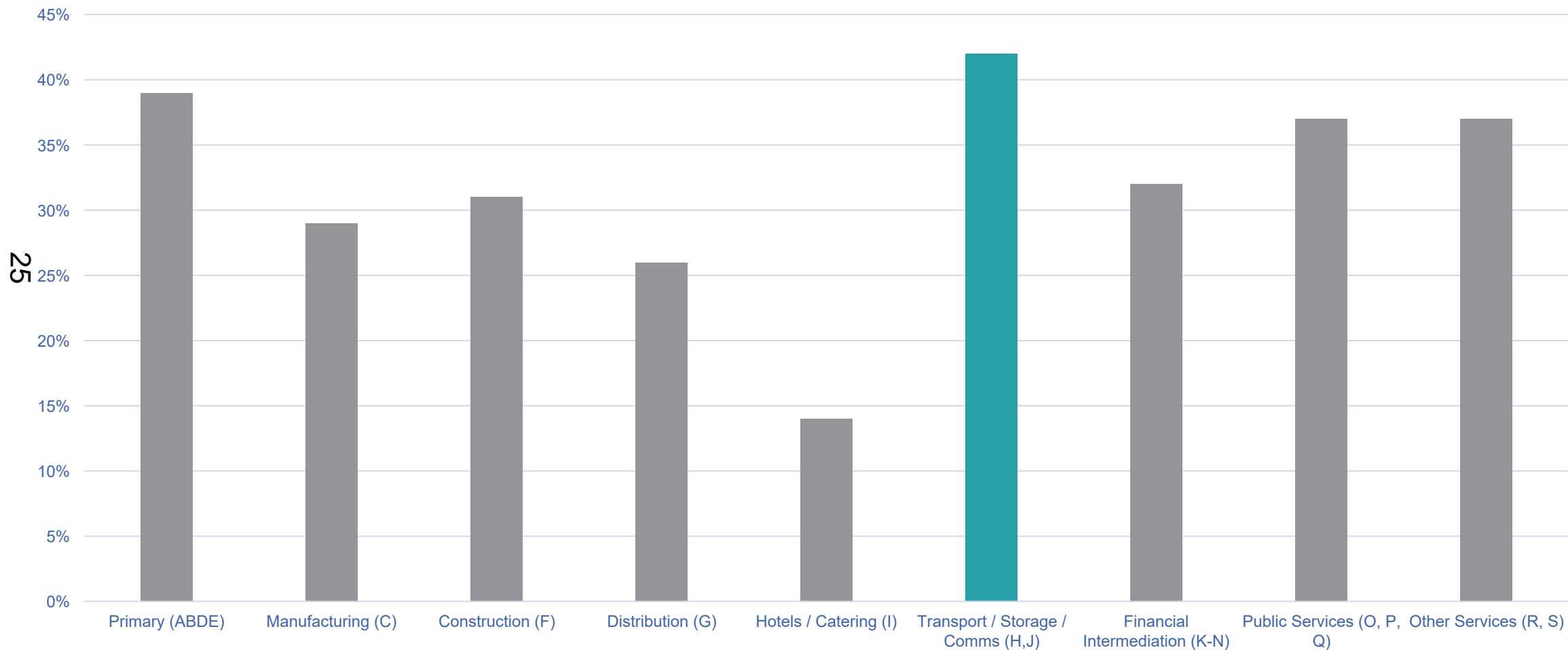
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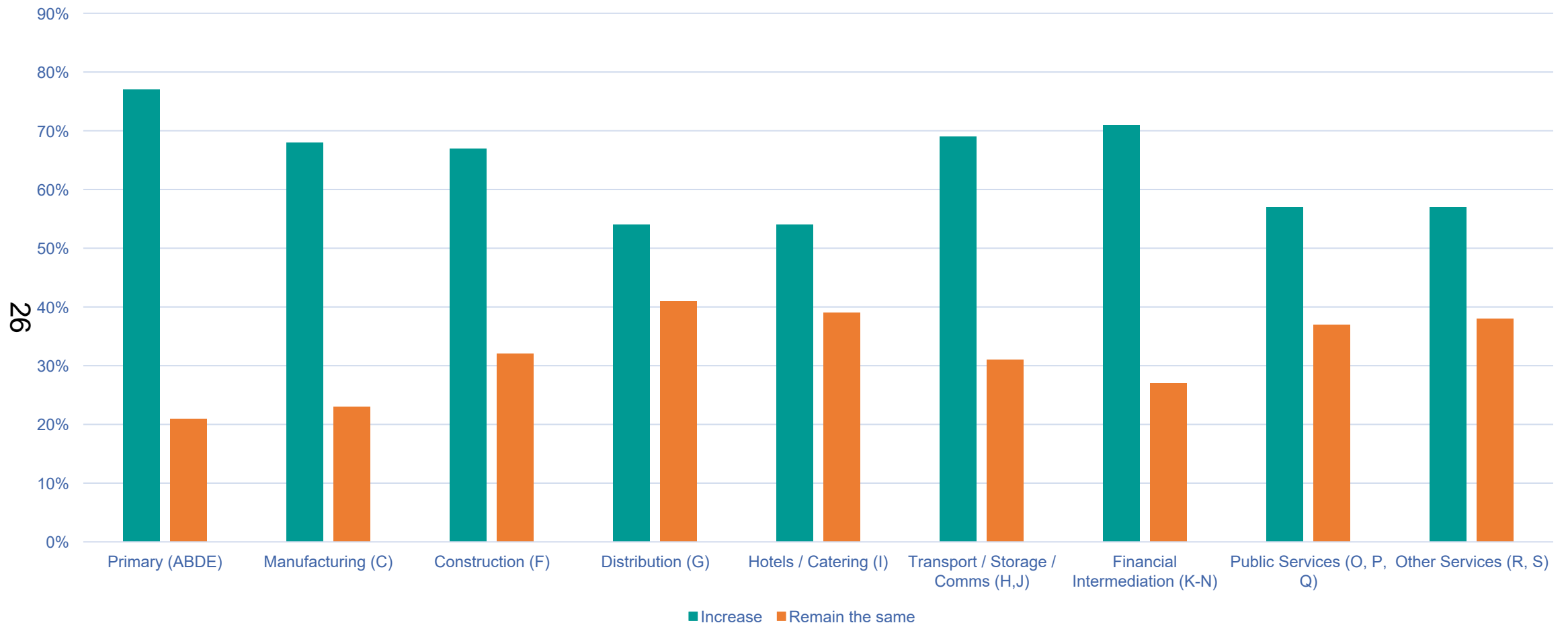
43% of businesses expect the business climate to remain as it currently is, whilst 30% expect it to worsen



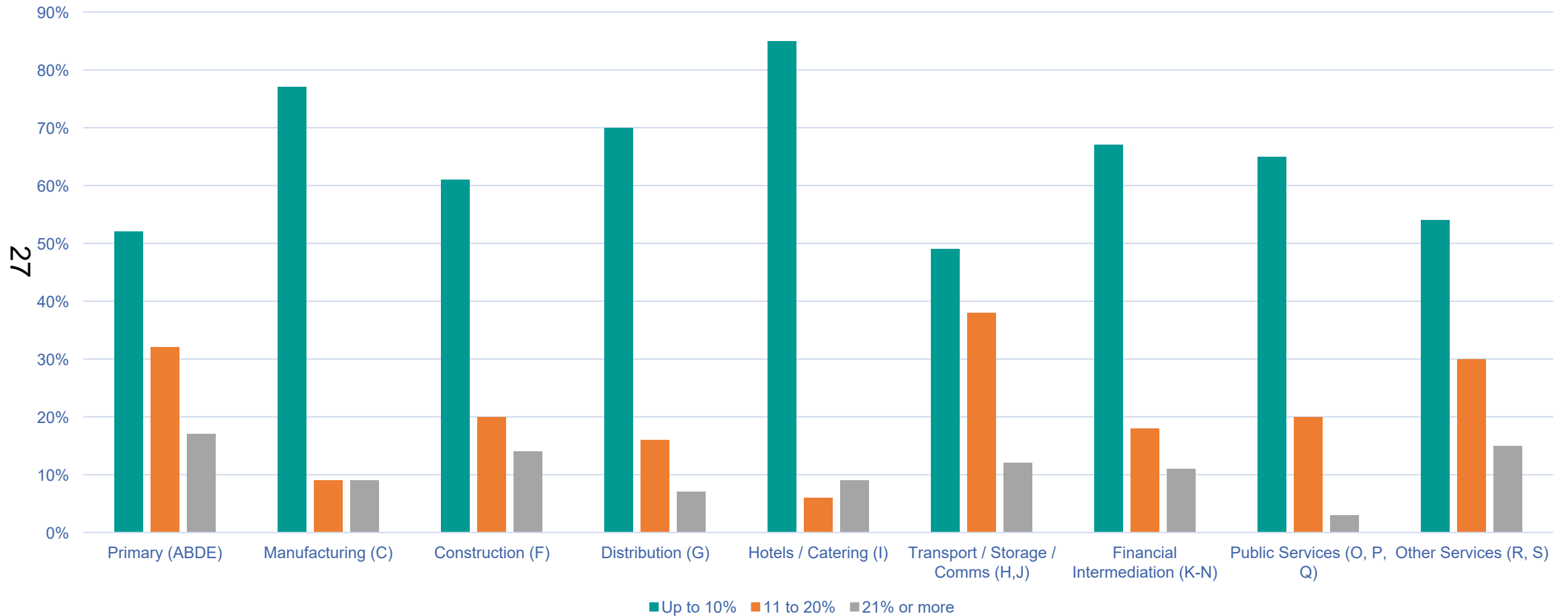
30% expect to increase employment levels over the next 12 months



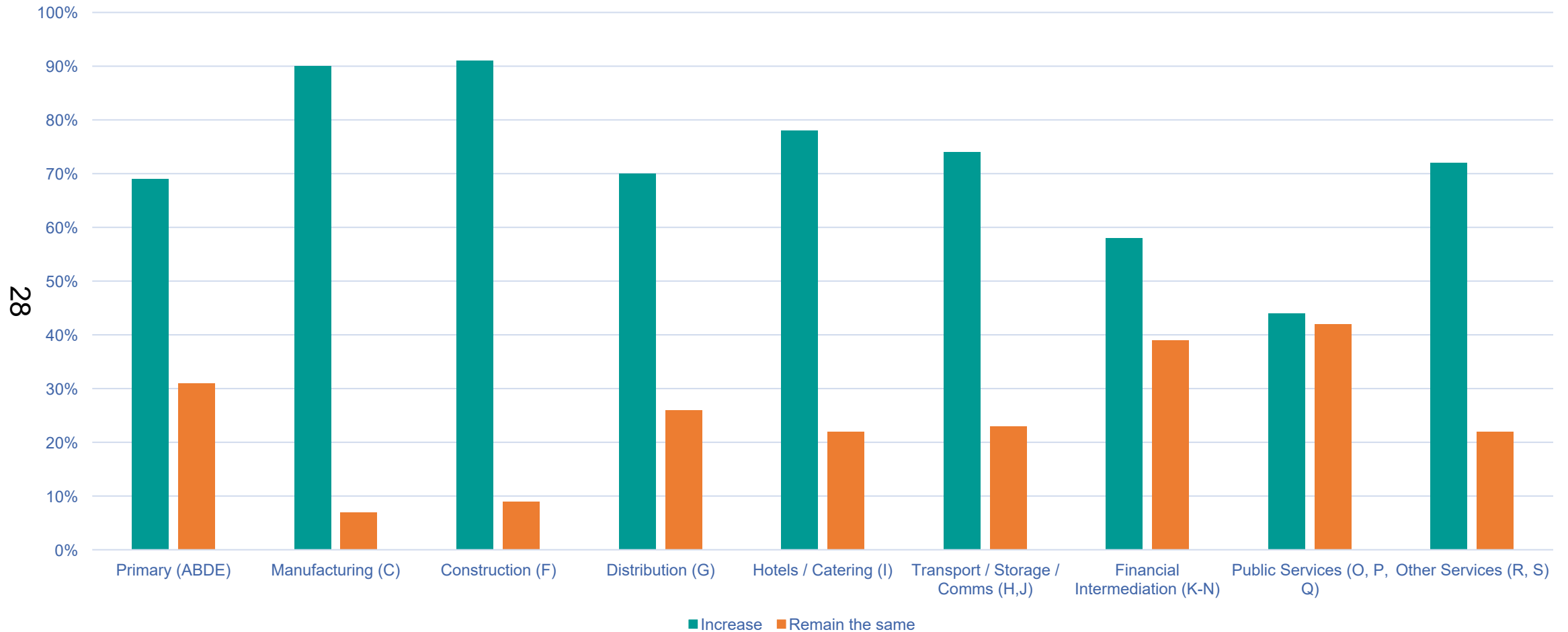
30% of respondents expect their wage bill to remain the same over the next 12 months



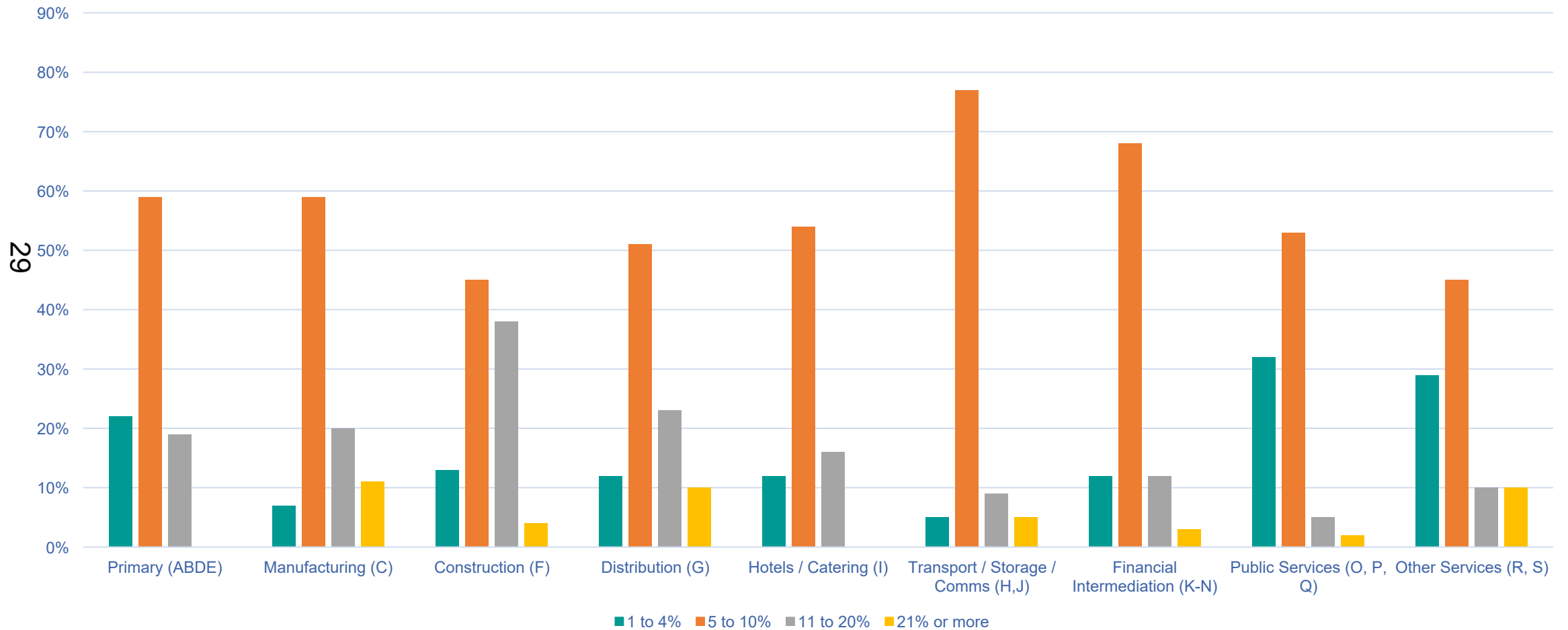
Of the 66% that expect their wage bill to increase, over half anticipate wage increases of less than 10%



69% expect the prices they charge to customers to increase over the next 12 months



Over half expect that price increase to be between 5 and 10%



The LEP's Response

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Existing Business Support Programmes (1)

Current Business Support	Description
Business Growth Programme	A scheme for businesses with 100 employees or less. The scheme provides businesses with grants between £10,000 and £50,000, particularly those in key growth sectors such as health and life sciences, low-carbon, finance and digital/creative. Applications close 30 September 2022 and projects completed and claimed by 31 December 2022.
31 Connecting Innovation	Advice, guidance and funding for businesses to develop and commercialise new products, processes and services by working with an external third party, such as a university or research specialist business.
Travel Plan Network	Advice and support for employers of all sizes to implement active and sustainable travel into their operations, such as enhanced use of public transport, walking and cycling, car sharing and car park management.
SME Investment Fund	Equity and debt finance from £50k to £2m for West Yorkshire businesses with high growth potential. The fund is being managed on the CA's behalf by the Foresight Group following an open procurement exercise.
Made Smarter	Advice, guidance and grant finance to support SMEs to implement advanced digital technologies into their manufacturing operations. For example, artificial Intelligence, robotics, virtual reality, additive manufacturing, big data and internet of things. The programme is being delivered across Yorkshire with South Yorkshire CA as the lead, and with WYCA delivering the grant finance element.

Existing Business Support Programmes (2)

Current Business Support	Description
Growth Service	<p>Access point for all businesses in West Yorkshire to find out what support is available to them and to be linked directly to the support, whether the support is being delivered by the CA or by any of its local, regional or national partners e.g., LAs, Innovate UK, Department for International Trade, Chambers of Commerce, universities & colleges etc.</p> <p>In addition, a team of SME Growth Managers provide account-management support to businesses in each district of the region, linking their clients to the right support at the right time in their growth and resilience journeys.</p>
32 ReBiz (Resource Efficiency & Circular Economy Programme)	<p>Programme offers businesses free efficiency audits and consultancy advice, business-support and up to 40% capital grant funding. The programme can help businesses reduce energy consumption, increase environmental performance, realise carbon savings and increase recycling and reuse activities.</p>
Strategic Business Growth Programme	<p>Programme helps SMEs with growth ambition to improve their performance and identify opportunities for growth. This includes working with leadership teams to align goals and ambitions and prioritise tasks to support company growth.</p>
#Grow	<p>Support for businesses in the creative, digital, med-tech or fin-tech sectors looking to expand and grow in the region. Businesses can apply for grant funding as part of the Digital Investment Fund linked to job creation.</p>
Enterprise West Yorkshire	<p>Support available for individuals planning to start a business, irrespective of sector, business model or growth plans. This includes finding support to start the business, identifying and engaging potential customers and practical business considerations such as insurance and financing.</p> <p>A specific workstream around supporting innovative entrepreneurs with high growth potential will be available in Autumn 2022.</p>

Existing Employment and Skills Programmes

Current Employment and Skills Support	Description
Employment Hub	A programme delivered until March 2023 through the West Yorkshire local authorities aimed at people of all ages provides support through individual advice, guidance, apprenticeship, training, and employment opportunities. The Hubs provide businesses with access to employment or recruitment support including apprenticeships and a talent matching service for individuals seeking employment.
Adult Education Budget	The devolved budget supports West Yorkshire residents who are employed and unemployed to gain sustained employment and increase skills for employed individuals to progress whilst in work.
Skills Connect	Programme delivered through a network of delivery partners that provides training courses for individuals to enable them to retrain and upskill in key sectors.
Apprenticeship Levy Transfer	Supports businesses who are not spending all their levy funding to transfer up to 25% of their annual contribution to fund apprentice opportunities in other organisations.

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Discussion

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21st September 2022

Subject: **West Yorkshire Economic Strategy 2022-2030**

Led by: Mark Roberts, Interim Chair

Lead Officer: Liz Hunter, Interim Director of Policy and Development

1. Purpose of this report

- 1.1. The purpose of this report is to seek the LEP Board's views on our proposed approach to creating an Economic Strategy for the West Yorkshire Region from 2022 to 2030.
- 1.2. Following a period of significant economic uncertainty, during EU Exit and the Covid 19 Pandemic, we want to test whether a new economic strategy which moves us from reaction to resilience is necessary. This strategy could help us to navigate the current economic challenges facing the region as we recover from the pandemic, face geopolitical uncertainties, and the knock-on rising costs of living, whilst also guiding us towards a more resilient future.

2. Information

Background

- 2.1. A wider piece of work is underway to create a vision for the West Yorkshire region (working title the West Yorkshire Plan). This Plan will help tell the overall story for the region, capturing our strengths and opportunities. This will be the overarching Plan under which will sit our existing and new strategies and policies.
- 2.2. We already have a number of existing strategies that consider our economic objectives including the Economic Recovery Plan, Business Productivity and Resilience Plan, Innovation Framework, Digital Framework and the Healthtech Strategy. Each District Partner also has an economic strategy or plan.
- 2.3. We think these provide a solid base of evidence and objectives and have steered the current allocations of funding. Many of the structural challenges and opportunities our region has to offer have not changed. Improving our

productivity levels, increasing spend on research and development and focussing efforts on our strengths such as health technology should remain as our objectives.

- 2.4. There are a number of things that have changed however such as the demographics of the workforce, the prevalence of work from home and the impact this has had on towns and city centres, rising prevalence of wellbeing as a metrix, rising costs of living and energy, skills shortages and in particular the need for digital skills. These all suggest that we should update our economic scenarios so that we can better test our policy proposals against them.

There are also some gaps in our work to date, in particular on sectors. We therefore propose using this as an opportunity to address these gaps.

- 2.5. We are also designing new interventions to support businesses and entrepreneurs based on our current policies. The new economic strategy will help define interventions beyond the current allocations.

Proposed Approach

- 2.6. We propose reviewing existing policies to capture what has been achieved to date, and to analyse if the outstanding items are still relevant in the existing economic climate, including them where it is appropriate to do so. This will include a review of Local Authority documents as well as those produced by the Combined Authority. We want to acknowledge the significant work that has been done in this area before and look to consolidate and enhance rather than reinvent. In doing so we want to ensure that our approach is fit for purpose.
- 2.7. As part of the Economic Strategy, we propose that we will review our approach to sectors. A piece of work on our region's sectors was started prior to the pandemic but was never finalised, so we intend to build upon this so that we have a clearly articulated approach. This will help us to leverage funding, communicate more clearly with business and attract foreign direct investment.
- 2.8. Through a scenario planning exercise, we also intend to test current programmes and our pipeline against potential future scenarios. This exercise will help us to identify potential risks and mitigate against them in our approach to policy making. We feel now is an appropriate time to do this exercise given the significant number of programmes going through the assurance process for Gainshare and the Shared Prosperity Fund. We believe it is important to strike a balance of activity between proactively developing the conditions for a resilient economy and dealing with the immediate needs of business. The Economic Strategy will help us to do this.
- 2.9. Our proposal is to write the strategy in collaboration with Local Authority (LA) partners to ensure that it acknowledges and considers the economic strategies on a local level. We seek the LEP Board's views as to any other

organisations that should be invited to participate, to recommend timescales for conducting the work and for the level of engagement with stakeholders. The proposal is to complete the work by March next year, but this would depend on the level of engagement with businesses and whether and how to engage the public.

- 2.10. The proposal therefore is for a three-pronged approach;
- (a) Review existing policy and refer to the findings of the work underway to address the current cost of living crisis and use this to inform our approach to creating the right conditions for a thriving economy by 2030.
 - (b) Review our approach to sectors to ensure that we have a robust and resilient method to ensure economic growth and a thriving region by 2030.
 - (c) Conduct a scenario planning exercise to test our economy's resilience against possible scenarios to inform how we plan for mechanisms and interventions to help ensure economic resilience and capitalise upon opportunities.
- 2.11. The approach will draw upon existing policy approaches including the Mayoral Pledges, The West Yorkshire Investment Strategy, State of the Region Report, The Economic Recovery Plan, The Fair Work Charter for West Yorkshire, and Local Authority policies.
- 2.12. A key challenge to address in this strategy is our ambition is to create a net zero carbon economy by 2038. The economic approach will therefore explore opportunities available to us to green our economy and create more sustainable and resilient businesses. Our ambition is to create an Economic Strategy which results in a region where everyone benefits from the economic, health and environmental benefits of a net zero carbon economy.
- 2.13. Enabling inclusive growth is a key driver of the Economic Strategy. By this we mean enabling as many people as possible to contribute to, and benefit from, economic growth in our communities and towns, irrespective of their background. Inclusivity and wellbeing will be used as lenses in which to assess the viability of our economic approach and will form key indicators as part of the scenario planning exercise. These lenses will also be applied during the sector analysis work to ensure that we are supporting both the foundational and frontier parts of our economy.
- 2.14. We seek the LEP Board's view as to whether you believe a strategy is necessary. If yes, what does a successful strategy look like? What outcomes would you like to see as a result of the strategy? Should it be called a strategy or is it a framework?

3. Tackling the Climate Emergency Implications

- 3.1. The Economic Strategy must consider the region's ambitions to achieve net zero carbon by 2038. Our economic approach will have an impact on the environment. Creating an Economic Strategy provides us with an opportunity to explore our economy through an environmental sustainability lens and develop policies which will enhance our abilities to achieve our net zero carbon ambitions. This is an opportunity to work with our businesses and stakeholders to create an economic environment conducive to environmental sustainability, green technologies, and innovation.

4. Inclusive Growth Implications

- 4.1. This is an opportunity to place the principles of inclusive growth at the heart of our economic approach. Whilst the Economic Strategy is focused on the economy, it sits in the context of the West Yorkshire Plan and a suite of other policies and pledges which make firm commitments to inclusive growth. A resilient economy fit for purpose supports the people of West Yorkshire to thrive.

5. Equality and Diversity Implications

- 5.1. This is an opportunity to ensure that our economic approach is inclusive and provides equality of opportunity to all. It is an opportunity to consider the implications of our economic policies on protected characteristics such as race, disability, and gender to ensure that we are equitable in our delivery. We know that people with these protected characteristics are more likely to be claiming some type of benefit and that benefits are not keeping pace with inflation.

6. Financial Implications

- 6.1. To produce a robust and resilient strategy it may be necessary to fund research activities including stakeholder engagement and workshops to ensure that we consider diverse voices and are representative of the whole region. The strategy will also help to inform decisions regarding our future pipeline so could have an impact on future spending priorities.

7. Legal Implications

- 7.1. We will consult with the legal team to ensure that any legal implications are fully considered.

8. Staffing Implications

- 8.1. There are no new staffing requirements. It's acknowledged that input from Districts Partners, businesses, the third and academic sectors and other relevant organisations would be needed and consideration will be given to doing this in a way that doesn't add further burdens.

9. External Consultees

- 9.1. A co-design group has been convened on a weekly basis with Local Authority partners. We seek LEP Board views as to other stakeholders that should be involved.

10. Recommendations

- 10.1. The recommendations are that the LEP Board:
- (a) Gives views on our approach to creating an Economic Strategy for West Yorkshire.
 - (b) Provides advice as to what success looks like for them and sets some expectations for the strategy, and
 - (c) Is involved in reviewing the strategy as it evolves.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

None.

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21 September 2022

Subject: **Committee Update Report**

Led by: Mark Roberts, Interim Chair

Lead Officer: Myles Larrington, Governance Services Officer

1 Purpose of this report

- 1.1 To provide the LEP Board with a brief update from the six Thematic Committees at the West Yorkshire Combined Authority. Any substantial items from the committees will be brought to the LEP Board as separate agenda items for comment and feedback.

2 Information

Thematic Committee Updates

2.1 Business, Economy and Innovation Committee

- 2.1.1 The Committee met on the 12 July and considered a range of reports to support regional business growth with a focus on the prioritisation and delivery of interventions.
- 2.1.2 The Committee considered and endorsed the overall proposed pipeline of interventions and two specific programmes in development: Business Growth West Yorkshire and Regional Innovation Support.
- 2.1.3 The Committee also discussed and supported the Digital Skills Plan (for LEP Board endorsement at item 11).

2.2 Climate, Energy and Environment Committee

- 2.2.1 The Climate, Energy and Environment Committee met virtually (and as a result informally) on the 19 July as a result of the extreme heat wave that the UK was experiencing at the time.
- 2.2.2 Members considered a report and presentation to update them on the latest position on the State of the Region monitoring indicators relating to climate and the environment and commented on proposed changes to broaden the analysis to include a wider number of greenhouse gases.

- 2.2.3 Members considered a report and provided feedback on the scope and activity to develop seven prioritise programmes identified in the Climate and Environment Plan, including their progression through the Combined Authority's Assurance Framework. The Strategic Outline Case for the seven programmes will be brought to the October meeting of the Committee for endorsement.
- 2.2.4 Two connected reports on flooding were considered by members. The first was to introduce the West Yorkshire Flood Innovation Programme and its remit to members. The second was an update on the West Yorkshire Flood Programme and to endorse the proposed programme prior to progression into the Combined Authority's assurance process. The contents of both reports were noted, with the Flood Programme being endorsed.
- 2.2.5 Members considered a report on the Carbon Impact Assessment, principally to provide an awareness of and opportunity to provide feedback on the outcomes of the carbon assessment of individual schemes. The contents of the report were noted.

2.3 Culture, Heritage and Sport Committee

- 2.3.1 The name of the Committee has been changed to the 'Culture, Heritage and Sport Committee' to better reflect the nature and scope of the Committee's work.
- 2.3.2 The Chair informed the Committee that WYCA has submitted an Expression of Interest to DCMS Create Growth programme, which focused on developing the investment-readiness of SMEs working in our screen, gaming, textiles and music sectors, and we await the outcome.
- 2.3.3 Catherine Mitchell of Arts Council England provided background to the Committee on the ACE relocate fund, which aims to help National Portfolio Organisations relocate out of London. This fund could have an impact on the West Yorkshire culture sector if organisations choose to relocate to the region.
- 2.3.4 The Head of Culture, Heritage and Sport Policy presented a report updating the committee on the revision of the Culture, Heritage and Sport Framework, and plans for public engagement. The Committee noted the report and approved commencement of the public consultation. (for LEP Board to note at item 10).
- 2.3.5 The Economic Evidence Manager presented the report to the Committee to provide an update on the latest economic data relating to the sector. The report highlights that the impact of the Omicron variant of the Covid-19 pandemic was short-lived with strong performance seen across most indicators during early 2022. When the report was compiled, there was limited evidence within the published data that the cost-of-living crisis is having a negative impact on the sector, although the UK is at an early stage of the crisis.
- 2.3.6 Recruitment activity for creative and cultural roles remains strong and national data shows that the sector faces some of the most acute recruitment difficulties of any sector.

2.4 Employment and Skills Committee

- 2.4.1 The Committee met on 6 July and discussed a draft of the **Digital Skills Plan**, agreeing to delegate any further changes to the MD in consultation with the Chair of the Committee. The Committee received a presentation on the development of the employment and skills pipeline of programmes and interventions, commented on the scope and prioritisation of these and endorsed the development of a full business case for **Employment West Yorkshire**.
- 2.4.2 The Committee considered a report to update on progress with the devolved **Adult Education Budget (AEB)** and on plans to further improve the responsiveness of AEB delivery in Year 2 and recommended four flexibilities for approval:
- Expanding the age of entitlement for a 'first full level 2'
 - Expanding the Digital Entitlement.
 - Test Pilot – Bridging programmes that support progression to Level 3.
 - Test Pilot – Increasing the number of courses 19 – 23s are entitled to.

2.5 Place, Regeneration and Housing Committee

- 2.5.1 The Committee met on 7 July and considered a report on the early-stage pipeline and programme development work for Creating Great Places and Accelerated Infrastructure to inform the approach to delivering place and infrastructure pipelines. The Committee also received an update report and discussed proposals for the £383k Safer Streets funding that will support the safety of women and girls in parks.
- 2.5.2 On digital infrastructure, the committee agreed the proposals to work on a new digital infrastructure project using Broadband Gainshare. This is in the context of the Department for Culture, Media and Sport's (DCMS) national Project Gigabit initiative.
- 2.5.3 The Committee received an update on the Housing Pipeline Revenue Fund programme which is on track to deliver capacity and technical support to develop housing pipeline projects from concept to feasibility. A progress report on the Brownfield Housing Fund was also received and the Committee agreed proposed changes to the pipeline of projects
- 2.5.4 **Project Approvals.** September's Committee approved the progression of three schemes through the Combined Authority's Assurance Framework:

<p>Scheme: BHF - Cow Green</p> <p>Location: Calderdale</p>	<p>Approval to proceed through decision point 3 (outline business case) and work commences on activity 4 (full business case).</p> <p>Total value of scheme – indicative costs at this stage are £17,000,000 (to be determined at full business case)</p> <p>Total indicative value of Combined Authority funding - £2,100,000</p> <p>Funding recommendation sought - £0</p> <p>A decision by the Place, Regeneration and Housing Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
<p>Scheme: BHF – South Huddersfield</p> <p>Location: Kirklees</p>	<p>Approval to proceed through decision point 3 (outline business case) and work commences on activity 4 (full business case).</p> <p>Total value of scheme – indicative costs at this stage are £15,000,000 (to be determined at full business case)</p> <p>Total indicative value of Combined Authority funding - £869,000</p> <p>Funding recommendation sought - £0</p> <p>A decision by the Place, Regeneration and Housing Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
<p>Scheme: BHF – Leeds Village</p> <p>Location: Leeds</p>	<p>Approval to proceed through decision point 3 (outline business case) and work commences on activity 4 (full business case).</p> <p>Total value of scheme – indicative costs at this stage are £154,000,000 (to be determined at full business case)</p> <p>Total indicative value of Combined Authority funding - £7,667,000</p> <p>Funding recommendation sought - £0</p> <p>A decision by the Place, Regeneration and Housing Committee using the delegated authority from the Combined Authority is sought as part of this report</p>

2.6 Transport Committee

- 2.6.1 The Transport Committee met on the 1 July and considered a range of reports and transport schemes for capital approval.

2.6.2 The Committee were updated on the latest position on the Bus Service Improvement Plan Enhanced Partnership Scheme ahead of it being approved at the Combined Meeting on the 7 July. The Committee considered the update on the Enhanced Partnership Scheme in the light of the Bus Network Sustainability Review. This review reported to the Committee that 11% of the bus network (measured by mileage) is currently not generating sufficient revenue to continue to operate on a commercial basis once the funding ends in October. This could impact up to 62 routes where some or all of the journeys could be withdrawn. Since the meeting, and following pressure from the Mayor, the Government has extended funding for the bus network to March 2023, significantly reducing the forecast service cuts that were expected in October.

2.6.3 The Committee also discussed the transport indicators for the next iteration of the State of the Region report. The next iteration of State of the Region report, the Combined Authority’s annual stock-take of West Yorkshire’s socio-economic performance, will be published later this year. Indicators within State of the Region are intended to provide a high level, strategic picture of performance against the Combined Authorities priorities rather than a detailed examination of operational performance of specific projects. The Committee discussed the range of indicators for the State of the Region report and their alignment to the Corporate Priorities. The Transport Committee will also be presented with the State of Transport Report later in the year.

2.6.4 **Project Approvals.** The Committee approved the progression of five schemes through the Combined Authority’s Assurance Framework:

<p>Scheme: Corridor Improvement Programme – A638 Wakefield Doncaster Road</p> <p>Location: Wakefield</p>	<p>Approval to proceed through decision point 3 (OBC) and work commences on activity 4 (FBC).</p> <p>Total value of the scheme - £6,794,000</p> <p>Total value of Combined Authority funding - £6,300,000</p> <p>Funding recommendation sought - £1,090,000</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
<p>Scheme: Leeds City Centre Cycle Connectivity</p> <p>Location: Leeds</p>	<p>Approval for Phase 1 to proceed through decision point 4 (FBC) and work commences on activity 5 (Delivery).</p> <p>Total value of the scheme - £7,262,173</p> <p>Total value of Combined Authority funding - £7,262,173</p> <p>Funding recommendation sought - £3,769,199</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>

<p>Scheme: TCF Leeds Station Sustainable Travel Gateway</p> <p>Location: Leeds</p>	<p>Approval to proceed through decision point 4 (FBC) and work commences on activity 5 (delivery), subject to the conditions set by PAT.</p> <p>Total value of the scheme - £36,009,872</p> <p>Total value of Combined Authority funding - £36,009,872</p> <p>Funding recommendation sought - £25,673,833</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
<p>Scheme: Zero Emissions Bus Regional Area (Phase 1)</p> <p>Location: West Yorkshire</p>	<p>Approval for Phase 1 to proceed through decision point 4 and work commences on activity 5, Delivery.</p> <p>Total value of the scheme - £56,161,738</p> <p>Total value of Combined Authority funding - £24,565,171</p> <p>Funding recommendation sought - £24,565,171</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>
<p>Scheme: Active Travel Fund: Local Authority Capital Funding</p> <p>Location: West Yorkshire</p>	<p>Approval to the change request to extend the scheme delivery timescales from March 2023 to March 2024 and to change the scope of the programme from 13 schemes to five due to a reduction in funding available from the Department for Transport.</p> <p>Total value of the scheme - £6,931,250</p> <p>Total value of Combined Authority funding - £6,931,250</p> <p>Funding recommendation sought - £2,616,250</p> <p>A decision by the Transport Committee using the delegated authority from the Combined Authority is sought as part of this report</p>

3 Tackling the Climate Emergency Implications

3.1 There are no climate emergency implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

4 Inclusive Growth Implications

4.1 There are no inclusive growth implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

5 Equality and Diversity Implications

5.1 There are no equality and diversity implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

6 Financial Implications

6.1 There are no financial implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

7 Legal Implications

7.1 There are no legal implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

8 Staffing Implications

8.1 There are no staffing implications directly arising from this report. Any implications from reports will have been addressed at the respective meeting of that Thematic Committee.

9 External Consultees

9.1 No external consultations have been undertaken.

10 Recommendations

10.1 That the LEP Board notes the updates from the Thematic Committees

11 Background Documents

11.1 There are no background documents referenced in this report.

12 Appendices

12.1 There are no appendices to this report.

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Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21 September 2022

Subject: Leeds City Region Enterprise Partnership Board (LEP Board)

Led by: Helen Featherstone

Lead Officer: Liz Hunter, Head of Transport Policy

1. Purpose

- 1.1. To provide an update on the development of the revised Culture, Heritage and Sport Framework and to seek feedback from the LEP Board.
- 1.2. The draft Culture, Heritage and Sport Framework is attached as an Appendix to this report.

2. Information

Development of the Culture, Heritage and Sport Framework

- 2.1. Culture, heritage and sport matter. They can inspire us to success, give us reasons to live and work in a place, and create local pride. The stories we tell shape how we see ourselves, how we see the world and how the world sees us. Culture, heritage and sport have huge potential as levers to level up West Yorkshire. They can create jobs and growth, inspire our people, and give them the confidence and identity to succeed, and be the medicine required to improve their mental and physical wellbeing.
- 2.2. This region will be bold and ambitious in its approach to culture, heritage and sport. We have a unique opportunity with devolution, a dedicated Culture, Heritage and Sport Committee and a series of planned years of culture in each local authority district, beginning with Leeds 2023 and Kirklees Year of Music and culminating in Bradford being our nation's City of Culture in 2025.
- 2.3. Over the next three years, the Combined Authority wants to invest £11.5 million in culture, heritage and sport. We need a Framework that identifies the outcomes we want to focus on and how we prioritise our investments.
- 2.4. This should not be the limit of our ambitions; the region will also work should also make sure we are aligned as a region to coordinate our activities to maximise the overall benefit of culture, heritage and sport to our region. Our

Framework will aim to attract further private and public investment on culture, heritage and sport to meet our objectives.

- 2.5 The Culture Committee meeting in March 2022 agreed that the region’s Culture, Heritage and Sport Framework should be revised in consultation with a range of stakeholders from the sector, and our communities. The proposed timeline for this is as follows:

Actions	Timescale
Priorities workshop with culture and sports sector	12 April 2022
External consultation exercise with sector and community groups	April – Sept 2022
Public Consultation on Your Voice	25 July – 18 Sept 2022
Draft Cultural Framework to Culture, Heritage and Sport Committee	Oct - 2022
Formal sign off by LEP and Combined Authority	Dec - 2022

- 2.6 **Since March 2022, we’ve held a range of face-to-face workshops and online sessions:**

- Consultation workshop on April 12 at John Smith’s Stadium, Huddersfield with stakeholders from the region’s culture, heritage and sports sector.
- Consultation sessions with sector and community groups: Yorkshire Universities (18 May), Wakefield Culture Sector (13 June), Leeds Culture Consortium (23 June), Kirklees Culture and Sport Sector (11 July).
- Consultation sessions with District Partners.
- Written consultation received from stakeholders including TUC.
- Bradford stakeholder consultation is on Tues 13th Sept.
- Sport stakeholder consultation w/c 12th Sept
- Calderdale stakeholder consultation date tbc.



We commissioned Leeds based illustrator (and Leeds Arts University alumni) Ellie Bazigos to capture the John Smiths Stadium session. See Appendix 2 for more images.

2.7 The consultation has been an iterative process: after each workshop, feedback has been collated and changes implemented, before issuing a revised version of the framework prior to the next workshop. This has been done to prevent the workshops focussing on issues we already know we need to address.

2.8 Key feedback



Mayor Tracy Brabin listens to feedback

2.9 There has been a lot of positive feedback on the framework – “we are on the right track!” - and most comments have centred on what should be added (rather than removed), and kind of language we should use. A longer digest of key feedback to date is attached as Appendix 3 to this report. Some key takeaways include:

- Be ambitious, raise aspirations and lift the spirits
- Use simple, clear language and avoid jargon
- Sport needs far more prominence
- Support activities that tell the story of our region
- Focus resources on things that only a combined authority can do, and which have region-wide impact
- Support community-led initiatives
- Support activity that increases engagement with culture and sport for all
- Make careers in the creative and sports industries visible, viable and accessible to people regardless of their background, and amplify role models.
- Ensure that culture, heritage and sport are given proper consideration in decisions on planning, transport and skills and business support
- Define what you mean by culture, heritage, sport and the creative industries
- Work closely with partners including LAs and universities on evaluation
- Many calls for WYCA to support specific organisations or initiatives, which may be out of scope for the framework itself (as one purpose of the framework is to guide our funding decisions, not commit us to funding specific organisations).

Structure

2.10 In response to feedback, we also made some changes to the *structure* of the framework. This is outlined in the below table.

Be ambitious, raise aspirations and lift the spirits	Added an introduction , setting the scene.
Themes aren't understandable at a glance.	4 themes renamed as People, Place, Skills and Business
There are overlaps between all themes but the most evident ones are between People and Place, and between Skills and Business.	4 themes ordered as People, Place, Skills and Business
Insert a 'missing step' of things WYCA will do to deliver its vision, not naming specific projects but types of activities.	Each of the 4 themes now has the following subheadings: Why it is important Our Ambitions How We Will Do This (the missing step) What We Will Measure (NB. This also better aligns the framework with the structure of 'Theory of Change' and 'Project Logic Model' templates that are often required to draw down funds from government).
The framework makes it look as though investment is the only thing WYCA does – we should manage expectations about WYCA becoming funder of first resort.	'How We Will Do This' is divided into 3 categories, to clarify that WYCA's role is not only about funding (and to align internal workflows): Invest Collaborate Broker
What do you mean when you say 'sport', 'heritage', and 'creative industries'?	Glossary of definitions added to the end of the framework

2.11 Public engagement

2.11.1. The Framework was published for public engagement on the Your Voice webpage from 25th July – 18th Sept.

- 2.11.2. We are targeting resources at groups who may not have been sufficiently represented ‘in the room’, including disabled-led organisations, community groups, people with learning disabilities and special educational needs, and young people (including cared for young people).
- 2.11.3. The [Framework](#) and feedback survey is available in [easy-read format](#), and in translation in three languages other than English ([Urdu](#), [Punjabi](#) and [Polish](#)), and Braille and BSL upon request. It has an EDI monitoring questionnaire, collects postcode data, and asks respondents whether they work in the sector.
- 2.12 Following the closure of the public consultation period, we will provide a final version of the framework recommended by the Culture, Heritage and Sport Committee in October 2022. The Committee is considering the framework and the final approval rests with the LEP and the Combined Authority. The Culture and Sport committee will also be asked to agree the development and framing of our future Action Plan, including provisional KPIs.
- 2.13 The Culture, Heritage and Sport Framework will be sent to the LEP and CA for final approval in December 2022.

3. Tackling the Climate Emergency Implications

- 3.1. In developing the new Framework it is essential that due consideration is given to how the framework will contribute to tackling the climate emergency, recognising the role that sport, culture and the creativity sector can play particularly in promoting clean growth and sustainability.

4. Inclusive Growth Implications

- 4.1. Culture, heritage, sports and creative industries will play a vital role to play in delivering an inclusive economic recovery – this is a key element of the revised Framework. Experiencing arts, culture and physical activity can transform the quality of life for individuals and communities, improving physical and mental wellbeing, individual reliance, connectivity and enhanced capacity and skills.

5. Equality and Diversity Implications

- 5.1. An Equality Impact Assessment has been completed prior to the launch of the public consultation, to maximise inclusivity and understand how it will affect local communities.
- 5.2. The consultation will target resources at those groups who may not have been sufficiently represented so far, including disabled-led organisations, community groups, people with learning disabilities and special educational needs, and young people (including cared for young people).
- 5.3. The Framework and feedback survey is available in [easy-read format](#), and in translation in three languages other than English ([Urdu](#), [Punjabi](#) and [Polish](#)),

and Braille and BSL upon request. It has an EDI monitoring questionnaire, collects postcode data, and asks respondents whether they work in the sector.

- 5.4. It is also recognised in particular that there are challenges for equality and diversity in both participation in culture, heritage and sport activities, and in terms of access to careers and employment opportunities in the sector. Both of these issues will be considered in the revised framework.

6. Financial Implications

- 6.1. The public consultation will be funded through the already approved Culture Capacity Development funding.

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. Please see paragraph 2.2 for the engagement carried out so far.

10. Recommendations

- 10.1. That the LEP Board notes the development of the revised Culture, Heritage and Sport Framework, and;
- 10.2. The LEP Board is invited discuss the draft Framework and provide feedback to the Combined Authority's Head of Culture, Heritage and Sport, and;
- 10.3. The LEP Board may wish to give particular consideration to 'Theme 4 Business' of the Framework (see page 14 of the appended Framework document), and whether the LEP Board wishes role of the LEP to be articulated in this section of the Framework;
- 10.4. That the LEP Board notes that, following feedback from the public engagement and stakeholder engagement (including the LEP Board), a final version of the Framework will be drafted, and shared with the LEP Board and CA for final approval in December 2022.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

Appendix 1 – Revised Culture, Heritage and Sport Framework (draft).



Culture, Heritage and Sport Framework

(draft)

Introduction

West Yorkshire is the heart of the north. Our places are among the most diverse and youthful in the country. A successful and levelled-up north cannot happen without a successful and **levelled-up** West Yorkshire.

Culture, heritage and sport matter. They can inspire us to success, be the reason we choose to live and work in a place, and create local pride. The stories we tell shape how we see ourselves, how we see the world, and how the world sees us.

Culture, heritage and sport have huge potential as levers to level up West Yorkshire. They create jobs and grow our economy. They give our people the confidence to succeed. They can be the medicine required to improve our mental and physical wellbeing.

Setting the stage: Our region as a platform for levelling up



The twenties are an exciting time for our region

Channel 4 have relocated to Leeds and are already having an impact on the local production and talent ecosystem. Bradford have been crowned the UK's new **City of Culture 2025**, preceded by major cultural events across the region, including **Leeds 2023** and **Kirklees Year of Music 23**, with years of culture in **Wakefield** and **Calderdale** in 2024.

The Piece Hall in Halifax has demonstrated the role of culture in creating vibrancy and passion in our places. We anticipate more major capital and regeneration projects in the region, including the forthcoming Bradford Live, British Library North and National Poetry Centre.

We have world-famous professional sports teams and stadia, and our grassroots sports clubs excel in making sport and physical activity accessible to everyone, with significant specialisms in rugby league, cricket, cycling and football.

We want to work with our communities and grassroots organisations, our colleges and universities. and our thriving creative and sports sectors, to realise our full ambition for the region.



What we are already doing to support culture, heritage and sport in the region

The Creative Catalyst Programme – a £1.5m investment in the creative industries (with an emphasis on the screen and games sector), to help businesses grow and export.

The Mayor's Screen Diversity Programme, which supports people with the skills, confidence and connections for a career in screen production, with an emphasis on removing barriers for people from non-white backgrounds and socio-economically disadvantaged backgrounds.

We are making our wider skills, business-support and inward-investment offer accessible to the creative and sport sectors.

We have committed investment to our region's year of culture programmes, starting with Leeds 2023 and Kirklees Year of Music 2023.

We are also supporting key initiatives with impact across the entire region, including the **Bradford Literature Festival 2022** and a new **West Yorkshire Young Poet Laureate programme.**



The Culture, Heritage and Sport Framework is our plan to grow and sustain culture, heritage and sport in the region.

The story so far

In a series of workshops across the region, we've consulted stakeholders from the culture, heritage and sport sectors, including regional organisations both large and small, businesses, freelancers, industry bodies and trade unions, community groups, educators, universities and colleges, national funders of culture, heritage and sport, and culture and sport leads from each of our five local authorities.

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← ELLY BAZIGOS

What we learned

These rich conversations have shaped our thinking on our new Culture, Heritage and Sport framework. Some of our key findings are:

Be ambitious, raise aspirations and lift the spirits

Use simple, clear language and avoid jargon

Support activities that tell the story of our region

Focus resources on things that only a combined authority can do, which have region-wide impact

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Support community-led initiatives

Support activity that increases engagement with culture and sport for all

Make careers in the creative and sports industries visible, viable and accessible to people regardless of their background

Ensure that culture, heritage and sport are given proper consideration in decisions on planning, transport and skills and business support

Define what you mean by culture, heritage, sport and the creative industries



From these learnings, we developed a draft **Culture, Heritage and Sport Framework**.

Our framework has four themes

1. People
2. Place
3. Skills
4. Business

Within each theme, the framework says **why we think this area of work is important**, our **ambitions**, the things we will do to achieve our ambitions (our **interventions**), and how we will **measure** the impact of this work.

∞ The **interventions** are organised into categories:

Invest – this means what we will spend money on.

Collaborate – this means helping people and organisations to work together across the region.

Broker – this means persuading government or other funders to invest money in West Yorkshire’s culture, heritage and sport, or to change a policy to help these sectors. It also refers to our work in attracting businesses to invest in the region.

You can find full definitions of some of the other key terms we use in the framework (including **culture**, **heritage** and **sport**) at the end of this document.

1. People

Everyone in West Yorkshire can enjoy culture, heritage and sport

2. Place

West Yorkshire is a creative, sustainable and vibrant region with culture, heritage and sport at its heart

3. Skills

You can build a great career in culture, heritage or sport in West Yorkshire

4. Business

West Yorkshire is the place to grow your creative business

1. People

Everyone in West Yorkshire can enjoy culture, heritage and sport

West Indian Carnival, Leeds. Credit Maria Spadafora



Why It Is Important

Culture, heritage and sport make us happy, keep us active, bring us together, and increase our confidence and pride in our communities.

Our Ambition

- Everyone in West Yorkshire can enjoy culture, heritage and sport.
- People in West Yorkshire are proud of their culture, heritage and sport.
- There is a development pathway into roles in the creative industries and sports sector.

How we will do this

Invest

- We will invest in activities that are inclusive and accessible.
- We will ensure our major investments have region-wide impact and reach.
- We will nurture and support local community groups and organisations.
- We will support regeneration projects involving the creative industries.

Collaborate

- We will promote opportunities to engage with culture, heritage and sport across the region.
- We will work with our region's voluntary and professional sports clubs to increase participation in sport and physical activity.

Broker

- We will advocate for the region's culture, heritage and sport sectors, and will seek opportunities to draw down funds from central government.

What we will measure

- The impact and reach of our investments across the region.
- The number of people engaging with culture, heritage and sport activity (including young people), and whether they reflect the diversity of our communities.
- Perceptions of our region's culture, heritage and sport offer.
- Whether engagement with culture, heritage and sport are improving our health and well-being.

2. Place

West Yorkshire is a creative, sustainable and vibrant region with culture, heritage and sport at its heart

True North Productions: Filming the Yorkshire Dales



Why It Is Important

Culture, heritage and sport bring joy to our communities at town, city, rural and regional level. They are part of our identity as a region, and closely linked to our wellbeing and community coherence. Beyond West Yorkshire, our culture tells the world the story of who we are, and attracts people to the region.

Our Ambition

- People are proud of their communities.
- People get involved in local culture, heritage and sport activity.
- People enjoy engaging with their local environment and being active.
- We have a thriving cultural tourism sector.
- National and international leaders in the creative industries invest in the region.

How we will do this

Invest

- We will support culture, heritage and sport activity that tells the story of who we are.
- We will support culture, heritage and sport activity that benefits local community groups and organisations (and volunteers, where this does not impact paid jobs).

Collaborate

- We will collaborate with culture, heritage and sports organisations to increase engagement and volunteering.
- We will collaborate with anchor institutions, including universities and libraries, to increase cultural participation in our communities.
- We will collaborate to make parks and green spaces safe for sports and exercise.

Broker

- We will advocate for culture, heritage and sport in planning decisions, and support the use of meanwhile spaces for cultural activity.
- We will grow awareness of West Yorkshire as a cultural destination, nationally and internationally.

What we will measure

- The number of people engaging with heritage activities and locations across the region, and whether they reflect the diversity of our communities.
- The number of volunteers in culture, heritage and sport.
- The increase in meanwhile space use.
- The increase in culture, heritage and sport tourism in the region.

3. Skills

You can build a great career in culture, heritage or sport in West Yorkshire



Why It Is Important

We need people with the talent, vision, skills and drive to make our culture, heritage, creative industries and sport sectors thrive. We must promote diversity in the sector and develop, sustain and retain our own talent, and attract new talent to the region.

Our Ambitions

- West Yorkshire people from all backgrounds have the skills, opportunities, connections and confidence to build a sustainable career in culture, heritage, the creative industries or sport.
- More people have fair, well-paid employment in the sector.
- People move to West Yorkshire to forge a career in the sector.
- Creative industries freelancers are networked, know where to find help and resources, and are confident about their futures in West Yorkshire.

How we will do this

Invest

- We will invest in organisations that create and sustain fair, well-paid employment.
- We will invest in organisations and projects that offer training opportunities for staff, volunteers and participants.
- We will make WYCA skills training accessible to the creative industries and sport sectors.
- We will make WYCA skills and training opportunities available to community groups and volunteers, to grow a sustainable culture, heritage and sport ecosystem.

Collaborate

- We will build and support regional networks of freelancers and SMEs.
- We will work with schools to promote possibilities and pathways for careers in the creative industries and sport sector.
- We will champion creative industries and sport role models from diverse backgrounds.
- We will work with Higher Education and Further Education Institutions on joined-up approaches to meeting the regional demand for skills in the creative industries and sport sectors, and share lifelong learning opportunities.

Broker

- We will work with other organisations, such as Arts Council England, Sport England, universities, trade associations and unions, to address gaps in knowledge-sharing and professional development.
- We will work with universities to share research and data on our creative industries and sport sectors.

What we will measure

- The number of people working in our creative industries and sport sectors, and whether they reflect the diversity of our communities.
- The increase in the number of people with protected characteristics working in our creative industries and sports sectors.
- The number of HE graduates taking up employment in creative industries and sport within the region.
- The number of creative industries and sport freelancers.
- The number of training places made available for creative industries and sport freelancers.
- Perceptions of freelancers on the sustainability of careers in West Yorkshire.

4. Business

West Yorkshire is the place to grow your creative business

Leeds Pride 2019 Credit Visit
Leeds



Why It Is Important

The creative industries sector is one of the most rapidly growing sectors of our regional economy. We need to grow and sustain our own businesses as well as attracting successful businesses to the region.

Our Ambitions

- People in West Yorkshire are confident and supported to found and grow businesses in the creative industries and sports sectors.
- Creative industries view West Yorkshire as a desirable place to locate.
- Creative industries in West Yorkshire nurture talent and create well-paid employment.
- Each major Year of Culture and/or City of Culture initiative grows audiences, creates jobs, and develops skills across the region, creating a sustainable cultural ecosystem.

How we will do this

Invest

- We will support the creation of spaces for creative industry SMEs to locate and grow (including the use of meanwhile spaces).
- We will review our business support offer for the creative industries and sport sectors, and ensure that a range of different models, including co-operatives, CICs and social enterprises, can benefit from business support.

Collaborate

- We will take a multi-authority approach to developing and sustaining creative clusters within the region.

Broker

- We will support accelerator schemes, and other interventions, to make our SMEs investment ready.
- We will develop our inward investment offer to scope and broker locations, with holistic consideration to supply chain, transport and workforce.
- We will advocate and broker opportunities with central government for inward investment and drawing down business-support funds.
- We will scope opportunities for the creative industries to share their perspectives and expertise with the wider West Yorkshire business community.

What we will measure

- The level of inward investment into the region from the creative and sport sectors.
- The increase in creative and sports sector business growth and sustainability (including start-ups and SMEs).
- The level of creative exports from the region including products, services, production and tourism.
- The increase in diverse leadership in the creative industries and sports sectors.

Public Engagement

We want to know what you think of our proposed framework. Do the four themes cover all the areas of culture, heritage and sport? Are we setting the right ambition? Are we taking the right steps to achieve the ambition? Are we measuring the right things?

We are very keen to hear your views, whoever you are!

You can share your views via any of the following:

1. Complete our survey. We recommend you look at the Framework and frequently asked questions (FAQs) before you complete it.
2. Ask a question in our Question and Answer tool.
3. Email us at yourvoice@westyorks-ca.gov.uk, or
4. Write to us at Freepost CONSULTATION TEAM (WYCA) no stamp required.

This engagement will close at 11.59pm on Sunday 18 September 2022

Definitions

When we say **culture**, we mean the process or product of any form of creative endeavour, including visual arts, music, theatre, film and TV, literature and spoken word, video and board games, fashion, design, architecture and crafts.

When we say the **creative industries**, we mean creative occupations whose work relies on creative endeavour. This includes artists, writers, composers, literary translators, musicians, actors, directors, curators, photographers, games designers, animators, graphic designers, fashion designers, set designers, dramaturgs, creative lighting designers, create makeup artists, craftspeople, dancers, performance artists, creative educationalists, architects and advertising creatives. We also include the ecosystem of companies and organisations that are the main employers of creative occupations, and/or facilitate creative activity, including film, TV and radio production companies, theatre companies, publishing companies, software developers, festivals and events companies, live music venues, museums, galleries and libraries, and book and record shops.

When we say **heritage**, we mean historic places or locations such as stately homes, mills and moors, and places where our heritage assets are housed and studied such as museums, archives and libraries, but also our non-tangible heritage, such as cultural practices, traditions, experiences and stories.

When we say **communities**, we mean groups of people with shared interests. This might be due to a shared location, a shared faith, a shared ethnicity or cultural heritage, a shared characteristic (such as LGBTQIA+ communities), or a shared disability (such as d/Deaf communities). It may also include people across the region who are united by an interest in the same activity (such as the gaming community, or the crafting community). We also recognise that these communities contain a diverse range of views, which cannot be represented by a single spokesperson.

When we say **sport**, we mean any kind of sport, exercise or recreational physical activity, engaged in individually or within a group, team or club. We sometimes use the term 'grassroots sport' to specifically refer to activities in which the majority of participants are non-professional players (however, grassroots sports may also involve some professional athletes, coaches, venues, or events organisers).

When we say **invest**, we mean what we will spend money on. This may refer to funds that have already been devolved to the West Yorkshire Combined Authority, or funding opportunities that we will apply for in future.

Collaborate – this means helping people and organisations to work together across the region.

Broker – this means persuading government or other funders to invest in West Yorkshire's culture, heritage and sport, or to change a policy to help these sectors. It also refers to our work in attracting businesses to invest in the region.



Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 21st September 2022

Subject: Digital Update

Led by: Mandy Ridyard

Lead Officer: Liz Hunter, Head of Transport Policy

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 input from the LEP Board on the proposed interventions in the Digital Skills Plan.
- Seeks the LEP Board's endorsement of the Digital Skills Plan (including proposed performance targets) before it goes to the Combined Authority Committee.
- Seeks the LEP Board's views on the proposition of refreshing the Digital Framework and understanding how the Board wants to be involved.
- Requests the LEP Board's comments on the proposition of converting the Local Digital Skills Partnership into a Local Digital Partnership, once the LDSP project ends.
- Requests the LEP Board to consider a deep dive on digital, including skills, social inclusion, place making, business support, inward investment.

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.

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

2.1. 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.

2.2. 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

2.3. 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.

- 2.4. 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.
- 2.5. 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.
- 2.6. 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.
- 2.7. 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.
- 2.8. The plan has been endorsed by the Employment and Skills Committee and presented to the Business, Economy and Innovation Committee. Pending the LEP Board’s approval, the Digital Skills Plan will be designed and published with a formal launch.
- 2.9. Ultimately, this plan will inform the development of a comprehensive pipeline of digital skills projects.

Reminder of request of LEP Board:

Seeks input from the LEP Board on the proposed interventions in the Digital Skills Plan

Seeks the LEP Board’s endorsement of the Digital Skills Plan (including proposed performance targets) before it goes to the Combined Authority Committee.

Recent Digital Skills Delivery and success in West Yorkshire

- 2.10. 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.

2.11. 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

2.12. 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.

2.13. Details of the various methods by which we will demonstrate progress and measure take-up are included in Appendix 1.

Digital Framework Refresh

- 2.14. 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.
- 2.15. 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 any activity of a refreshed Digital Framework.
- 2.16. 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.
- 2.17. 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.
- 2.18. 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'.
- 2.19. 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.
- 2.20. 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.
- 2.21. A series of engagement activity will take place to develop the revised strategy, including a potential deep dive with members of the LEP Board and relevant committees.

Reminder of request of LEP Board:

Requests the LEP Board's comments on the proposition of converting the Local Digital Skills Partnership into a Local Digital Partnership, once the LDSP project ends.

Seeks the LEP Board's views on the proposition of refreshing the Digital Framework and understanding how the Board wants to be involved.

Requests the LEP Board to consider a deep dive on digital, including skills, social inclusion, place making, business support, inward investment.

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 regions 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 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

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.

9.1. No external consultations have been undertaken.

10. Recommendations

10.1. That the LEP Board approves the Digital Skills Plan before it goes to the Combined Authority Committee (pending any amendments suggested by the Board to the proposed interventions).

10.2. That the LEP Board notes and offers feedback on the proposal to convert the Local Digital Skills Partnership into a Local Digital Partnership once the LDSP project ends.

10.3. That the LEP Board notes and offers feedback on the proposal to refresh the Digital Framework.

10.4. That the LEP Board offers feedback on the offer from WYCA officers to host a LEP Board deep dive on digital as a separate meeting in the future.

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)

Appendix 3 – Smart Region Digital Framework Refresh

West Yorkshire Digital Skills Plan

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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.



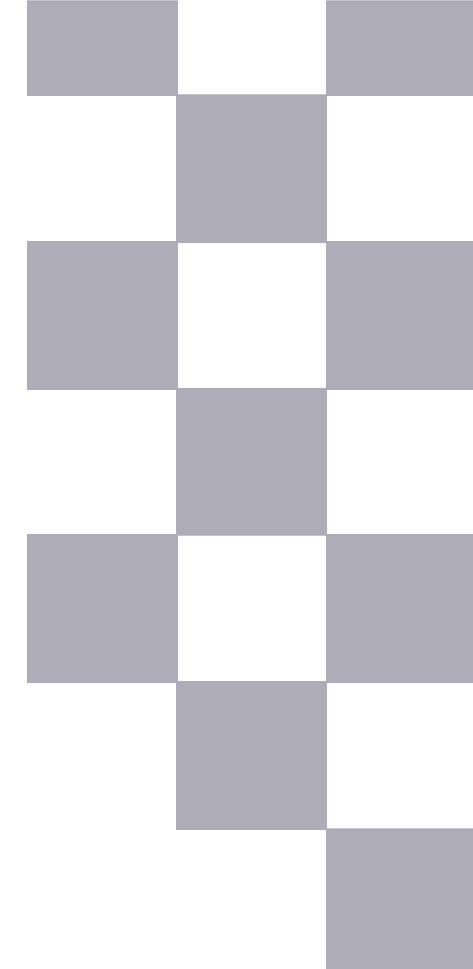
Education

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

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

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Mayoral Combined Authority and partners' proposed headline interventions (working titles)

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



Digital Skills – 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

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‘Digital skills shortages and gaps are reduced’

We will:

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

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- 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



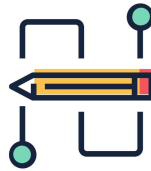
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- Retention and diversity of staff within digital sector/digital roles
- Numbers of SMEs and Third Sector organisations taking part in 'digital skills for business' programmes/bespoke events
- Number of SMEs and Third Sector organisations receiving digital support (funding, infrastructure)

06

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

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



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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West Yorkshire Digital Skills Plan

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Foreword from The Mayor

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Councillor James Lewis, Chair of the Employment and Skills Committee

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Foreword from the Co-Chairs



Mandy Ridyard,
Finance Director of
Produmax and Chair of
Space Hub Yorkshire

06

The Digital Skills Plan must equip business leaders with the tools they need to transform their businesses into more productive, agile and prosperous organisations. This will allow businesses to attract the best and brightest talent, retain and retrain existing people, provide more diverse and inclusive workspaces, and allow businesses to be more flexible and interactive with their customers.

Small Medium Enterprises who struggle to access digital skills or have low Digital Engagement will be a focus, because encouraging them to transform their digital capabilities and upskill their staff will provide greater opportunities for these businesses to grow. I believe that providing support for employees to develop their digital skills will accelerate growth opportunities and future-proof businesses, paying dividends and increasing productivity for years to come.



Bill Jones, Deputy CEO
of Luminate Education
Group and Executive
Principal of Leeds City
College

Providing the future workforce with skills required for the workplace is key, not only for the development of learners, but for the economic output of the region as a whole. We must continue to strive to ensure all students have the digital skills they need to actively participate in modern society, and to progress to high-skilled employment outcomes. A key aspect of this is continuing to inspire students to engage with STEM learning. This, of course, includes a strong focus on inclusive provision and a diverse pool of learners.

More generally, we must make sure students are provided with holistic career provision, which focusses on giving students an awareness of the numerous opportunities for employment within our region. As part of this, students must be given a greater awareness of how digital skills will shape the jobs of the future. It's key that, within this, we engage with our vibrant SME community as the backbone of our regional economy, ensuring SME voices are prominent throughout skills provision.

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:

97



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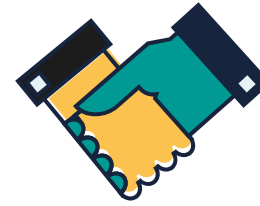
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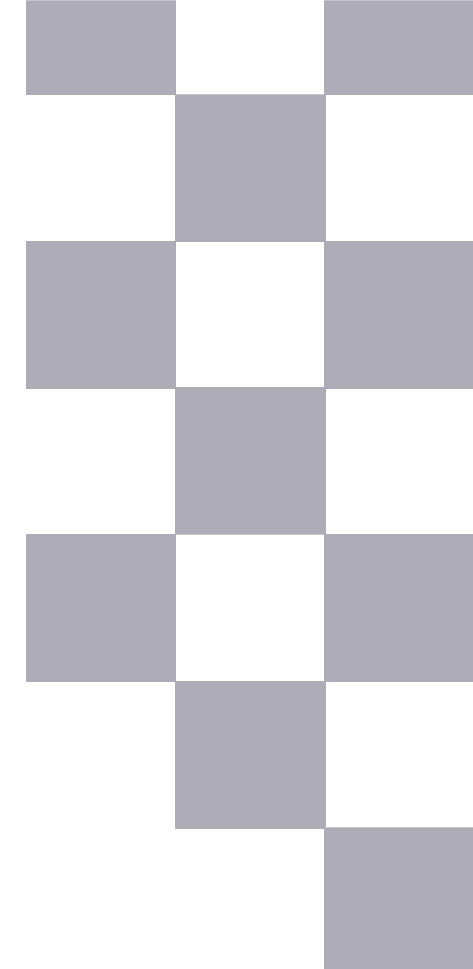
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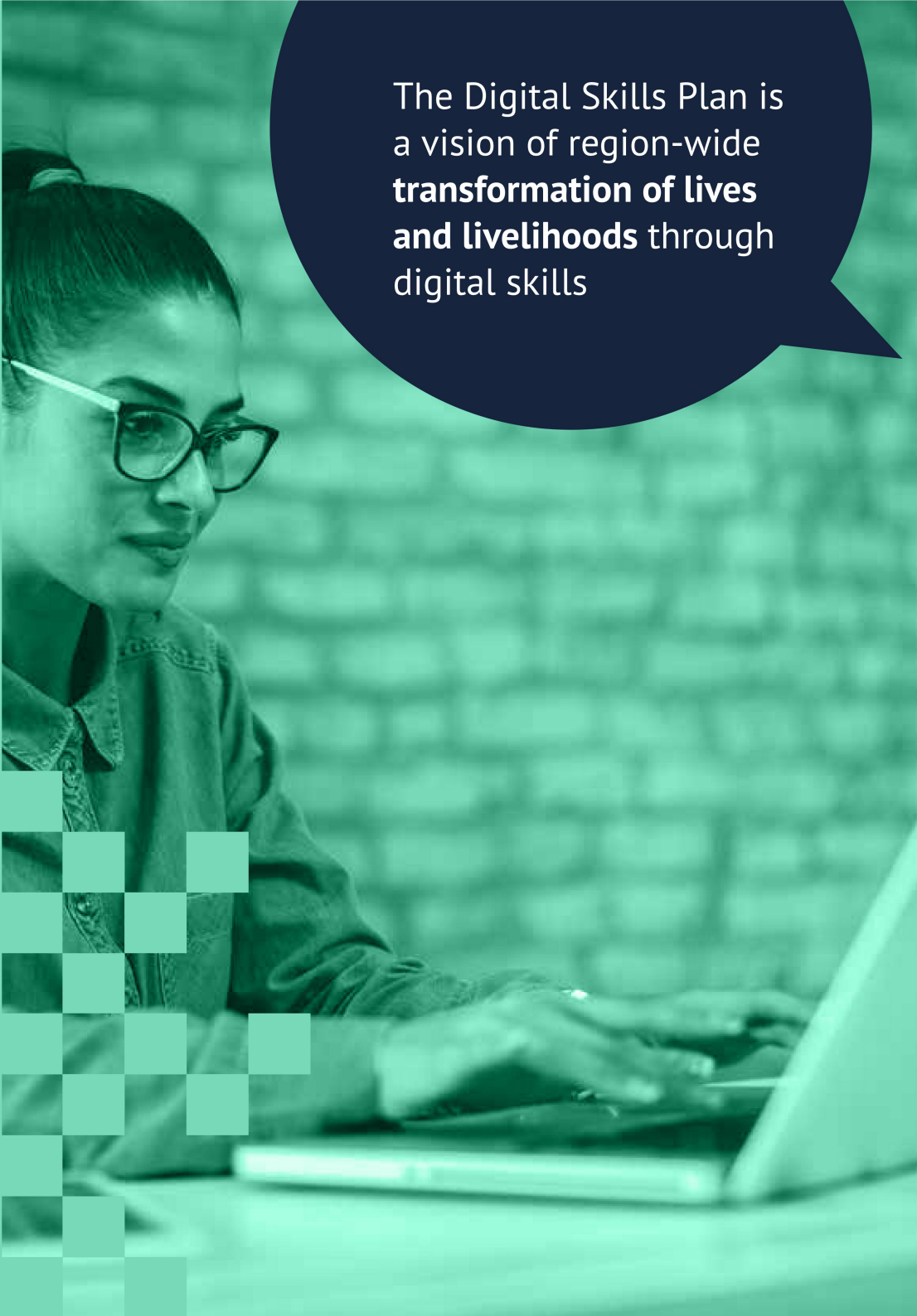


What are Digital Skills?

'Digital Skills' is a term that can mean different things in different contexts - which can make talking about them confusing.

To ensure alignment with national government strategy, the West Yorkshire Digital Skills Plan uses the terminology from the [Essential Digital Skills Framework \(EDS Framework\)](#):

- The 'Essential Digital Skills Framework' is the current baseline for digital skills that UK citizens need for work and everyday life.
- The Framework was established in 2018 through a consultation led by the Tech Partnership, Lloyds Bank and the Department for Education, involving over 350 cross-sector organisations.
- It updates the 2015 Basic Skills Framework by adding distinct skills statements for life and work, to demonstrate progression and enable measurement.
- Progress against the Framework is measured annually by the 'Essential Digital Skills Survey', which tracks year-on-year changes in digital skills, run by Lloyds Bank with Ipsos MORI.



The Digital Skills Plan is a vision of region-wide **transformation of lives and livelihoods** through digital skills

The Essential Digital Skills Framework is divided into the following four categories:

Digitally Excluded

Cannot do any of the *Seven Foundation Tasks* independently

Foundation Level Digital Skills

Can perform all *Seven Foundation Tasks* independently

Essential Digital Skills for Life

Can independently perform at least one task within each *Life skill area*

Essential Digital Skills for Work

Can independently perform at least one task within each *Work skill area*

Seven Foundation Tasks

- Use the different menu settings on a device to make it easier to use
- Find and open different applications/programmes on a device
- Update and change a password when prompted to do so
- Turn on a device and log in to any accounts/profiles
- Open an Internet browser to access websites
- Utilise the available controls on a device
- Connect a device to a Wi-Fi network

Life Skills

- Understand the importance of communicating securely
- Set up an email account communicate with others digitally using email and other messaging apps
- Use word processing applications to create documents
- Share documents with others by attaching them to an email
- Communicate with friends and family using video tools
- Post messages, photographs, videos or blogs on social media platforms

Work Skills

- Understand and conform with my organisation's IT and social media policies
- Comply with my organisation's security protocols when accessing my email or working remotely
- Communicate in an appropriate way for my organisation by using email, online and collaborative digital tools
- Use digital collaboration tools to meet with, share and collaborate with colleagues
- Use professional online networks and communities

The Digital Skills Plan also recognises two additional categories of digital skills

‘Essential Digital Skills for Work’ recognises a basic, generalist digital capability relevant to all work places. However, upskilling beyond the basics can help progress careers, support career changes, fill skills gaps across a variety of sectors, and support the growth of the Digital Sector in West Yorkshire.

Digital Skills for the Digital Sector

The Digital Skills Plan will also reference the digital skills needed to ensure a supply of talent to meet the demands of the region’s thriving digital sector, which is now the largest outside London.

e.g. programming, web and app development, data science, analytics, visualisation, SQL, Javascript, cloud computing, UI/UX design, etc.

Digital upskilling or re-skilling for any sector

The Digital Skills Plan will also recognise the need to enable people who have already achieved ‘essential digital skills for work’ to upskill further, or re-skill to support career progression and/or change in any sector. e.g. Manufacturing, Engineering, Health

e.g. Using new digital technologies within business, digital marketing, content creation for social media, website optimisation, etc.

Social Digital Inclusion



The Challenge

The Social digital Inclusion vision will cultivate strong pipelines of residents to engage with the further 3 workstreams. The close association between digital exclusion and other dimensions of inequality underpins an urgent social and economic need to act that aligns with Levelling Up. Delivering the right interventions to support those who are digitally excluded will have wider benefits on elements such as health, regeneration and education, thus requiring a collaborative, community-based approach and a resilient third sector.

Building trust and relationships with adult learners – across all ages - is vital where learners face considerable social and economic disadvantage, and multiple barriers to learning.

As of 2021, 4% of people in Yorkshire and Humber remain offline, despite the fact that West Yorkshire's full fibre and gigabit coverage are both above the national average.

25% of adult residents of Yorkshire and Humber don't have Essential Digital Skills for Life. 7% of these are digitally excluded, meaning they cannot complete a single 'foundation' digital task such as turning on a device, using a mouse/keyboard, interacting with the home screen on a device, connecting to Wi-Fi, browsing the internet.

Only 59% of people in employment have Essential Digital Skills for Work. 9% of these do not have Foundation level skills, which include: using the email address book in their organisation to 'cc' in colleagues; working remotely using a virtual private network (VPN); using document formats such as PDFs; using video-conferencing products. This data is North East, North West and Yorkshire and Humber-wide.

Nationally, the biggest barrier to digital inclusion is lack of motivation, with 42% of people who are offline stating that 'Not interested, I see no need'. 37% of those offline state that they don't have the right equipment, and 36% say that it's too expensive to be online. 1.3 million non-users across the UK are worried about privacy and security.

As well as social and ethical reasons to add benefit to the community, there is a strong economic case to be made for digital inclusion. It has been estimated that if everyone in the UK was able to go online, it would add another £63 billion to the economy.



Social Digital Inclusion – How we are already tackling the challenge

To access those who are digitally excluded, offline and online place-based support and community networks are integral. Tablet lending, Digital Champions Network, digital support across West Yorkshire's libraries and community networks that reach out to those most in need, supported by national charities such as Good Things Foundation.

CASE STUDY



100% Digital Leeds: Widely recognised as one of the leading digital inclusion programmes in the country, 100% Digital Leeds brings together the third sector, health and care, and council colleagues to design and deliver sustainable digital inclusion interventions that are embedded into existing services. Leeds was set up on the premise that the people most likely to be digitally excluded are those who have other challenges that make it more difficult for them to engage, such as disability, learning difficulties, poverty, homelessness, addiction, language barriers, long-term health conditions, social isolation, memory problems or other factors.



Person A has been in and out of prison for the majority of her adult life for numerous thefts from shops and was a sex worker prior to her most recent sentence. She is also fleeing domestic violence from another rough sleeper with whom she was previously in an abusive relationship. They were on a joint claim for Universal Credit which left Person A dependent on her partner and unable to break away from the abusive relationship. Having a smartphone has allowed Person A to make their own separate Universal Credit claim and the couple have now separated. Person A has a history of not attending probation meetings and getting recalled to prison as a result. Having a smartphone with connectivity has allowed her to stay in active contact with the Probation team and break that cycle.”

100% Digital recipient, via Leeds Housing Options

CASE STUDY



Libraries: There are 119 libraries in West Yorkshire, open 3,667 hours per week, with 600+ members of staff and volunteers, and almost 6 million visitors per year. The People's Network is the provision of free public access computers throughout the library networks and has had a massive impact for those who would not otherwise be able to get online, such as those who do not have skills/education, for whom the cost of equipment and network connections is preventative, or where cultural/language are barriers.

An example of a local scheme is #digital121 - First Steps with digital programme

A programme of First Steps with digital was held at Seacroft Community Hub and Library in January 2022. The sessions are designed to: support digitally excluded learners to attain Foundation Level digital skills and reach towards Life Essential Digital Skills level; promote the use of Leeds Libraries online services and wider

#digital121 support sessions.



Kurt is currently homeless and uses the library computers to look for housing and to check his Universal Credit page. He's only got a basic phone at the moment, so he also enjoys using the library computers for entertainment and especially to listen to music.

Kurt said, 'It means everything to be honest, because there's no other outlet at the moment for free internet usage.'





CASE STUDY

Kirklees Digital Hubs: The Hubs provide free Wi-Fi and a space to access technology in a safe and covid-secure environment, as well as a range of free learning courses for anyone aged 19 or over, to suit people of all levels, from beginners to those with more advanced skills. Residents can also get online at home with help from a free device or data loan scheme for up to three months. It is envisaged that residents using the loan service will go on to further improve their digital skills and access other learning.

“David was unemployed and the family were short of money and did not have access to a laptop, although they had internet access at home. David has some literacy boundaries and needed support to complete his CV and get some printed copies to hand out locally. David has always worked but had been made redundant just before Christmas and had been out of work for 9 months when he approached the community centre.

The digital Hub has allowed a local resident who was made redundant to get an updated CV completed with support from staff. In addition, he was able to print off paper copies to hand out to local employers and to apply for jobs online with some initial IT support and training. He feels more included now he can actively job search without any help.

He has secured long term employment which in turn allows the family to be more financially resilient at a time when we anticipate a ‘cost of living’ crisis just around the corner, with utilities and petrol, for example, having gone up by 50% within twelve months.

David feels more confident moving forward and will now be looking at what other employment opportunities are available locally to get a better job. He has also learnt new IT skills which make him more independent when applying for jobs online.

Kirklees Digital Hub recipient, via Chickenley Community Centre, written in March 2022

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Social Digital Inclusion – Action Plan

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Scale up the programmes that are delivering positive impact in communities, focusing on those that:

- Deliver digital skills and digital access to the digitally excluded in local settings.
- Deliver community-based interventions that increase confidence and motivation to start engaging with digital (such as cyber security training) as secondary learning.
- Provide more access to a sustainable programme of tablet and device lending and donations.
- Help disadvantaged communities out of data poverty through broadband or bespoke data packages.
- Offer people-based, on the ground, digital support to engage those who are digitally excluded or do not/cannot access services elsewhere (English-language learners, non-internet users) – this includes embedding digital support alongside other services.
- Signpost the next digital skills opportunity, such as ‘Digital Entitlement’ through the Adult Education Budget (AEB).*
- Work with employers, large and small, to support the digital inclusion agenda through Social Value and Corporate Social Responsibility initiatives.
- Support Third Sector and grassroots organisations to access funding and advice for digital offers that complement their primary services and connect them with other locally delivered Employment and Skills interventions.
- Build on the success of the devolved AEB by expanding the ‘Digital Entitlement,’ increasing the value of AEB Essential Digital Skills courses and lobbying for further devolution of digital skills.*

Priority Actions

- ✔ Build the capacity of community organisations, such as rolling out 100% Digital West Yorkshire across the region.
- ✔ Empower the regional digital inclusion network through a hub and spoke model of advisers.

*See AEB case study in ‘Simplifying the Offer’ section

Social Digital Inclusion – Impact

Everyone in society can gain the skills required in an increasingly digital-first world to help manage their finances, navigate the health system, apply for jobs, access housing and benefits, and enjoy leisure activities and mental wellbeing.

Through accessible and inclusive provision of digital skills training, no individual is left behind in our increasingly digital society.





Workforce for the Future

The Challenge

Over 80% of all jobs currently require the minimum of basic digital skills

Digital professionals are among the occupations with the highest prevalence of skills shortages vacancies. The number of people in digital roles is growing and the evidence shows that employers often cannot hire employees with the required skillset. Microsoft Office and Microsoft Excel are seen as some of the most in-demand skills at the present time for employers.

Digital skills such as Social Media, CRM and Engineering Design are now required across a wide range of disciplines, permeating across the workforce. From April 2021 to March 2022, in West Yorkshire, Software Developer and ICT Support Specialist roles were the most in-demand digital occupations.

There is growing demand for specialist digital roles in the labour market. Online job postings for digital jobs was 50% higher in March 2022 than pre-pandemic. Employment in digital roles grew 6x faster than overall employment between 2011 and 2021. More than 40,000 people are employed in specialist digital roles in West Yorkshire, which are skills-intensive

and therefore well-paid (median salary of £40,800) roles such as software developers, web developers, telecoms engineers.

Yet, fewer than 10% of pupils take a Key Stage 4 Computing qualification in West Yorkshire. Around 60% of schools offer Computer Science GCSEs, covering 80% of pupils, but entries for computing-related qualifications at Key Stage 4 are low.

15% of young people in the UK who have smartphones have no access to laptop or desktops. Echoing the behaviour of the parents, children from a high socioeconomic status family use the internet more often and on a wider range of devices. There is clear alignment between what the parents say they want for their children and what their children aspire to themselves.

Girls are far less likely than boys to study digital-related courses, but apprenticeships are more diverse. Technology-related jobs are more appealing to younger children, young men and those with higher income levels

Compared to girls in West Yorkshire, boys in West Yorkshire are:

2x as likely to study Maths at A-Level

5x as likely to study Physics at A-Level

12x as likely to study Computing at A-Level

Positively, there is an upward trend in Computer Science qualifiers from West Yorkshire's Higher Education Institutions. Computer Science has the highest retention rate of any subject in terms of graduates taking jobs in West Yorkshire 15 months after completing their subjects. These highly-trained graduates stay within the region to work in our well-paid digital sector. But only 15% of qualifiers from Computer Science from West Yorkshire institutions are female.

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

Workforce for the Future – How we are already tackling the challenge

Large amounts of public and private provision is targeted at education institutions, to encourage, inspire and enable students to learn digital skills and consider careers that rely on digital skills. This includes the 'Teen Tech' initiative, IBM SkillsBuild, the FutureGoals platform and virtual work experience, the West Yorkshire Innovation Festival, the EY and STEM Learning app, Digital Skills Bootcamps, IBM P-TECH model, digital T-Level provision, Higher Technical Qualifications.

There is also some provision that works with businesses to encourage them to offer employment opportunities to those students/residents who have taken part in digital learning.

CASE STUDY

During covid lockdowns, FutureGoals produced an engaging series of videos, animations and challenges designed to replace the usual face-to-face work experience offer. Students were given challenges from West Yorkshire employers to:

- make students aware of the key skills needed for each sector, including digital
- explain desired qualifications for each role
- showcase some of the lesser known career opportunities available.

CASE STUDY

Multiple courses at Wakefield College include Digital Skills for Life and Work, Digital User Skills in Microsoft Word & Excel, IT User Skills in Microsoft Office, T-Levels.

Born in Bradford and Connected Bradford is a powerful dataset of 30,000 Bradfordians that is changing the lives of our residents by increasing the health and educational outcomes of some of our most vulnerable children. Digital Makers is the world's largest and richest study into adolescence. As part of this, the children will help the researchers to collect data (via VR games and other digital technologies) so that they're empowered to understand the data, increase their own digital literacy and understand the Human Rights issues surrounding the data and its protection. The project uses its infrastructure (funded by Wellcome) to raise digital literacy and raise children's awareness of their data rights.



CASE STUDY

Digital Skills Bootcamps: Free, flexible courses for up to 16 weeks. Almost 2000 West Yorkshire residents have applied to take part in these courses, using devolved funding, which were endorsed by local employers.

I had experience with JavaScript but I didn't have experience with all of the skills on the bootcamp. I learnt all the fundamentals that I needed to be able to use at industry level. They found me a company, Dedalus, and from there I was able to secure an interview. It's probably one of the best opportunities I've ever had in my life, especially with it being a transition from my current role.

Former Coder's Guild Bootcamp graduate (2021), now Associate Service Delivery Coordinator at Dedalus Group

The modules of the bootcamp were very relevant for what we do. They were all about how WordPress themes work, how you would go about adding plugins and we certainly see that the participants come in extremely knowledgeable of what they're going to be doing as opposed to coming in a bit cold footed.

Leeds-based, micro-business who benefitted from the Software Testing digital Skills Bootcamp delivered by The Coder's Guild

'I have always been interested in this subject, but after choosing GCSE Computing in high school, it became a passion of mine. It was a way for me to solve problems and challenge myself and the course at Leeds City College allows me to learn the basics of programming that I am then able to use when in the workplace... I applied for the apprenticeship programme in the spring of 2016...

I would encourage more girls to consider going into industries such as engineering, science and computing. With my job, there are lots of opportunities to develop, meet new people and travel the world. As there is such a high demand for female developers, it couldn't be a more exciting time to be part of this growing industry.'

Applied Computing student, Leeds City College

Workforce for the Future – Action Plan

All Actions

- Increase take-up of STEM learning, digital literacy and GCSE Computer Science, - especially for girls and students from ethnic minorities - beyond GCSE level learning through academic and technical routes by:
- Developing greater work experience opportunities for digital skills roles, and digital roles in all sectors, especially for girls.
- 119 Encouraging the participation in coding clubs, digital badges and extra curricular activities that promote the take-up of digital skills, especially to underrepresented groups (with additional support requirements for underrepresented groups).
- Supporting schools to fulfil their statutory duties to ensure pupils are aware of technical and academic routes to further learning, including digital apprenticeships, and to embed a digital strategy in all schools, e.g. initiatives such as the EY Stem Learning app.
- Promote, through engaging content, the opportunities that digital skills can lead to (including in non-digital sectors) to students and their parents through locally rooted careers inspiration such as www.futuregoals.co.uk, IBM Skills Build and the West Yorkshire Innovation Festival.
- Leverage the expertise of private provision (e.g. banks) and tailor free provision for West Yorkshire residents and businesses that is accessible and relevant to people's lives.
- Promote clear pathways for adult digital skills provision and funding routes, such as Skills Connect courses, so that adults can upskill or reskill to advance their career (either for the digital or non-digital sector), especially targeting the over-50s to stay in work.

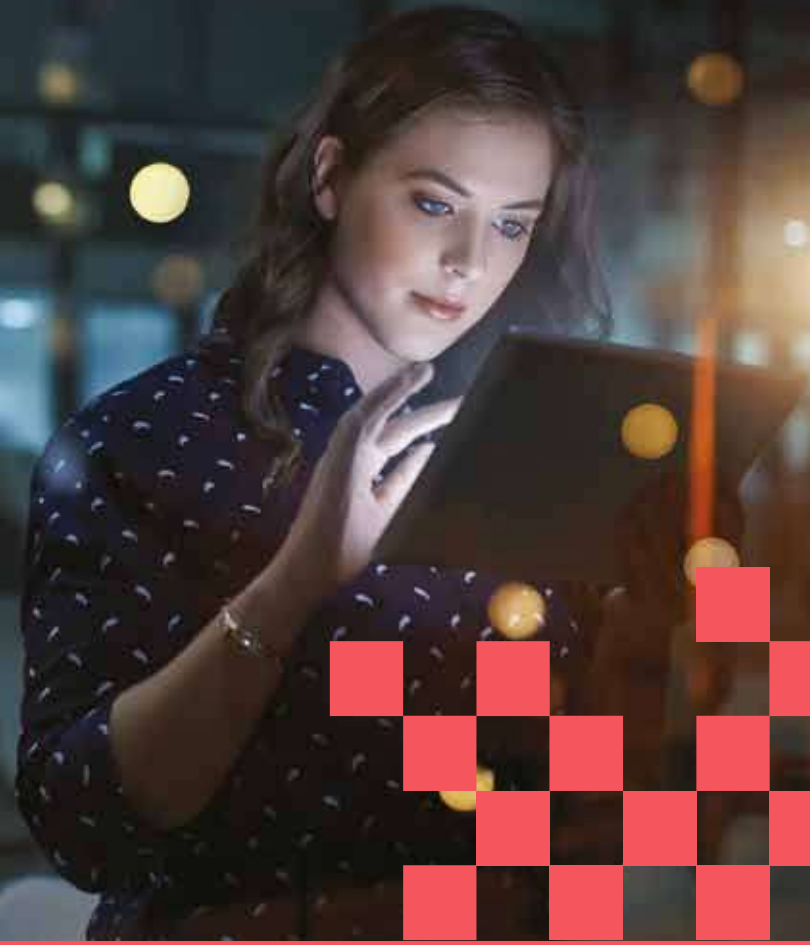
Priority Actions

- ✓ Engage digital employers in curriculum development, interactions with younger employees, careers fairs, careers talks and work experience, real-world digital challenges that align digital careers with young people's interests, work experience, T-Levels, internships, bootcamps and apprenticeships.
- ✓ Teachers across all subject areas develop an understanding of the career opportunities within digital, e.g. English teachers to understand routes into digital Marketing.



The skills shortages and gaps are reduced in roles within the digital sector and in roles that require digital skills. Businesses are able to access local recruits with the skills they need, and residents can enter prosperous and progressive careers in West Yorkshire.

SME and Third Sector Digital Growth



The Challenge

41% of the workforce in Yorkshire and Humber lack Essential Digital Skills for the workplace.

Yorkshire and Humber is the region with the lowest levels of high digital capability in England. Only 77% of SMEs within Y&H have high digital capability. The 23% of SMEs with low digital capability are less likely to: have Essential Digital Skills among their staff; offer their own website; use email to communicate with customers; use social media to interact with customers and suppliers; use government services; use Internet Banking; use online accounting software.

2020 data showed that almost a third of mid-sized organisations in Leeds City Region needed to improve their basic IT skills to meet business needs.

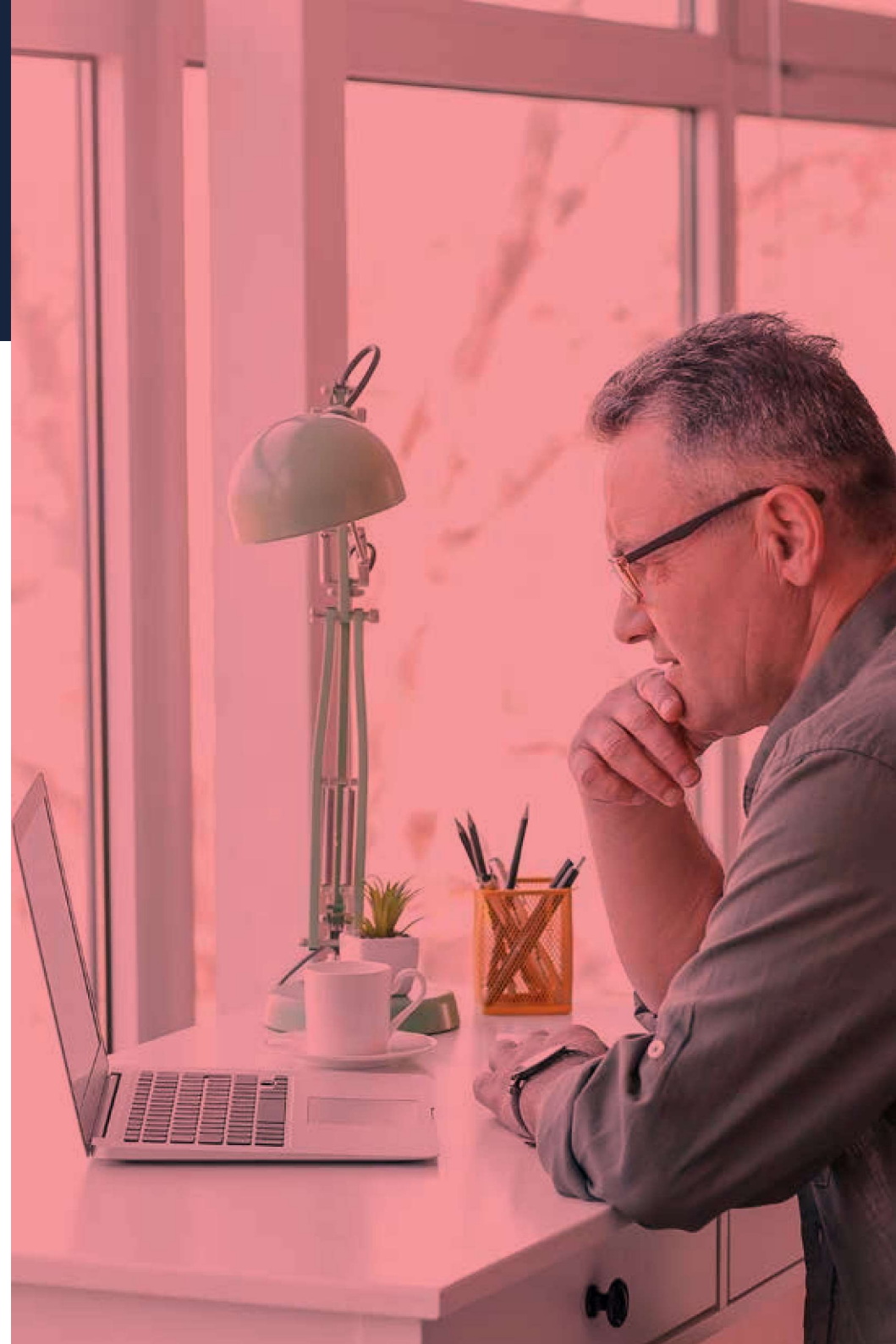
In Yorkshire and Humber, one quarter of businesses state that they don't have the knowledge and experience needed to make their business more digital.

38% of business leaders are not confident to lead their organisation in a digital world.

35% of businesses don't know or aren't sure where to access information about making their business more digital.

71% of businesses in West Yorkshire do not seek independent advice, either because they did not know where to go or they did not think they needed it. Of the 29% who do seek advice, 39% go to their accountant, 22% go to a bank, 16% go to their Local Authority, and 16% go to other businesses/peers.

In the Third sector, it is estimated that there are ~12,000 registered and unregistered organisations and groups in West Yorkshire, which employs 29,700 full-time equivalent people. The total economic added value is calculated to be between £3.1bn and £4bn.



SME and Third Sector Digital Growth – How we are already tackling the challenge

Much public and private provision is aimed at businesses (and particularly SMEs) to support their upskilling needs. This includes: Amazon Small Business Accelerator, Digital Boost, Clockwork City, Google Garage, Help to Grow: Digital, Digital Enterprise, Made Smarter. There is limited digital skills brokerage support for businesses.

CASE STUDY

Skills for Growth is a free scheme that helps businesses to navigate the complex skills landscape. More than 600 businesses have been supported to access local talent and/or skills courses since Sep' 2020.

CASE STUDY

Lloyds Bank Academy Business Hub: Free online on-demand learning and webinars on digital skills, to help businesses learn new skills and use technology to improve productivity, increase turnover and understand customers. Lloyds' annual national aim is to help 185,000 businesses become more productive and resilient.

CASE STUDY

Workforce Development Service. Bradford Council's Workforce Development Unit offers a range of development opportunities designed to improve the skills, competence and confidence of the workforce. These courses include a wide ICT offering aimed at the development needs of colleagues across the Council, but are also available to partner organisations and businesses external to the Council.



Skills for Growth has been tremendously helpful in supporting our business growth. They introduced us to Leeds Beckett University who supported us to recruit a Marketing Assistant to target customers for our digital sales assistant products across the nation and beyond. As a result, we were nominated and won the prestigious Hermes Creative International Platinum Award in May 2021. – Director of a small, digital business in Wakefield



SME and Third Sector Digital Growth – How we are already tackling the challenge

CASE STUDY

Business West Yorkshire (name to be confirmed). Business owners in West Yorkshire can connect with a Growth Manager with local expertise to find tailored solutions to support with their business growth, including digital adoption and skills.

CASE STUDY

Digital Enterprise is a business support programme which helps eligible, growth-focused businesses to scale up and achieve digital transformation. Alongside digital Growth and connectivity vouchers, Digital Enterprise's Digital Knowledge Exchange service offers free-to-attend workshops, masterclasses, conferences and mentoring. This helps local businesses acquire knowledge about digital technologies. Since September 2019, over 3000 businesses in Leeds City Region have registered their interest in Digital Enterprise.

CASE STUDY

West Yorkshire Local Digital Skills Partnership (LDSP)

The LDSP has worked broadly with key stakeholders to successfully grow the profile of digital skills and bring to life the importance of digital skills to the region and its economic recovery post-pandemic.

The importance of digital skills to all aspects of society is now truly recognised across the region, and the drive to ensure everyone has the digital skills needed is growing with the support of an increasing range of partners.

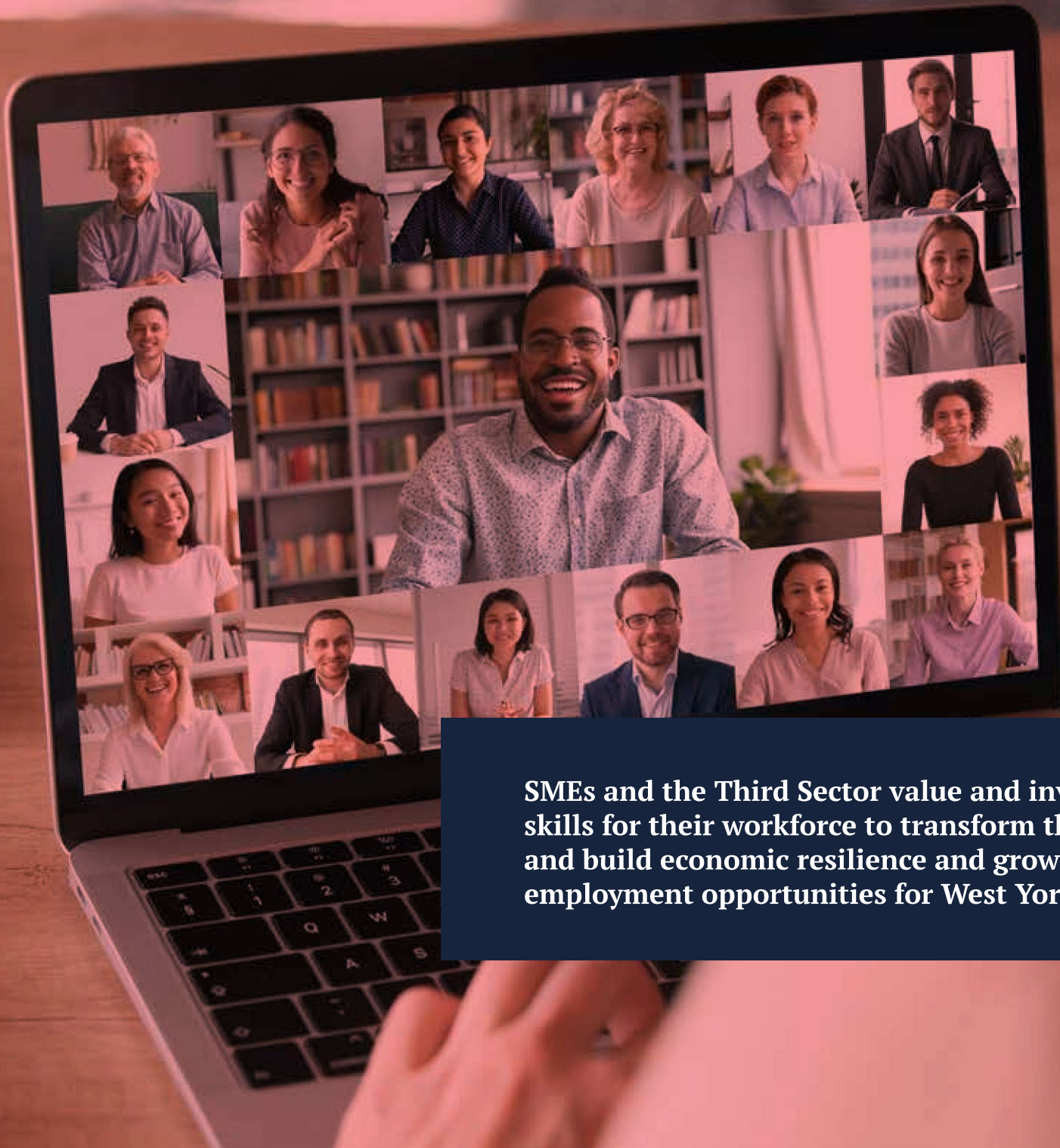
SME and Third Sector Digital Growth – Action Plan

All Actions

- Influence leaders in SMEs and Third Sector organisations to embed digital skills and transformation as a key element of their business strategy, driving greater employment levels, and greater efficiency, productivity and growth, via business support and professional networks.
- Raise SME and Third Sector organisations' awareness of Essential Digital Skills for the Workplace interventions for employees, by working with services that offer skills diagnostics/ support for employers.
- Support a regional programme for digital transformation which could include peer-to-peer, cross-sector support for SMEs, including micros and voluntary and community organisations, focused on underrepresented groups.
- Coordinate and promote schemes, including digital capital grants/funding, that support businesses to access digital skills and digital transformation and an inclusive workforce.
- Support small employers (and larger companies within the supply chains) who are indigenous or investing in the region to attract diverse talent and skills to thrive in West Yorkshire to strengthen the skills offer.
- Explore opportunities for subsidised digital training targeted at key sectors, to support priority actions.

Priority Actions

- Promote relevant digital skills programmes to SMEs and the Third Sector, including through our networks of diverse digital professionals.
- Showcase opportunities for existing workers to retrain by signposting businesses and individuals to existing upskilling provision.



SMEs and the Third Sector value and invest in digital skills for their workforce to transform their businesses and build economic resilience and growth, and offer employment opportunities for West Yorkshire residents.



Simplifying the Digital Offer

The Challenge

The digital learning space is complex and fast-moving. There are many offers of courses with varying eligibility criteria, timeframes, costs, modes of study, support levels, and qualification levels. There is not a single portal that includes all provision from online only providers, state funded colleges and training organisations, universities, large employers in a range of sectors like finance, IT, business and engineering.

To demonstrate the saturation of the digital learning space, the UK-based digital learning provider increased their number of courses from 255 to 1,377 between 2015 and 2021.

Mapping provision is a long-term, ongoing task because new initiatives are added weekly. For this reason, this plan uses a case study, light mapping methodology to demonstrate current digital initiatives in West Yorkshire.

Those without digital skills are unclear on what training they need, and where and how to access appropriate learning. Yet, 2 in 3 of those without digital skills would like to improve their skills, if they knew what skills were needed and where they are available. And 64% of people say they would undertake digital skills training if they knew it would aid them with career progression.

Yet, more than a quarter (26%) of the working age population in West Yorkshire are qualified below Level 2 or hold no qualifications in 2019, compared with 21% nationally. There has been a significant fall in the take-up of digital Further Education courses by adults (25+) and community learning participants since 2018.

Self-taught methods of learning to use online services and develop digital skills are the most used, nationally. Self-taught methods are also perceived as the easiest way to develop digital skills. However, those with low or very low engagement with digital would be more likely to turn to their family and friends alongside self-taught/online methods to learn new digital skills.

Much of our data on digital skills needs covers all of Yorkshire and Humber, rather than granular West Yorkshire statistics. This is the geography used by many of the secondary evidence sources, e.g. the Department for Culture, Media and Sports and Lloyd's Bank.



Simplifying the Digital Offer – How we are already tackling the challenge

Much public and private provision is aimed at businesses (and particularly SMEs) to support their upskilling needs. This includes: Amazon Small Business Accelerator, Digital Boost, Clockwork City, Google Garage, Help to Grow: Digital, Digital Enterprise, Made Smarter. There is limited digital skills brokerage support for businesses.

CASE STUDY

The devolved Adult Education Budget (AEB) funds any adult over the age of 19 to undertake training. The AEB delivery partnership in WY offers a range of digital courses: from community-based, non-accredited digital access programmes, to courses for ICT practitioners.

Through the Digital Entitlement, the Essential Digital Skills qualification will be fully funded for all individuals aged 19 or older who are assessed at below Level 1.

CASE STUDY

Barclays Digital Wings: An online learning tool designed to help users become more tech savvy and keep up-to-date on recent digital trends. It's accessible from anywhere, by anyone, from any device.

CASE STUDY

Leeds' Digital Pathways and Destinations Steering Group. The group, which reports to the Leeds Learning Alliance, has identified that the digital workforce in Leeds is not representative of the demographic in the city. This steering group, which is made up of representatives from educational institutions, businesses, the voluntary sector and Leeds City Council, is working to improve the progression routes and pathways available for young people into digital-related careers.

CASE STUDY

IBM SkillsBuild for Students and Educators exposes secondary school students (13-18) to the emerging career fields and skills needed for success in the future workforce. A starting point for career exploration, the platform offers free access to technical and professional courses.

CASE STUDY

Calderdale Council signposts regional/national schemes that have a role in Calderdale e.g. Barclays Digital Wings, FutureLearn, Google Digital Garage



Simplifying the Digital Offer – Entry points

Social Digital Inclusion	I have no digital skills at all ('digitally Excluded' – Need 'Foundation Skills')	I can't turn a device on or connect to the internet	Pathways	Local, face to face community support programmes e.g. through libraries and voluntary/community sector organisations.
	I don't have the basic digital skills to be included in modern society (Need 'Essential Digital Skills for Life')	I can turn on a device and connect to the internet, but I am not able to communicate, transact, problem solve, handle information and be safe online		As above plus Adult Education Budget's Digital Entitlement and local educational institutions' provision
Workforce for the Future	I don't have the basic digital skills to thrive in the modern workplace (Need 'Essential Digital Skills for Work')	I'm not able to use digital technology in the workplace to communicate with colleagues, transact, problem solve or handle information safely and securely	Pathways	As above plus IBM SkillsBuild; FutureGoals, private provision from banks, Employment West Yorkshire
	I don't have the right digital skills to advance my career (Need 'digital upskilling or reskilling for any sector')	Learning more advanced digital skills would enable me to be more productive, take on more responsibility and support me to advance in my career – or switch to a new industry all together!		As above plus SkillsConnect courses; traineeships, T-Levels, Apprenticeships
	I don't have the digital skills to get a digital/ Tech role (Need 'digital skills for the digital sector')	I would like to work in a digital/tech role (in the digital sector or beyond), but I don't have the right technical skills. E.g. SQL, JavaScript, Cloud Computing, UI/UX Design, Fintech, web development...		As above plus Digital Skills Bootcamps, Higher Level Skills courses
SME & Third Sector	I need to upskill my workforce/increase talent pipelines (Need 'digital skills support for businesses')	We want to improve productivity and innovation, and access new digital technologies to transform our business operations	Pathways	As above plus Skills for Business, Manufacturing Task Force, Made Smarter, Help to Grow: Digital

Simplifying the Digital Offer – Action Plan

All Actions

- Continue the convening, coordinating and influencing role of the Local Digital Skills Partnership of national, regional and local programmes, for local delivery.
- Monitor and measure the level of Essential Digital Skills in West Yorkshire.
- Undertake an audit of digital skills activity across the region and nationally, including Higher Level Skills for the tech sector.
- 131 Ringfence a development fund for Higher Level Skills.
- Work with partners to ensure that digital interventions are meaningfully embedded into the design of all Employment and Skills programmes.
- Listen to the voice of businesses via ongoing engagement to examine the supply, demand and take-up of Higher Level Skills in this area and ensure that all provision is meeting the needs of businesses.
- Business West Yorkshire to provide brokerage of all digital skills and transformation programmes.

Priority Actions

- ✓ Empower individuals to identify (either self-identify or through guidance) their digital learning needs and access provision.
- ✓ Develop a simplified signposting toolkit/platform of digital skills support available for practitioners, which can be adapted for face-to-face interactions and in plain English, for individuals. (To encompass all levels from schools, colleges and universities, adult skills and employees.)

Residents understand how to access digital careers guidance and digital skills training for any stage of life or work.

All residents access this provision and develop their digital skills, for life and work.



What's next?

We will work closely with our Local Authority partners to prioritise and design programmes based on this plan. This will be critical to delivering the outcomes needed from each workstream. Digital is a key investment priority identified in our Investment Strategy that guides funding decisions and commissioning activities in West Yorkshire, for example through our devolved funding and future Shared Prosperity Fund activities.

We will explore how we can continue the legacy of the Local Digital Skills Partnership by broadening the scope as we refresh the wider Digital Framework. The Digital Framework sets out actions to address the following themes: 'digital technologies for all businesses', 'a strong digital sector to enable the rest', 'tech for good', 'world-class digital infrastructure', and 'digital skills for all'.

We will make sure that the actions in this plan have a true and measurable impact. At the first annual review of the Digital Skills Plan, based on the actions in the Simplifying the Digital Offer section, we will monitor our success, having created a baseline of data for West Yorkshire.

Continual training in our Adult Skills in the digital sector will be crucial for us to ensure that those entering and working within the digital sector have skills in line with the needs of the market. Working closely with the sector, we will undertake an analysis of the gaps in Higher Level Skills, identifying opportunities and exploring methods of filling the gaps.

All of the actions from each section of the plan will be reviewed comprehensively, ensuring that the work of each workstream has a coordinated effect on other workstreams, with Simplifying the Digital Offer looping back to Social digital Inclusion, to ensure that there is a cohesive pathway:

- From non-accredited Essential Digital Skills for Life for those who lack foundation skills,
- To employer-endorsed, accredited or Essential Digital Skills for Work courses for those who want to upskill or reskill,
- To technical digital courses which teach digital skills for the digital sector.

Finally, we will continue to lobby for further devolution of the skills system, to connect the careers and skills in the sector and to ensure longevity and wide eligibility of programmes. Further devolution of the skills system would remove obstacles and eliminate short-term programmes, instead allowing us to react more quickly to industry needs for skills in our high-growth areas which have immediate skills needs, such as in the digital sector. We want West Yorkshire to be empowered to convene regionally and provide locally, for the best opportunities and outcomes for our residents and businesses.

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Smart Region/ Smart West Yorkshire

The WHY – what is the challenge/ problem?

- West Yorkshire has some significant strengths in digital. However, we are not leveraging those in a coherent way to create maximum benefits for people, businesses and places.
- Digital and digital transformation is a reality. West Yorkshire can either direct that transformation or be led by it.
- Other areas have much more developed strategic vision for digital and can therefore potentially leverage in greater investment.
- Digital exclusion is a key barrier to participation in social and economic activity. We are not currently maximising the opportunity that integrated digital policy, people and technology can offer to improve **inclusivity**.
- There is an opportunity to bring the whole of West Yorkshire on this journey.

People

Business

Digital

Places

Opportunities for people

Opportunities for businesses through digital tech

Our places improved by digital tech

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Lives transformed by digital tech

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 23 JUNE 2022 AT MEETING ROOM 1 -
WELLINGTON HOUSE, LEEDS**

Present:

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Matthew Morley (Substitute)	Wakefield Council
Councillor Stewart Golton (Substitute)	Leeds City Council
Councillor James Lewis	Leeds City Council
Mark Roberts	Leeds City Region Local Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Councillor Matthew Robinson	Leeds City Council
Councillor Andrew Waller	City of York Council

In attendance:

Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Ian Parr	West Yorkshire Combined Authority

1. Membership of the West Yorkshire Combined Authority

The Chair summarised the appointments of members to the Combined Authority, consisting of five West Yorkshire constituent council members, three political balance members, one member appointed by the non-constituent council, and their substitutes. The Chair also noted the continued appointment of Cllr James Lewis as Deputy Mayor.

The Chair noted the proposed appointment of Mark Roberts as the LEP Member of the Combined Authority and Mandy Ridyard as the substitute LEP Member.

Resolved: That the Combined Authority:

noted:

- the position of Mayor as Chair of the Combined Authority by virtue of that office,
- the ongoing appointment of the Deputy Mayor by the Mayor,
- the appointment of Constituent Combined Authority Members and their Substitutes by the Constituent Councils, and
- the appointment of the Non-Constituent Council Member and Substitute by York City Council, as set out in Appendix 1 to this report.

appointed:

- the LEP Member of the Combined Authority, and noted the Substitute LEP Member will be appointed in due course.

That the Non-Constituent Council Combined Authority Member may exercise one vote as follows:

- on the Leeds City Region Partnership Committee (an advisory committee), and
- at any other Combined Authority meeting (including any decision-making committee or sub-committee to which the Non-Constituent Council Combined Authority Member is appointed) only in respect of any decision which gives rise to a direct and significant financial liability for the Non-Constituent Council.

That the Substitute Non-Constituent Council Combined Authority Member may exercise the voting rights granted to the Non-Constituent Council Combined Authority Member, when acting in the absence of the Non-Constituent Council Member.

That the LEP Member may vote at any meeting of the Combined Authority (including any committee or sub-committee to which the LEP Member is appointed) on any decision, subject to the following exceptions: • decision-making in relation to budget and levy setting; and

- the adoption of any implementation plans appended to the Local Transport Plan which relate specifically to the Combined Authority's area (that is, West Yorkshire).

That the Substitute LEP Member (once appointed) may exercise the voting rights granted to the LEP Member, when acting in the absence of the LEP Member.

2. Apologies for Absence

Apologies were received from Cllr Harrand, Cllr Holdsworth, Cllr Jeffery, Cllr Parsons-Hulse, Cllr Scullion, and Cllr Swift

3. Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

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

Appendix 3 of item 17, and appendix 1 of item 19 were identified as exempt.

5. Minutes of the Meeting of the Combined Authority held on 17 March 2022

The minutes of the meeting held on 17 March 2022 were approved.

6. Mayor's Announcement

The Chair provided an overview of the work undertaken in her first full year as the Mayor of West Yorkshire, working with councillors and West Yorkshire Combined Authority staff on key issues including pandemic recovery, improving the transport network, tackling the climate emergency, improving the safety of women and girls, and promoting culture and creative industries.

The Chair highlighted efforts to introduce a maximum single bus fare of £2 and a maximum day fare of £4.50. New lower emission buses, bus routes, and the Big Bus Conversations with communities will target the return of passengers after a difficult post-pandemic recovery.

The Chair noted that ongoing Arriva bus strikes have severely impacted areas across Wakefield, Dewsbury, Heckmondwike, Rothwell, Kippax and other parts of South Leeds, and expressed frustration that a deal had not yet been reached. The Chair in her role as Mayor informed members she had maintained dialogue with both sides and urged them to reach an agreement with a fair outcome for drivers.

The Chair acknowledged the ongoing rail strike which had affected travellers across the country, noting the need for the Government to do their part in reaching a resolution.

Significant progress has been made regarding the Climate with initiatives undertaken including installing solar panels and living roofs on Combined Authority assets; engaging over two-hundred businesses to find greener solutions; and piloting retrofitting programmes in some of the most in-need social housing in the region.

The first Climate and Environment Plan was launched in Autumn 2021, setting out actions for delivery over the next 3 years. The carbon impact of schemes will be assessed as a part of the Assurance Process to ensure that carbon impacts are measured, understood and form part of the decision-making process.

Other schemes will be delivered in the coming years including the addition of zero-emission buses to the fleet, and a number of support programmes for businesses. The Chair noted that there is still a large amount to be done to achieve the Combined Authority's ambitions, however it is a start to build upon towards that goal.

7. Committee Arrangements and Appointments

The Chair outlined the purpose of the report to appoint the members to the various committees in the Combined Authority.

Officers directed members towards the appointments table included as an

appendix, and highlighted some key aspects, including revised terms of reference for the Transport Scrutiny Committee, becoming the Transport and Infrastructure Scrutiny Committee. The Culture, Arts and Creative Industries Committee will become the Culture, Heritage and Sport Committee, and new terms of reference for the Transport Committee were previously agreed by the Combined Authority under the Transport Committee Review.

Officers provided members with verbal amendments to the published papers as follows:

- Councillor Caroline Firth to replace Councillor Ruth Wood as the Bradford nominee to the Transport and Infrastructure Scrutiny Committee.
- Councillor Sinead Engel to replace Councillor Suhail Choudry as a Bradford member of the Transport Committee.
- Councillor Rachel Melly is nominated as the York nominee to the Corporate Scrutiny Committee.
- Professor Simon Pringle to step down from the Transport Committee, and a new private sector representative is to be confirmed.

Resolved: That the Combined Authority:

noted:

- the position of Mayor as Chair of the Combined Authority by virtue of that office,
- the ongoing appointment of the Deputy Mayor by the Mayor,
- the appointment of Constituent Combined Authority Members and their Substitutes by the Constituent Councils, and
- the appointment of the Non-Constituent Council Member and Substitute by York City Council,

as set out in Appendix 1 to this report.

appointed:

- the LEP Member of the Combined Authority, and note the Substitute LEP Member will be appointed in due course.

That the Non-Constituent Council Combined Authority Member may exercise one vote as follows:

- on the Leeds City Region Partnership Committee (an advisory committee), and
- at any other Combined Authority meeting (including any decision-making committee or sub-committee to which the Non-Constituent Council Combined Authority Member is appointed) only in respect of any decision which gives rise to a direct and significant financial liability for the Non-Constituent Council.

That the Substitute Non-Constituent Council Combined Authority Member may exercise the voting rights granted to the Non-Constituent Council Combined Authority Member, when acting in the absence of the Non-Constituent Council Member.

That the LEP Member may vote at any meeting of the Combined Authority (including any committee or sub-committee to which the LEP Member is appointed) on any decision, subject to the following exceptions:

- decision-making in relation to budget and levy setting; and
- the adoption of any implementation plans appended to the Local Transport Plan which relate specifically to the Combined Authority's area (that is, West Yorkshire).

That the Substitute LEP Member (once appointed) may exercise the voting rights granted to the LEP Member, when acting in the absence of the LEP Member.

8. Representation on Outside Bodies

Officers outlined the report, seeking approval of appointments to the Transport for the North Board and its scrutiny committees, the Rail North Committee, the Rail North General Purposes Committee, and the Consortium of East Coast Main Line Authorities.

It was requested that members are updated with which member will represent on the Transport for the North Scrutiny Committee. It was agreed to provide update once the positions are confirmed.

Resolved: That the Combined Authority approved the appointments to the outside bodies for the municipal year 2022/23 as detailed in Appendix 1.

9. Officer Arrangements

Officers noted the minor amendments to officer arrangements which are highlighted in the report. It was questioned if adequate staff resources will be provided to align with the change of officer responsibilities, officers confirmed that there would be officer support available.

Resolved: That the Combined Authority approved the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to this report.

10. Constitutional Arrangements

The Chair introduced the report asking members to confirm the Combined Authority's constitutional arrangements.

Officers noted that most amendments are minor, but summarised two key changes. The first change allowing the use of e-signatures instead of handwritten signatures for contract standing orders, and the second change relates to the conflict of interest protocol, which will also cover non-voting private sector members on decision making committees. The amendment was supported at the LEP Board annual meeting, and the details will be raised with new committee members at the induction session.

Resolved: That the Combined Authority approved:

The minor amendments to Constitution documents as set out at Appendix 1,

The amendments to the Contracts Standing Orders, as attached at Appendix 2,

The amendments to the Conflicts of Interest Policy, as attached at Appendix 3, and,

The amended Conflicts of Interest Protocol – loans or grants to businesses, as attached as Appendix 4.

The remaining, unamended Constitution documents for the next municipal year

11. Corporate Governance Code and Framework

Officers outlined the seven principles of the corporate governance code, and the changes that have been made to reflect the significant changes to governance in the Combined Authority. The changes were shared with the Finance, Resources and Corporate Committee, and the Governance and Audit Committee will oversee the progress against the principles set out.

Resolved: That the Corporate Governance Code and Framework was approved

12. Members' Allowances Scheme

Officers explained the members' allowance scheme which is reviewed annually by the Combined Authority. Amendments relate to suggestions from the Independent Remuneration Panel regarding the introduction of indexation to co-optees allowances. The proposal is to increase the allowance annually on October 1, effective from 2023. The annual increase for the Mayor's allowance will occur on the anniversary of the appointment date.

Members questioned how the indexation would increase the total budget for the 2022/2023 financial year. Officers responded that the exact figure can be shared outside of the meeting, however the impact is relatively insignificant.

Resolved: That the Combined Authority adopted the Members' Allowances Scheme attached as Appendix 1 to this report, for the municipal year 2022 – 2023 as amended including the revisions highlighted in yellow at paragraphs 3 and 4 of the Scheme.

13. Scrutiny Annual Report 2021/2022

The Chair expressed thanks to the members of the Scrutiny Committees for their work holding the Combined Authority and the Mayor to account, with processes that are well ahead of other Mayoral Combined Authorities.

Officers summarised the report which sets out why scrutiny is important, and

provides information on the work they have undertaken in the 2021/2022 municipal year. The report has been made available to the public for review.

Resolved: That the Combined Authority noted the appended annual report summarising the work undertaken by the Overview and Scrutiny Committee in 2021/22

14. Calendar of Meetings 2022/2023

Combined Authority members were presented with the proposed calendar of meetings for the 2022/2023.

Resolved: That the Combined Authority:

Noted the dates of meetings for the LEP Board as agreed by the LEP Board at its annual meeting, and

Approved the calendar of meetings of the Combined Authority and its committees for 2022-23 as detailed in Appendix 1.

15. Capital Spending and Project Approvals

Officers summarised four key schemes for progression through the assurance progress and approval of funding.

West Yorkshire zero emission bus programme

This scheme sets out to introduce between 179 and 245 zero-emission buses across West Yorkshire, increasing the percentage of zero emission vehicles from 2% to 19%. The project will be undertaken in stages for the different West Yorkshire regions, and will include the associated infrastructure for zero emission vehicles.

Members welcomed the addition of zero-emission vehicles, but questioned the vision for beyond 2025 for the remainder of the current fleet. Questions were also raised regarding the use of buses cross-boundary, and how it will be assured that buses are utilised on routes and would not be sitting idle for extended periods. Officers responded that further Government funding would be sought before 2025 and beyond which would allow for further development of the fleet. Agreements have been made with operators to ensure continuous use of the buses in the case of disruption to regular routes or future strike action. Agreements have also been made with neighbouring authorities that buses can be utilised across boundaries wherever necessary to minimise disruption.

It was questioned how the bus funding will be managed, and what the overall benefit will be for the passengers and also the Combined Authority. Officers explained that the funding scheme is operated by the Government, and will make up the difference between the cost of a diesel bus and a zero-emission bus. Operators will buy the buses and there are conditions attached to determine how the buses are used. There are still some issues to resolve to identify outcomes, though the initial benefit will be the reduction of carbon emissions across the network.

Members commented on the wide gap in support for London compared to other authority areas, and the need to continue to lobby for more equitable transport policies. Particular issues included the suitability of the geography outside of London to support electric vehicles, and the relative lack of existing infrastructure to meet the growing demand for electric vehicles.

Members requested further information regarding the Carbon Impact Assessment Tool Kit referenced in the report. Officers noted that the Tool Kit has been published and considered by the members of the Climate, Energy and Environment Committee, and will be brought to the next meeting of the Combined Authority. Workshops will be held with members and officers regarding how the Tool Kit will be implemented within the decision-making process.

Kirklees year of music 2023

Officers outlined the project, which aims to deliver a one-year programme of musical events, and a further three-year programme of community projects. The events will aim for the widest possible community participation, and promote regional music and artists to a wider audience. The aim is to engage 400,000 individuals across all events, and a further 40,000 online. The project provides good value for money, and the Combined Authority is asked to fund £850,000 towards the total value of £5.5million. The Chair noted the project will help to develop the skills pipeline leading towards Bradford City of Culture 2025.

A641 Bradford to Huddersfield

Officers summarised the outline of the scheme to improve bus and active travel provisions for an eight-mile stretch between Huddersfield and Bradford. Travel times for bus users will be reduced, and access to Brighouse rail station will be improved. The scheme has an estimated cost of £109million with £75.4million coming from the Transport Fund.

Members noted that national policies often favour motorists over buses and other greener methods of travel, which highlights the need for co-operative work to achieve positive outcomes. Members asked how the scheme would affect the levels of carbon emission compared to the present. Officers confirmed that with schemes such as this, the disruption to traffic can cause more congestion and slightly increase carbon emissions, however over the longer term the emissions are lowered through greater use of active travel and fewer vehicles on the road. Cheaper bus fares and greener buses will play a large role in reducing the carbon emissions.

Members suggested the need to use some of the gainshare funds to ensure previous schemes are completed fully, instead of being scaled back in favour of new schemes that may also not see full completion.

Skills connect

Officers summarised the aim of the scheme to deliver training courses for adults in employment to further their skills. The scheme supports businesses by allowing staff to meet their current and future needs. Courses are developed in partnership with businesses, and though they are unaccredited

will be at level 3 and above standard. The subject matter of courses can be flexible and quickly implemented to respond to market needs. Training will be available for 4,500 learners, and by engaging with local authority partners to target under-represented groups the widest possible number and diversity of participants can be reached. The age of eligible learners will be extended to capture those who are returning to work after a career break or parental leave, and those who are earning the real living wage will also be eligible.

Members noted the positive aspects of improving workers' skillsets, and raised the need for employers to also invest in their staff to encourage their development. Members questioned the fields for which training would be delivered and requested that data is made available to show what training is being delivered and to how many people. Officers responded that there will be training programmes for green jobs, as well as jobs in new and developing technological fields that can provide long-term positive impacts to the workplace. The list of training is not prescriptive so it can meet the needs of employers whenever they arise.

Resolved:

With respect to the West Yorkshire Zero Emission Bus Programme The Combined Authority approved that:

(i) The West Yorkshire Zero Emission Bus (ZEB) programme proceeds through decision point 2 (strategic outline case) and work commences on activity 4 (full business case).

(ii) An indicative approval to the Combined Authority's contribution of £49,565,171 is given. The total programme cost is £81,161,738.

(iii) 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.

With respect to the Kirklees Year of Music The Combined Authority approved that:

(i) The Year of Music 2023 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 £850,000 is given. The total scheme value is £5,485,757.

(iii) The Combined Authority enters into a funding agreement with Kirklees Council for expenditure of up to £850,000. (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 Culture, Sports, Arts and Creative Industries Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

With respect to the A641 Bradford to Huddersfield Corridor The Combined

Authority approved that:

(i) The A641 Bradford to Huddersfield Corridor scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(ii) Indicative approval to the Combined Authority's contribution of £75,540,000 is given. The total scheme value is £109,138,000.

(iii) Additional development costs of £8,072,441 are approved in order to progress the scheme to decision point 4 (full business case), taking the total scheme approval to £10,857,441

(iv) The Combined Authority enters into an addendum to the existing Funding Agreement with Calderdale Council for expenditure of up to £10,857,441 (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.

With respect to Skills Connect The Combined Authority approved:

(i) The change request to the Skills Connect scheme to broaden the group of people that adult retraining is delivered to, and the sectors it supports, and to extend the delivery timeframe to March 2025.

(ii) 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. 211 This will be subject to the scheme remaining within the tolerances outlined in this report.

16. West Yorkshire Investment Strategy Revisions

Officers outlined the revisions made to the West Yorkshire Investment Strategy, which was agreed in June 2021 and informs how the Combined Authority spends money and the projects they are invested in. The revisions take into account new investment opportunities to maximise potential, and were made in consultation with key partners and local authorities. The revisions include a greater focus on the climate emergency, with all projects demonstrating how they meet the target of net zero carbon by 2038, as well as tackling inequalities wherever possible.

Resolved: That the Combined Authority approved the revisions to the West Yorkshire Investment Strategy.

17. UK Shared Prosperity Fund

Officers summarised the purpose and scope of the UK Shared Prosperity Fund, and the request for authorisation for the Managing Director to submit the bid on behalf of the Combined Authority. The bid is made up of two parts, with £68million for the core fund, and a further £12million for the 'Multiply' programme to address low adult numeracy skills. Both bids will be submitted before the end of July 2022, and a further update will be presented at the July

Combined Authority meeting.

Members discussed the contents of the exempt appendix 3 of the report.

Resolved: That the Combined Authority:

Noted the purpose and scope of the UK Shared Prosperity Fund, and the responsibilities of the Combined Authority as the designated Lead Authority as defined by Government.

Noted the creation of the advisory West Yorkshire UKSPF Local Partnership Group.

Authorised the Managing Director to finalise and submit the Local Investment Plan to Government for Multiply, part of the UKSPF, on behalf of the Combined Authority, in consultation with the Mayor and partner authority Leaders.

Authorised the Managing Director to finalise and submit the Levelling Up Fund Round 2 bid as set out in paragraphs 2.24-2.29, on behalf of the Combined Authority, in consultation with the Mayor and partner authority Leaders, and to approve the use of up to £4m of gainshare to support the bid.

18. Future Arrangements for the Leeds City Region Local Enterprise Partnership

The Chair summarised the outcomes of the Levelling Up White Paper which clarified the future role of LEPs and how they are integrated within their local democratic institutions.

Officers noted that the Combined Authority already has a long and successful history of working with private sector businesses, and LEP has strong input into advice and decision-making. The Combined Authority is already close to the government approved model, and a strong private sector voice strengthens links between the Combined Authority and other private sector business. The future of LEP integration was discussed at the LEP annual meeting. Officers clarified that the LEP board is advisory and does not make decisions, however they can advise decision making and its members are represented on the other thematic committees.

Members welcomed the commitment between the public and private sectors and expressed a desire to further build on the partnership and encourage more diverse decision making. The importance of engaging LEP members was emphasised, and LEP members were encouraged to use their networks to seek new opportunities for funding and development for the region.

Resolved:

That members noted the content of the paper and the proposed future arrangements for the LEP.

That members considered and provided comment on the draft Integration

Plan.

That authority is delegated to the Managing Director of the Combined Authority to finalise the Integration Plan in line with comments received and submit to government ahead of the deadline in July.

19. Adult Education Budget Update and Flexibilities

The Chair introduced the report and the aims of the Adult Education budget to support 55,000 learners through a range of educational programmes. Members welcomed the support provided by the Adult Education Budget, and highlighted the need for flexibility to address skills shortages across the region and particularly for bus drivers. Officers confirmed that support has been provided to training partners to deliver bus driver training, and that 100% of the participants in such training had been successful in entering a bus driving job.

Members questioned the availability of future funding and requested feedback from learners regarding their experience. Officers confirmed that future funding is available as the budget is devolved to the region, and that feedback is regularly obtained from learners.

Resolved: That the Combined Authority:

Noted progress made so far in Year 1 with AEB delivery and plans to improve the efficacy of the funds in year 2.

Approved the two Funding rule amendments proposed at 2.17.

20. Equality, Diversity, and Inclusion

Officers explained the aim of the Combined Authority to embed equality, diversity, and inclusion as key principles that inform work undertaken throughout the region. Adopting the definitions of islamophobia and antisemitism as set out in the report is one method by which the goals of equality, diversion, and inclusion can be progressed. Adopting the definitions is considered best practice, and they have already been adopted by several other authorities.

Officers acknowledged there is always more work to be done to meet EDI targets and to represent the region's diverse communities. The targets will be set out in strategy and action plan from early autumn.

Resolved: That the Combined Authority:

Noted the progress made to embed EDI through the work of the Combined Authority.

Approved the adoption of the definitions of Islamophobia and Antisemitism provided above.

21. Organisational Evolution

Officers summarised the report outlining the proposed next steps of the Combined Authority's operating model. The Combined Authority has grown to an organisation with over 700 staff, and has also become a Mayoral Combined Authority which has brought about significant changes. A review of officer capacity has been undertaken and has identified structural changes which will allow the Combined Authority to operate as effectively as possible, including an additional tier of directors and the introduction of a Chief Operating Officer role. The restructure will increase capacity and see the Combined Authority switch from a process-based model towards an outcome based model. It will also make decision-making and accountability more transparent across the organisation.

Members raised that additional management is not always the answer, however the need to meet targets is important to ensure the effective delivery of business. It was questioned how the new roles would increase the staff budget. Officers responded that capital programmes have approximately doubled over previous five years to around £280million, but staff levels have not increased in parallel. The change to the staff structure would be relatively low, but update reports with more detail will be brought before the Combined Authority in future meetings.

Resolved: That the Combined Authority:

Endorsed the proposal to move from a 'process' to an 'outcome/mission' based operating model.

Approved the change of role title from the current 'Managing Director' to 'Chief Executive'.

Approved in principle the revised Director roles and new posts of Executive Director Transport and Chief Operating Officer (working title) set out in Appendix Two, noting that the specific areas of responsibility for each role, particularly within the functions reporting to the proposed Chief Operating Officer, may be subject to change.

Approved the creation of one additional Director post, bringing the total number of senior management roles from eight to nine and that two of these roles occupy an additional tier between the current director roles and the Chief Executive.

Approved the deletion of the current director posts in line with the Management of Change process and timeline, pending revision of the Role Profiles and key accountabilities to align to the new structure.

Endorsed the next steps set out in paragraph 2.44 and delegates the approval of final director Role Profiles and gradings to the Finance, Resources and Corporate Committee.

22. Minutes for Information

Combined Authority members were presented with a summary of published

minutes to note.

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



**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.

The Mayor outlined how the BSIP was initially approved in October, and that the Combined Authority is awaiting approval of the £70 million grant, which will allow the establishment of the enhanced partnership scheme, including the capped single fare of £2 and £4.50 for a day ticket as discussed in previous meetings. 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. The Mayor advised that she has spoken to operators to emphasise the need to keep as many services operating as possible, since as many as 62 routes could be lost which will affect 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 be equipped by the time the reduced fares are implemented. Officers responded that multiple factors can 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 implement the cheaper fares proposal proceed 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.

The Mayor noted that all Combined Authority finances are impacted by inflation. It is important the budgets are monitored carefully over coming months, and especially before end of the Bus Recovery Grant in October.

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 budget quite volatile, with additional pressure caused by inflation. The expenditure is being internally audited and updates will follow for 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 solve the budget issue to date with more work to be done for 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 questioned the apparent lack of cross-party membership on the group, as well as how other funding streams will be accessed and managed alongside UKSPF, and if there will be any barrier to accessing more than one funding stream. Officers responded that it was not intentional to have no cross-party representation and the issue will be followed up further. Officers noted there is a variety of funding sources from within and outside of the Combined Authority, and more work is being conducted to identify how these sources can be accessed. Applying for the UKSPF funding will not disqualify receiving funding from other sources or vice versa, and it is important to encourage as many private businesses as possible to offer alternative means of support such as match funding, with a target of £14 million across all programs. There will be a challenge regarding monitoring who has accessed each funding stream, and it would be ideal to provide one single access point for funding which would also be easier to monitor.

Officers suggested that the Combined Authority members approve the Investment Plan for submission instead of waiting longer to submit. The Mayor forwarded the motion, which was seconded by members.

Resolved:

- (i) that the progress made on developing the West Yorkshire UKSPF Local Investment Plans be noted.
- (ii) that the establishment of the West Yorkshire UKSPF Local Partnership Group as well as the appointment of Mark Roberts as the Chair in his capacity as Chair of the LEP be approved.

- (iii) that the Local Investment Plan for the core UKSPF programme, and its submission to Government be approved.

30. West Yorkshire Mass Transit

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

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

Members questioned how the potential modes of mass transit might look, and if there are any proposed routes that will be used. Officers responded there is no one mode that will be used, and there are options to explore based on the most appropriate method for each route. There are no strict routes, however nine key travel corridors have been identified and work to develop the plans will continue over the next 18 months.

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

Resolved:

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

31. Corporate Matters

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

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

Resolved:

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

32. Carbon Impact Assessment

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

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

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

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

the overall impact with a view to meeting the target of net zero emissions by 2038.

Resolved: That the contents of this report be noted.

33. Project Approvals

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

Officers summarised three key schemes for progression through the assurance 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.

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