

TRANSPORT/INFRASTRUCTURE SCRUTINY COMMITTEE

**MEETING TO BE HELD AT 10.00 AM ON THURSDAY, 22 SEPTEMBER
2022**

**IN CONFERENCE ROOM 1/2, WELLINGTON HOUSE, 40-50
WELLINGTON STREET, LEEDS, LS1 2DE**

A G E N D A

- 1. APOLOGIES FOR ABSENCE**
To note apologies for absence and confirm the quorum of 11 members is met.
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**
- 4. TRANSPORT/INFRASTRUCTURE SCRUTINY COMMITTEE
GOVERNANCE ARRANGEMENTS**
(Pages 1 - 18)
- 5. MINUTES OF THE LAST MEETING HELD ON 10 MARCH 2022**
(Pages 19 - 24)
- 6. CHAIR'S COMMENTS AND UPDATE**
- 7. BUS SERVICE IMPROVEMENT PLAN (BSIP)**
(Pages 25 - 30)
- 8. TRANSPORT & INFRASTRUCTURE SCRUTINY WORK
PROGRAMME**
(Pages 31 - 38)
- 9. DATE OF THE NEXT MEETING - 17 NOVEMBER 2022**

Signed:



**Managing Director
West Yorkshire Combined Authority**



Report to: Transport/Infrastructure Scrutiny Committee

Date: 22 September 2021

Subject: **Scrutiny and governance arrangements**

Director: Angela Taylor, Corporate and Commercial Services

Author: Hannah Scales, Scrutiny Support Officer

1. Purpose of this report

- 1.1 To note scrutiny and governance arrangements pertaining to the Overview and Scrutiny function in general and the Transport/Infrastructure Scrutiny Committee in particular.
- 1.2 To note terms of reference, scrutiny standing orders, quorum and substitute rules and meeting dates.

2. Information

Terms of Reference - Transport Scrutiny Committee

- 2.1 At the Annual Meeting the Combined Authority resolved to appoint the terms of reference for the Transport/Infrastructure Scrutiny Committee, in its new name and as attached as **Appendix 1**.

Scrutiny Standing Orders and Constitution

- 2.2 The Combined Authority has a constitution and [Scrutiny Standing Orders](#) to manage and govern the rules and processes that Scrutiny is subject to. These are attached as **Appendix 2**.

Quorum and meeting dates

- 2.3 As in previous years, four meetings have been agreed for each scrutiny committee for the 2022/23 municipal year, once every two months. Furthermore, one meeting has been designated as a dedicated Mayors Question Time session. The meeting dates are as follows:
 - 22 September 2022
 - 17 November 2022
 - 19 January 2023 – Mayors Question Time

- 9 March 2023

2.4 The **quorum is set by legislation at two-thirds of voting members** and cannot be reduced. No formal decision, recommendation or resolution may be taken by an inquorate meeting. The quorum for a 16-member committee is 11. A member must be physically present to be counted in the quorum.

Membership

2.5 Legally speaking, a combined authority overview and scrutiny committee must reflect “so far as reasonably practicable the balance of political parties prevailing among the *constituent councils*¹ when taken together”.

2.6 The political balance requirements were recalculated following the 2022 local elections. The political balance remained somewhat the same as previous years with little change overall. As there are three scrutiny committees, the political balance is calculated across the three committees to allow for the greatest level of representation of all parties which qualified. Of the 48 scrutiny members; 27 are Labour, 12 are Conservative, 6 are Liberal Democrat, 2 are Green and 1 is from an Independent Group (Morley Borough Independents).

2.7 All scrutiny members must be formally appointed at the Combined Authority’s annual meeting, in accordance with the nominations put forward by each council. Changes in scrutiny membership between Combined Authority meetings can be ratified by delegated responsibilities given to the Monitoring Officer.

2.8 The Transport & Infrastructure Scrutiny Committee members this year are as follows:

Member	Council	Party
Joanne Dodds	Bradford	Labour
Caroline Firth	Bradford	Labour
Anna Watson	Bradford	Green
Tina Benton	Calderdale	Conservative
Dot Foster	Calderdale	Labour
Amanda Parsons-Hulse	Calderdale	Liberal Democrat
Harry McCarthy	Kirklees	Labour
Andrew Pinnock	Kirklees	Liberal Democrat
Mark Thompson	Kirklees	Conservative
Kayleigh Brooks	Leeds	Labour
Robert Finnigan	Leeds	MBI
Jessica Lennox	Leeds	Labour
Jackie Ferguson	Wakefield	Labour
Tony Hames	Wakefield	Conservative
Stan Bates	Wakefield	Labour
Ian Cuthbertson	York	Liberal Democrat

¹ Meaning West Yorkshire councils

- 2.9 The committee welcomes the following as new members:
1. Andrew Pinnock, previously a substitute
 2. Joanne Dodds
 3. Caroline Firth
 4. Anna Watson
 5. Tina Benton
 6. Harry McCarthy
 7. Mark Thompson
 8. Kayleigh Brooks, previously on economy scrutiny
 9. Jessica Lennox
 10. Tony Hames
 11. Stan Bates
 12. Ian Cuthbertson
- 2.10 Current legislation requires a Scrutiny Chair to be from a different political party to the Mayor or the party that “has the most representatives among the members of the constituent councils on the combined authority”. The current Mayor Tracy Brabin represents the Labour Party and therefore a Scrutiny Chair cannot be a member of the Labour Party.
- 2.11 Cllr Amanda Parsons-Hulse was -nominated and re-appointed by the Combined Authority as Chair of the Transport Scrutiny Committee and Cllr Andrew Pinnock was newly nominated and appointed as new Deputy Chair.
- 2.12 Scrutiny Standing Order 1 allows members of one scrutiny committee to substitute for members of other scrutiny committees, from the same party and district. Substitutes count in the quorum and can vote on behalf of the member they are substituting for. Members who do not have a member from the same party and district on another committee to substitute for them, may appoint a full-time substitute – this year, these members are;
1. Amanda Parsons-Hulse, Lib Dem, Calderdale – substitute is James Baker
 2. Andrew Pinnock, Lib Dem, Kirklees – substitute to be confirmed
 3. Robert Finnigan, Morley Borough Independents, Leeds – substitute to be confirmed

Code of conduct for members and declaring pecuniary interests

- 2.13 All members and substitutes are bound by the [Code of Conduct for Members](#) and have a legal responsibility to complete a Declaration of Pecuniary Interests form within 28 days of being appointed to the committee.
- 2.14 Other relevant information and documents relating to members (accessible on the Combined Authority’s website) include:
- [Members’ Allowance Scheme](#)
 - [Member and Officer Protocols](#)
 - [Conflicts of Interest Policy](#)
 - [Procedure Standing Orders](#)

Statutory scrutiny guidance

2.15 The last statutory guidance ([‘*Overview and scrutiny: statutory guidance for councils and combined authorities*’²](#)) was issued by the government in May 2019. [Scrutiny Standing Order 16](#) obligates the Overview and Scrutiny Committee and the Combined Authority to have regard to any guidance issued by the Secretary of State.

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 The terms of reference require this, and all committees, to promote inclusive growth in its actions.

4.2 It is proposed that each decision-making committee continues to designate an Inclusivity Lead. This will ensure that equality, diversity and inclusion is fully embedded in the objectives of the committees

5. Equality and Diversity Implications

5.1 The terms of reference require this, and all other committees, to consider equality and diversity in its actions and decision making.

5.2 The diversity of the committee will be kept under review and steps will be taken, in future recruitment campaigns, to ensure as far as possible that the membership is representative of the population we serve.

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 Transport Scrutiny Committee notes the scrutiny and governance arrangements for 2021/22.

² <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

11. Background Documents

[Scrutiny Standing Orders](#) (Part 4, Section 6- WYCA Constitution) (2021/22)

[Constitution, West Yorkshire Combined Authority](#)

All other governance documents for the Combined Authority and the Leeds City Region Enterprise Partnership (LEP) can be found [here](#).

[‘Overview and scrutiny: statutory guidance for councils and combined authorities’](#) (7 May 2019, Ministry of Housing, Communities and Local Government - MHCLG)

12. Appendices

Appendix 1 – Transport & Infrastructure Scrutiny Committee Terms of Reference

Appendix 2 – Scrutiny Standing Orders

This page is intentionally left blank

Part 3

Section 2.3 - Terms of Reference

Transport/Infrastructure Scrutiny Committee

The Transport Scrutiny Committee is authorised in respect of any **transport function**¹, **function related to transport**², or **any function related to place, regeneration and housing**:

1. To review or scrutinise any decision made, or other action taken, in connection with any Non-Mayoral Function or Mayoral General Function of the Combined Authority.³
2. To make reports or recommendations to the Combined Authority, with respect to any Non-Mayoral Function of the Combined Authority.
3. To make reports or recommendations to the Mayor, with respect to any Mayoral General Function of the Combined Authority.
4. To make reports or recommendations to the Combined Authority or the Mayor on any matter that affects the Combined Authority's Area or the inhabitants of the Combined Authority's Area.
5. To receive and monitor responses to any report or recommendation made by the Transport Scrutiny Committee.

¹ functions in this context include any function of the Combined Authority in its role as local transport authority, travel concession authority or transport authority and are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A Local Democracy, Economic Development and Construction Act 2009.

² Including those conferred on the Combined Authority by the West Yorkshire Combined Authority (election of Mayor and Functions) Order 2021, and the decarbonisation of transport.

³ In relation to a decision made but not implemented, this includes:

- the power to direct that a decision is not to be implemented while it is under review or scrutiny by Transport Scrutiny Committee, and
- the power to recommend that the decision be reconsidered in accordance with the Scrutiny Standing Orders

Document version control	
Municipal Year:	2022-23
Version:	1 - 22/23
Document approved by:	The Combined Authority
Date:	23 June 2022
To be of effect from:	23 June 2022

Part 4 – Procedure Rules

Section 4.6 – Scrutiny Standing Orders

1. Membership

- 1.1. Members of an overview and scrutiny committee are appointed in accordance with Article 8 (Overview and Scrutiny) in Part 2 of the Constitution.
- 1.2. A member of any overview and scrutiny committee may substitute for any member of a different overview and scrutiny committee from the same party and district.
- 1.3. Where a member has no substitute alternate from the same party and district on another overview and scrutiny committee, an additional substitute from the same party and district may be nominated and appointed to act as their substitute.
- 1.4. A Substitute may only act in the absence of a member where the member will be absent for the whole of the meeting.
- 1.5. A Substitute may not exercise any special powers or duties exercisable by the member for whom they are substituting¹.

2. Voting

- 2.1. Each member of an overview and scrutiny committee, or of any overview and scrutiny sub-committee, appointed from a Constituent Council has one vote.
- 2.2. Any member of an overview and scrutiny committee, or of any overview and scrutiny sub-committee, appointed from the Non-constituent Council is non-voting unless the Combined Authority has resolved to give such a member voting rights.
- 2.3. All questions coming or arising before an overview and scrutiny committee or an overview and scrutiny sub-committee shall be decided by a simple majority of the members present and voting on the question.
- 2.4. No member of an overview and scrutiny committee or sub-committee has a casting vote.
- 2.5. If a vote is tied on any matter, it is deemed not to be carried.

3. Chair

- 3.1. The Combined Authority will appoint the Chair of any overview and scrutiny committee, see further Article 8 (Overview and Scrutiny) in Part 2 of the

¹ Special powers or duties include any chairing responsibilities. A substitute may exercise any voting rights exercisable by the member for whom they substitute.

Constitution².

- 3.2. The Chair of any overview and scrutiny sub-committee will be appointed by the appointing overview and scrutiny committee.

4. Conflicts of Interest

- 4.1. No member of an overview and scrutiny committee nor of a sub-committee may scrutinise a decision (whether or not implemented) in which they were directly involved as a member of the committee or sub-committee which made the decision.
- 4.2. Such a member may only attend the overview and scrutiny committee or sub-committee to:
 - make representations,
 - answer questions, or
 - give evidence about the decision.

5. Quorum

- 5.1. At least two-thirds of the total number of members of any overview and scrutiny committee or sub-committee must be present at a meeting before business may be transacted.

6. Working Groups

- 6.1. An overview and scrutiny committee or sub-committee may appoint a working group to contribute to and inform the scrutiny process, including by making recommendations.

7. Work Programme and referral of matters to an Overview and Scrutiny Committee or Sub-Committee

- 7.1. Each overview and scrutiny committee or sub-committee will set its own work programme.
- 7.2. The Combined Authority, any of its committees or the Mayor may ask an overview and scrutiny committee to review any matter or assist in developing budget and policy proposals, provided that the request is made in writing to the Scrutiny Officer, who will ensure that the matter is included in the agenda for, and discussed at, a meeting of the committee or sub-committee.
- 7.3. The following matters may be referred to an overview and scrutiny committee:
 - a) A member of an overview and scrutiny committee may refer to the committee any matter which is relevant to the functions of the committee,

² The Combined Authority may appoint the Deputy Chair of an overview and scrutiny committee, but if no such appointment is made, the committee may appoint a Deputy Chair.

- b) A member of an overview and scrutiny sub-committee may refer to a sub-committee any matter which is relevant to the functions of the sub-committee,
 - c) A Combined Authority Member may refer to an overview and scrutiny committee any matter which is relevant to the function of the committee and is not an excluded matter; and
 - d) any member of a Constituent Council or the Non-Constituent Council may refer to an overview and scrutiny committee any matter which is relevant to the functions of the committee and is not an excluded matter.
- 7.4. Where a matter is referred to an overview and scrutiny committee by any member under Standing Order 7.3 (c) or (d) above, in considering whether to review or scrutinise a matter referred to the committee, the committee must have regard to any representations made by the member referring the matter as to why it would be appropriate for the committee to review or scrutinise the matter. If the committee decides not to review or scrutinise the matter, it must notify the member of its decision and the reasons for it.
- 7.5. An overview and scrutiny committee must provide a member with any copy of any report or recommendations which it makes in connection with any matter referred to it by the member under Standing Order 7.3 (c) or (d) above.
- 7.6. The LEP may seek input from an overview and scrutiny committee on any issue relating to policy and strategy development or otherwise. Any such request must be put forward to the Scrutiny Officer in the first instance, who will ensure that the matter is included in the agenda for, and discussed at, a meeting of an overview and scrutiny committee or sub-committee.

8. Scrutiny of the LEP

- 8.1. The LEP and the Combined Authority (as the accountable body for the LEP) have agreed that the Combined Authority's scrutiny arrangements extend to the LEP, in accordance with these Standing Orders.
- 8.2. The LEP has agreed to share information with any overview and scrutiny committee or sub-committee, so that the committee or sub-committee can provide robust scrutiny and advice.
- 8.3. The contribution of the LEP to any meeting of an overview and scrutiny committee or sub-committee will be recorded with the outcome in the minutes of the meeting.

9. Meetings

- 9.1. Overview and scrutiny committees will schedule regular meetings and meet as often as required to effectively discharge their functions.

- 9.2. An extraordinary meeting of an overview and scrutiny committee may be called by:
- the Chair of the committee, or
 - any five members of the committee from at least two different Constituent Councils.

10. Attendees

- 10.1. An overview and scrutiny committee or sub-committee may require the Mayor or any other Combined Authority Member or an officer³ of the Combined Authority to attend before it to answer questions⁴ or to provide information about any matter within its terms of reference.
- 10.2. Where a committee or sub-committee requires the Mayor or any other Combined Authority Member or officer to attend, the Scrutiny Officer shall inform that person in writing giving at least 5 clear working days' notice of the meeting. The notice will state:
- the date of the meeting they are required to attend,
 - the nature of the item, and
 - whether they must produce any papers for the committee.
- 10.3. The Mayor, any other Combined Authority Member, or officer must comply with any notice they are given.
- 10.4. Where, in exceptional circumstances, the person is unable to attend on the required date, the overview and scrutiny committee shall consult with the person to arrange an alternative date.
- 10.5. An overview and scrutiny committee or sub-committee may invite other people⁵ to attend any meeting to:
- address it,
 - provide information,
 - discuss issues of local concern, and/or
 - answer questions.

³ The expectation is that this would be the Combined Authority's Managing Director or other senior officer who has exercised delegated authority in respect of an issue, or their nominee.

⁴ A person is not obliged to answer any question which the person would be entitled to refuse to answer in or for the purposes of proceedings in a court in England and Wales.

⁵ Including any Co-optee; members and officers from Constituent Councils, the Non-Constituent Council or other councils within the Leeds City Region; any member of the LEP Board; members of the public; any other stakeholders, advisors or assessors. The committee may pay any advisers, assessors and witnesses a reasonable fee and expenses.

- 10.6. Each member of an overview and scrutiny committee or sub-committee will be given the opportunity to ask attendees questions, contribute and speak.
- 10.7. Attendees assisting the committee must be treated with respect and courtesy.

11. Reports and Recommendations

- 11.1. An overview and scrutiny committee or sub-committee may make reports or recommendations to the Combined Authority⁶ or the Mayor.
- 11.2. If an overview and scrutiny committee or sub-committee cannot agree a final report, a minority report may be prepared and submitted as an appendix to the majority report.
- 11.3. An overview and scrutiny committee or sub-committee may publish any report or recommendations, subject to Standing Order 13.
- 11.4. Where in the opinion of an overview and scrutiny committee, any report or recommendation relates significantly to any LEP activity or to LEP governance, the report or recommendation shall also be submitted to the LEP Board for consideration in a timely manner. Any response of the LEP Board shall be reported back to the overview and scrutiny committee or sub-committee which made the report or recommendation⁷.
- 11.5. Where in the opinion of an overview and scrutiny committee, any report or recommendation is of particular significance to any Constituent Council or the Non-Constituent Council over and above any other Council, the report or recommendation shall also be submitted to that Council for consideration. Any response of that Council shall be reported back to the overview and scrutiny committee or sub-committee which made the report or recommendation.

12. Notice

- 12.1. An overview and scrutiny committee or sub-committee may by notice require the Combined Authority or the Mayor within 2 months of receiving any report or recommendations or (if later) the notice, to:
 - consider the report or recommendations,
 - respond to the overview and scrutiny committee or sub-committee indicating what (if any) action the Combined Authority or the Mayor proposes to take,

⁶ All references to the Combined Authority in Standing Order 11 should be taken as including a reference to any relevant committee with authority to consider and respond to reports and recommendations on behalf of the Combined Authority. The Scrutiny Officer shall in consultation with the Chair of an overview and scrutiny committee determine whether a report or recommendation shall be considered by such a committee or by the Combined Authority.

⁷ Where a notice has been served on the Combined Authority in accordance with Standing Order 12, any response of the LEP Board shall also be reported to the Combined Authority.

- publish the response, if the overview or scrutiny committee or sub-committee has published the report or recommendations, subject to Standing Order 13 below.

12.2. The Combined Authority or the Mayor must respond to a report or recommendations made by an overview and scrutiny committee or a sub-committee, within 2 months beginning with the date on which the Combined Authority or Mayor received the notice, and subject to Standing Order 13 below.

13. Publishing a Document: Confidential and Exempt Information

13.1. Standing Order 13.2 applies to the publication of any document comprising a report or recommendations of an overview and scrutiny committee or sub-committee, or a response of the Combined Authority or the Mayor to any such report or recommendations.

13.2. In publishing the document the overview and scrutiny committee, sub-committee, the Combined Authority or the Mayor must exclude any confidential information⁸ and may exclude any relevant exempt information⁹, see further the Access to Information Rules in Part 4 of the Constitution.

13.3. When providing a copy of a document, the overview and scrutiny committee, sub-committee, the Combined Authority or the Mayor may exclude any confidential information or relevant exempt information.

13.4. Where information is excluded, the overview and scrutiny committee, sub-committee, the Combined Authority or Mayor:

- may replace so much of the document as discloses the information with a summary which does not disclose that information, and
- must do so if, in consequence of excluding the information, the document published would be misleading or not reasonably comprehensible.

14. Call-In of Decisions

14.1. The following decisions may be called-in for scrutiny:

- any decision of the Combined Authority¹⁰ or of any decision-making committee of the Combined Authority¹¹, and
- any Key Decision taken by the Mayor, other Combined Authority

⁸ This has the meaning given by section 100A (3) of the Local Government Act 1972.

⁹ This means exempt information of a description specified in a resolution of the overview and scrutiny committee or sub-committee or the Combined Authority which applied to the proceedings, or part of the proceedings at any meeting at which the report was or recommendations were considered.

¹⁰ Including in relation to the Combined Authority's role as the accountable body for the LEP.

¹¹ With the exception of the Governance and Audit Committee.

Member (on behalf of the Mayor) or an officer.

with the exception of:

- any decision which the decision-maker has resolved is urgent¹².
- any decision relating to approving or amending governance arrangements

14.2. **Five members of the overview and scrutiny committee** to include **at least one member from two different Constituent Councils** may call-in a decision eligible for call-in by notifying the Scrutiny Officer by 4pm on the **fifth working day** following publication under Standing Order 14.3 or 14.4.

14.3. The Head of Legal and Governance Services shall publish details¹³ of any decision taken at a meeting of **the Combined Authority or committee** eligible for call-in within **2 clear working days** of a meeting.

14.4. Any other **Key Decision taken by the Mayor, a Combined Authority Member** (on behalf of the Mayor) or taken by **an officer** will be published as a written record within **2 clear working days** of the decision being made, see further Article 13 (Decision Making) in Part 2, and the Access to Information Rules in Part 4 of the Constitution.

15. Implementing and Scrutinising Decisions which are Eligible for Call-In

15.1. An urgent decision may be implemented immediately¹⁴.

15.2. Any other decision of the Combined Authority or a committee, or Key Decision taken by the Mayor, any other Combined Authority Member (on behalf of the Mayor) or an officer may be implemented after **midday** of the **sixth clear working day** after the publication of the decision, unless it is called-in.

15.3. On receipt of a call-in request, the Scrutiny Officer shall:

- notify the decision-maker¹⁵ of the call-in,
- consult with the Chair of the relevant overview and scrutiny committee about whether to issue a direction under Standing Order 15.4 below, and
- call a meeting of the overview and scrutiny committee, to scrutinise the decision.

¹² A decision will be urgent if any delay likely to be caused by the call-in process would prejudice the Combined Authority's, any Constituent Council's or the public's interests.

¹³ To members of the relevant overview and scrutiny committee.

¹⁴ The Scrutiny Officer must report such decisions to the next available meeting of the relevant overview and scrutiny committee, together with the reasons for urgency.

¹⁵ That is, (for Non-Mayoral Functions) each Combined Authority Member, or the members of the relevant committee or the relevant officer, or (for Mayoral General Functions) the Mayor or other Combined Authority Member or officer.

- 15.4. Where a decision is called-in, the Scrutiny Officer, in consultation with the Chair of the relevant overview and scrutiny committee, may direct that the decision is not to be implemented while it is under review or scrutiny by an overview and scrutiny committee, for a period not exceeding 14 days from the date on which the direction is issued.
- 15.5. An overview and scrutiny committee must scrutinise the decision within 14 days of the Scrutiny Officer receiving the request for call-in, or before the expiry of any direction, if earlier.
- 15.6. Where an overview and scrutiny committee has scrutinised a decision, it may recommend that the decision is re-considered by the decision-maker¹⁶. Any decision which is recommended for re-consideration may not be implemented while any direction under this Standing Order is of effect, except in accordance with Standing Order 15.7 below.
- 15.7. The Scrutiny Officer will notify the decision-maker¹⁷ of the outcome of the scrutiny by the overview and scrutiny committee, within **2 clear working days** of the meeting. Where the decision has not been recommended for re-consideration, it may be implemented on receipt of this notification.
- 15.8. The decision-maker must reconsider any decision not later than 10 days after the date on which the recommendations of an overview and scrutiny committee are received.
- 15.9. The Chair of the overview and scrutiny committee or their nominee may attend any meeting which is re-considering the decision, to present the report or recommendations¹⁸.
- 15.10. The decision-maker may confirm, amend or rescind the decision. Their response should be published in accordance with Standing Order 13.
- 15.11. A decision which has been confirmed or amended by the decision-maker may be implemented immediately.

16. Guidance of the Secretary of State

- 16.1. An overview and scrutiny committee or sub-committee must have regard to any guidance issued by the Secretary of State¹⁹.

¹⁶ The Scrutiny Officer shall in consultation with the Chair of the overview and scrutiny committee determine whether a report or recommendation relating to a decision of an officer or a committee in respect of Non-Mayoral Functions is considered by the Committee (where the decision falls within its terms of reference) or the Combined Authority. A report or recommendation relating to a decision of the Combined Authority shall be considered by the Combined Authority. In relation to Mayoral General Functions, the Mayor should be asked to consider any report or recommendation.

¹⁷ Notification of the outcome shall be provided to each Combined Authority Member, or of any relevant committee, or to the relevant officer.

¹⁸ The Chair must notify the Scrutiny Officer that they intend to attend the meeting 3 clear working days before the meeting. The Mayor should invite the Chair or their nominee to present the report or recommendations to them.

¹⁹ Under Local Democracy, Economic Development and Construction Act 2009 Schedule 5A paragraph 2(9).

17. Statutory Scrutiny Officer

- 17.1. Any references in these Standing Orders to the Scrutiny Officer are to the officer designated as such by the Combined Authority, see further Article 12 (Officers) at Part 2 of this Constitution.
- 17.2. The Combined Authority shall not designate an officer of any Constituent Council as Scrutiny Officer for the Combined Authority.
- 17.3. The statutory functions of the Scrutiny Officer are:
 - to promote the role of any overview and scrutiny committee or sub-committee,
 - to provide support and guidance to any overview and scrutiny committee or sub-committee and its members, and
 - to provide support and guidance to members of the Combined Authority in relation to the functions of any overview and scrutiny committee or sub-committee.
- 17.4. The Scrutiny Officer shall also facilitate appropriate scrutiny of LEP decision-making and achievements.

18. Additional Rights of Access to Documents

- 18.1. Additional rights of access to documents for members of any overview and scrutiny committee or sub-committee are set out in the Access to Information Rules in Part 4 of the Constitution.

19. Public Notice of Proposed Key Decisions

- 19.1. Provisions relating to the public notice of proposed Key Decisions are set out in the Access to Information Rules in Part 4 of the Constitution.

20. Interpretation

- 20.1. The Chair of an overview and scrutiny committee meeting or sub-committee meeting shall make any final decision at that meeting about:
 - how the Scrutiny Standing Orders should be interpreted with respect to the conduct of the meeting, or
 - any question of procedure not provided for by the Scrutiny Standing Orders.
- 20.2. The Head of Legal and Governance Services shall make any final decision about how to interpret any Scrutiny Standing Order outside of a formal committee or sub-committee meeting.

Document version control

Municipal Year:	2022-23
Version:	1 - 22/23
Document approved by:	The Combined Authority
Date:	23 June 2022
To be of effect from:	23 June 2022

**MINUTES OF THE MEETING OF THE TRANSPORT SCRUTINY
COMMITTEE HELD ON THURSDAY 10 MARCH 2022 IN COMMITTEE
ROOM 1, WELLINGTON HOUSE, 40-50 WELLINGTON STREET,
LEEDS, LS1 2DE**

Present:

Councillor Amanda Parsons-Hulse (Chair)	Calderdale Council
Councillor Peter Caffrey (Deputy)	Calderdale Council
Councillor Harry Ellis	Wakefield Council
Councillor Peter Clarke	Bradford Council
Councillor Jackie Ferguson	Wakefield Council
Councillor Dot Foster	Calderdale Council
Councillor Sharon Hamilton	Leeds City Council
Councillor Nic Stansby	Wakefield Council
Councillor Ruth Wood	Bradford Council
Councillor Paul Wray	Leeds City Council
Councillor Yusra Hussain	Kirklees Council
Councillor Donald Firth	Kirklees Council
Councillor Mohsin Hussain	Bradford Council
Councillor Andrew Pinnock (Substitute)	Kirklees Council
Councillor Andrew Hollyer (Substitute)	York City Council

In attendance:

Khaled Berroum	West Yorkshire Combined Authority
Katie Edmondson (Minute 10 only)	West Yorkshire Combined Authority
James Nutter (Minute 9 only)	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Hannah Scales	West Yorkshire Combined Authority

1. Apologies for absence

Apologies for absence were received from Councillors Anthony Smith and Stephen Fenton, with Councillors Andrew Pinnock and Andrew Hollyer substituting.

The meeting was confirmed as quorate, with 15 members present out of 11 needed for quorum.

2. Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

3. Possible exclusion of the press and public

There were no items requiring the exclusion of the press and public.

4. Minutes of the meeting held on 18 November 2021

Resolved: That the minutes of the meeting held on 18 November 2021 be approved.

5. Notes of the last informal meeting held on 20 January 2022

Resolved: That the notes of the inquorate meeting held on 20 January 2022 be noted and entered as public record of what was discussed.

6. Chair's update and comments

The Committee received a verbal update from the Chair. The Chair and Deputy Chair had met with Cllr Susan Hinchcliffe (Chair of Transport Committee) and discussed current challenges including, but not limited to, the current rising inflation and role of Transport Committee in relation to Transport Scrutiny Committee.

Members noted the initial proposed changes to the scrutiny committee structure and plans going forward to transfer place/environment work from the Economy Scrutiny Committee remit to Transport Scrutiny Committee. The Committee also heard that a wrap-up session was due to be arranged for the end of the year to evaluate progress and performance and forward plan for the coming year.

Resolved: That the Chair's verbal update be noted.

7. Transport Committee Review

The Committee received an update on the Transport Committee Review following the Combined Authority meeting on 3 February. Members noted that the content of the report and proposed plans fell into the Corporate Scrutiny remit and any comments would be relayed to the Chair.

Members raised questions about several topics relating to the review which were answered as detailed below.

- **Allowances:** The Independent Remuneration Panel had been instructed to assess the level of allowances paid for the roles of Deputy Chair, Transport Engagement Lead and Ordinary Member. The IRP's findings were planned to be reported back to the Combined Authority at its meeting next week on 17 March 2022.
- **Allocation of members across districts:** The proposal retained the current balance of members across each Constituent Council with the addition of the transport portfolio holders from each Constituent Council as voting members of the committee and two deputy chair roles. Members learned the allocation of members on the Committee

was rolled over from current appointment (which were approximate to population when originally created).

- **Role of two Deputy Chairs:** The two Deputy Chair roles were intended to be thematic with significant workloads. The remit of each Deputy Chair would be agreed from year-to-year to secure a balance of anticipated workloads.

Resolved: That the report be noted, and the Committee's feedback and conclusions be considered further.

8. **Bus Service Improvement Plan and Enhanced Partnership update**

The Committee was updated on the next steps of the Bus Service Improvement Plan (BSIP) and Bus Enhanced Partnership. Members discussed the report in detail, raised various questions and learned the below.

- **Bus Recovery Grant:** Members received an update on the Bus Recovery Grant, it was confirmed that Government had extended the funding for the coming 6 months until September. There was concern that this could result in wholesale reductions in bus services however bus patronage was hoped to recover; two bus operators had recently reported the best week in bus patronage in 2 years.
- **Enhanced Partnership:** The Enhanced Partnership was due to go to the Combined Authority to be formalised which would allow officers to work collectively with bus operators on operations and cooperate to improve reactivity to current circumstances and needs.
- **BSIP funding shortfall and financial planning:** Members discussed the significant BSIP funding shortfall and heard that while the Government encouraged ambitious bidding, the Combined Authority did not expect to receive the full £168 million. There was difficulty in planning strategically and financially when the final settlement was unknown.
- **Zero Emission Buses:** The bidding process for zero emission buses was explained; the Combined Authority jointly bid for funding with bus operators which had resulted in a focus on certain bus depots in certain districts. Only around 10% of the bus fleet would transition to zero carbon, it would be a significant project/price to roll out across the entire fleet.
- **Flexi Bus Scheme Pilot:** Members received a brief update on the Flexi Bus Pilot including lessons learned and challenges in ensuring the service is available to whole communities. The intention was to roll out the Flexi Bus in a mixed urban/rural area as part of the learning process. A fuller analysis report would be available at a later date.

- **Reliability of services:** Members discussed the effect of bus reliability on regular patronage. Reliability was a recurring issue heightened by the pandemic and reduction of services.

Resolved: That the report be noted, and the Committee's feedback and conclusions be considered further.

9. Rail update

The Committee received a report relating to the latest national and regional rail restructuring. Particular aspects of the report were discussed in depth as detailed below.

- **Governance structure and model:** Members discussed the Williams-Shapps White Paper (published last summer) and expressed concern that it focussed on 'branding' rather than service provision and infrastructure. It was discussed that the purpose of the changes is to create greater accountability in a single body across infrastructure and services which has been missing under the previous arrangement to help ensure the previous rail timetable chaos doesn't happen again.
- **Ownership of rail stock:** The ownership of the rolling stock was unclear and officers would seek clarification and report back.
- **Peak and Off-peak rail fares:** Members were concerned due to the lack of clarity of the current Peak and Off-peak rail fare pricing system which seemed to penalise workers and students. Peak and Off-peak fares were introduced around six years ago to mitigate overcrowding on trains. Members heard that the commuter market continued to be lower than pre-covid but rail travel for leisure had increased significantly.
- **Zero-carbon ambitions:** Members noted that there is an in-built carbon impact from rail infrastructure and from the power supply and that rail travel is expected to grow as people return to places of work.
- **Impact of HS2:** Members discussed the impact of the HS2 plans being revisited. The decision was being analysed and next steps negotiated by the Managing Director and Mayor with the Department for Transport.
- **East-West rail links:** The importance of rail links between East-West, West Yorkshire, Yorkshire, and the Humber and North-West as opposed to further links with London was discussed. The East-West rail link was described as the Transport for the North 'showpiece' to underpin the need for greater economic activity.

Resolved: That the report be noted, and the Committee's feedback and conclusions be considered further.

10. Behaviour change

The Committee considered a report on behaviour change activity related to enabling people across West Yorkshire to use sustainable transport modes delivered by the Combined Authority and its partners. The Chair also invited Cllr Jackie Ferguson to speak on the psychology of behaviour change, due to her professional background in psychology.

- **Psychology:** Members heard about various psychology studies such as ‘Pavlov’s Dog’ and ‘Bandura’s Bobo Doll’ and a case study utilising ‘gamification’ to influence behaviour. Members also discussed the application of a rewards system such as discounts, for public transport to encourage higher patronage and increase usage.
- **Young People and Education:** The importance of targeting young people was discussed, using the education system and initiatives in schools. An example of this was ‘Own Our Streets’ run recently in Wakefield which encouraged the use of buses or active travel to travel to and from school. With younger people becoming increasingly digitally connected, Members considered the use of apps and building a travel network based on the needs of the next generation.
- **Time:** Members thought there was a lack of emphasis on the time consumed by different modes of travel, whilst monetary price was the main major motivator/demotivator, the length of time a journey takes was also important but not usually advertised. Members discussed methods to encourage people to walk to their destination such as using signage with journey time information.
- **Motivators / Perceived Barriers:** Members discussed in detail motivators and perceived barriers for people using public transport and active travel. The importance of promoting benefits such as monetary savings and fitness as well as environmental advantages was also considered. The use of common marketing techniques was discussed in addition to utilising the new luxury branded electric two-wheelers to motivate greater use.
- **Infrastructure:** The importance of service quality and infrastructure was emphasised, prior to promotion a service it needed to be of high standard, reliable and meet key motivators to ensure people would consistently use and transition to using public transport and active modes of travel.

Resolved: That the Committee looked at behaviour change in more detail in the coming year, possibly through a working group.

11. Transport Scrutiny Work Programme

The Committee considered the Work programme for 2021/22. The Annual Report was due to be produced and short wrap-up sessions arranged for

each Scrutiny Committee. In the future it was hoped more external groups and experts would be invited to speak at Committees, particularly those from seldom heard groups.

Resolved: That the report and comments be noted.



Report to: Transport & Infrastructure Scrutiny Committee

Date: 22 September 2022

Subject: **Bus Service Improvement Plan update**

Director: Dave Pearson, Director of Transport & Property Services

Author: Thomas Lock, Bus Policy Manager

1. Purpose of this Report

- 1.1 The purpose of this report is to update Transport & Infrastructure Scrutiny Committee on the Department for Transport's funding for the West Yorkshire Bus Service Improvement Plan, delivery of the "Mayor's Fares" proposals and development of a bus network plan.

2. Information

Background

- 2.1 The Combined Authority submitted its Bus Service Improvement Plan to the Department for Transport (DfT) in October 2021. The development of the Bus Service Improvement Plan which sets out our ambitious vision and plan for improving local bus services, was a requirement of the 'Bus Back Better: The National Bus Strategy for England' (2021).
- 2.2 The West Yorkshire Bus Service Improvement Plan set out a plan of interventions across five key delivery areas, which work towards:
- **An enhanced, fully inclusive and more cohesive bus network** – which takes people where they need to go, when they need to go, and caters for the complexity of modern travel patterns and different passengers' needs.
 - **Clear and simple fares** – to make paying for bus travel more affordable, easier, convenient and flexible.
 - **Improved, more inclusive customer service and support** – so passengers have the tools to travel with confidence and help they need if their journey does not go to plan.
 - **Priority for buses on our road** – so journeys by bus are quicker, with less time spent stuck in traffic, and are a viable alternative to the private car.
 - **More green and better vehicles** – to improve the onboard experience and make bus the sustainable choice for travel in West Yorkshire.

Indicative Bus Service Improvement Plan funding award

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

Bus Service Improvement Plan assurance

- 2.7 The Bus Service Improvement Plan will be assured through the Assurance Framework. It gained decision point 1 (strategic assessment) approval in January 2022 and work has commenced on developing the Strategic Outline Case (decision point 2). This is due to be approved at the next Combined Authority meeting on 21 October 2022.

Delivery of the Mayor's Fares proposal

- 2.8 As part of the Bus Service Improvement Plan the Combined Authority set out a proposal to reduce the daily cap on the MCard ticket to £4.50 from £5.50 and setting the maximum single day fare to £2. This means passengers will save between 40p - £1.80 per single journey (over £2) and those buying day tickets will save £1 per day.
- 2.9 The Combined Authority meeting on 22 July 2022 resolved that "arrangements to implement the cheaper fares proposal proceed in consultation with the Mayor and Chair of Transport Committee be agreed."
- 2.10 The "Mayor's Fares" were launched on the 4th September 2022. Given the current "cost of living crisis", the Mayor felt that it was important that individuals and families obtained the benefit of this as soon as practically

possible. Also, the start of the academic year is an opportune time to promote new fares as many people review and change travel habits at this time. Examples of the marketing material is provided as Figure 1 below.

Figure 1 – Examples of Mayor’s Fares promotional material



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

Development of a bus network plan

- 2.13 Core to the Combined Authority’s ambitions, as set out in the West Yorkshire BSIP, is to support a safe and inclusive bus system that better connects

communities across the region, particularly those in areas of high deprivation and rural areas. This means supporting bus passengers throughout their end-to-end journeys and meeting people's different travel needs / demands.

- 2.14 The existing network has been shaped by historic travel patterns and has best served the needs of people trying to travel in and out of the region's major urban centres at traditional peak times (7am-9am, 4pm-6pm).
- 2.15 Our ambition for the bus network in the future is for it to better meet people's more complex travel needs, supporting people such as parents and caregivers who travel to different locations / make numerous stops throughout their day's travel or shift workers who need to travel in the early morning or late at night.
- 2.16 As such, the West Yorkshire Bus Service Improvement Plan sets out ambitions for an enhanced and more cohesive bus network. This included the commitment to develop a 5-year network plan of improvements which will include:
- Expansion of the high frequency 'core network' – so more people live near a bus stop where a service arrives at least every 15 minutes.
 - Improvements to the regularity and consistency of less frequent services.
 - Increasing services in the early morning, evenings and at night-time.
 - Increasing services in rural, out-of-town and economically deprived areas.
 - Special high frequency 'SuperBus' services, with cheaper fares and priority on the roads.
 - More pilots of demand responsive 'FlexiBus' services.
- 2.17 The approach being undertaken to develop the plan, as endorsed by Transport Committee at the meeting on 1 July 2022, is as follows:
- **Financial Sustainability of the Current Network** - outputs of the Department for Transport (DfT) required review.
 - **Gap analysis & priorities for connectivity** - this is a mapping exercise to identify the areas that are currently poorly served by bus at present and to establish priority areas for improvement
 - **Establish accessibility standards** – this will establish standards of connectivity for communities upon which to plan and deliver the future network. These standards will comprehensively revise the current tendered services criteria for bus service support which determines what services the Combined Authority funds, including a stronger focus on supporting social inclusion and EDI-related outcomes.
 - **Design the aspirational "to be" network** – this will set out the most effective and efficient way of ensuring each community has access to a viable bus service.
 - **Network Development Plan** – this will set out a five-year plan to work towards delivery of the 'to be' network. The first phase will be an implementation plan for deployment of the funding allocated in BSIP.
- 2.18 The plan will ultimately help the Combined Authority to understand it's aspirations for the regional bus network. It will also help us shape how we invest the approx. £31m BSIP funding allocated to transform the network and

respond to potential service cuts by commercial operators when Bus Recovery Grant funding (which has support commercial operators maintain services throughout the COVID-19 pandemic) ends in 2023.

Next steps

- 2.19 External support is being procured to help map and cost the Combined Authority’s aspirational ‘to be’ bus network. This will use the existing commercial network as a basis but radically evolve it where required to deliver the standard of connectivity and social inclusion needed by the region by 2027.
- 2.20 The draft five-year Network Development Plan including the implementation plan for deploying BSIP funds will be brought to the December meeting of Transport Committee.
- 2.21 The Enhanced Partnership with bus operators will be the mechanism used to negotiate and seek delivery of the plan.
- 2.22 Table 1, below, provides a summary of the next steps required, which will ultimately lead to the first BSIP funded services being operational from April 2023.

Table 1 – Activity plan for development of the Bus Network Plan

Date	Activity
July – September 2022	Evidence gathering and gap analysis, development of principles and standards for bus connectivity.
September – November 2022	Further development of the network vision and implementation plan - including stakeholder engagement and review of feedback from The Mayor’s Big Bus Chat.
December 2022	Transport Committee to approve the draft network vision and implementation plan.
January – March 2023	Tendering of services and negotiation with operators to agree terms of the corresponding Enhanced Partnership scheme(s).
April 2023	Year 1 of BSIP funding deployed to fund new and enhanced services, and ongoing development of the 5-year network plan.

3. Tackling the Climate Emergency Implications

- 3.1. The Bus Service Improvement Plan aims to support decarbonisation of the region’s transport network and combat the climate emergency by encouraging more people to travel sustainably on public transport.

4. Inclusive Growth Implications

- 4.1. A key aim of the West Yorkshire Bus Service Improvement Plan is to create a more inclusive, accessible bus service and to better connect communities
- 4.3 The Bus Network Development Plan will seek to protect services to communities, particularly those area of high deprivation, in order to support the region's inclusive growth ambitions.

5. Equality and Diversity Implications

- 5.1. Supporting Equality and Diversity through ensuring the bus service is attractive, inclusive and accessible for all is a key aim of the West Yorkshire Bus Service Improvement Plan.
- 5.2 An Equality Impact Assessment will be undertaken for any actions by the Combined Authority arising from the Bus Network Sustainability Review.

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 Transport & Infrastructure Scrutiny Committee notes and comments on the update on the West Yorkshire Bus Service Improvement Plan.

11. Background Documents

None.

12. Appendices

None.

Report to: Transport/Infrastructure Scrutiny Committee

Date: 22 September 2022

Subject: **Transport/Infrastructure Scrutiny Work Programme 2022/23**

Director: Angela Taylor, Director of Corporate & Commercial Services

Author: Hannah Scales, Scrutiny Support Officer

1. Purpose of this report

- 1.1 To discuss and agree the Transport/Infrastructure Scrutiny Work Programme for 2022/23.
- 1.2 To consider any additional agenda items, formal referrals to scrutiny, reviews, call in, and any other tasks, issues or matters the Committee resolves to undertake or consider further.

2. Information

Transport/Infrastructure Scrutiny Work Programme 2022/23

- 2.1 The Work Programme is set at the beginning of the year and considered at each meeting where it can be amended and changed as the year progresses. It outlines the work the Transport/Infrastructure Scrutiny Committee has agreed to undertake, investigate, and focus on in the municipal year (June 2022 – June 2023) within the resources, remit and powers available.
- 2.2 This year the Work Programme was set over the summer following discussions between the Scrutiny Chairs and Deputies, Scrutiny Members, scrutiny officers and the lead directors and officers for each committee. During discussions, amongst other things, they considered:
 - The committee's work last year and what should be rolled over
 - The Committee's amended remit and terms of reference
 - The number of meetings: three, excluding Mayors Question Time, each being two hours long
 - Combined Authority's main strategic priorities and the Mayors Pledges
 - Major ongoing and upcoming challenges for West Yorkshire residents
 - Members' areas of expertise and interests

- 2.3 The resultant draft work programme (including the other two scrutiny committees programmes) is attached at **Appendix 1** for amendment and/or confirmation.

Referrals to scrutiny

- 2.4 Under Scrutiny Standing Order 7, any Scrutiny Member, any Combined Authority Member or any elected Member of a West Yorkshire council (or the City of York Council) may formally refer a matter to the Committee for consideration. The referral must be in writing to the Statutory Scrutiny Officer. The Committee must then consider and discuss the referral and respond to the referrer explaining whether or not it will consider the matter further and why.
- 2.5 There are no formal referrals for this committee to consider.

Key decisions and call in

- 2.6 Scrutiny members may call in any decision of the Mayor, Combined Authority, a decision-making committee and any key decisions taken by an officer (with the exception of urgent decisions). Key decisions are defined as any decision incurring a financial cost or saving of £1 million or more, or a decision likely to have a significant effect on two or more wards.
- 2.7 Decision-makers have two days to publish notice of a decision, at which point scrutiny members have five working days to call in the decision, delaying its implementation, and formally requiring the decision maker to reconsider.
- 2.8 Any five members of a scrutiny Committee – including at least one member from two different constituent councils (West Yorkshire) – may call-in a decision by notifying the Statutory Scrutiny Officer in writing by 4.00 pm on the fifth working day following publication of a decision notice. The relevant scrutiny committee then has 14 days to scrutinise the decision and make recommendations. Further information is set out in Scrutiny Standing Order 14.
- 2.9 The latest key decisions and forward plans of key decisions are published and available for viewing on the [key decisions section of the Combined Authority's website](#).

Actions for the Statutory Scrutiny Officer

- 2.10 As outlined in Scrutiny Standing Order 17, the statutory scrutiny officer provides support to a scrutiny committee's work programme and all scrutiny members in exercising their scrutiny duties and fulfilling their objectives.

3. Tackling the Climate Emergency Implications

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

4. Inclusive Growth Implications

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

5. Financial Implications

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

6. Legal Implications

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

7. Staffing Implications

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

8. External Consultees

8.1 No external consultations have been undertaken.

9. Recommendations

9.1 That the Committee discusses and agrees the Transport/Infrastructure Scrutiny Work Programme for 2022/23.

10. Background Documents

None.

11. Appendices

Appendix 1 – Scrutiny Work Programme 2022-23

This page is intentionally left blank

DRAFT Scrutiny Work Programmes 2022/23

Summary of main topics

Committee	Topics	Meetings
Corporate	<ol style="list-style-type: none"> 1. Inflation & Budgets 2. Staffing (incl recruitment & retention) 3. Wellington House Refurbishment 4. Gainshare 	<ol style="list-style-type: none"> 1. 23 September 2022 2. 18 November 2022 3. 20 January 2023 4. 10 March 2023
Transport & Infrastructure	<ol style="list-style-type: none"> 1. Bus Service Improvement Plan (BSIP) 2. Active Travel 3. Behaviour Change & Decarbonisation 4. Freight & Rail 	<ol style="list-style-type: none"> 1. 22 September 2022 2. 17 November 2022 3. 19 January 2023 4. 9 March 2023
Economy	<ol style="list-style-type: none"> 1. The Economy (State of the Region) 2. Cost of Living 3. Skills and the Adult Education Budget 	<ol style="list-style-type: none"> 1. 21 September 2022 2. 16 November 2022 3. 18 January 2023 4. 15 March 2023
<i>All Committees</i>	<ol style="list-style-type: none"> 1. Mayors Pledges 2. Work programme 	

35

Corporate Scrutiny Committee

Meetings	Main Topic	Other topics	Objectives
23 September 2022	Inflation & Budgets	Inclusive Procurement update	Discuss the impact of inflation on all aspects of the Combined Authority and local authorities and plans for 2023 and look at the RAG assessments of projects and how these projects will be funded and prioritised going forwards.
18 November 2022	Mayor's Question Time		To question the Mayor on matters pertaining to corporate scrutiny since last November.
20 January 2023	Staffing (incl recruitment & retention)	Cyber Security update Any other corporate updates	Consider what extent the CA recruitment and retention practices need flexibility to address current labour market and the CA's struggle with retention.
10 March 2023	Wellington House Refurbishment Project	Integrated Corporate Systems Project update Any other corporate updates	Consider whether the refurbishment has achieved what it set out to, and the office is fit for purpose and whether it remained within budget and added value.
Workshop TBC	Gainshare		Discuss how the Gainshare funding has been spent, what plans are in motion for 2023 – as well as how inflation impacts Gainshare.

Transport & Infrastructure Scrutiny Committee

Meetings	Main topics	Objectives
22 September 2022	<ol style="list-style-type: none"> 1. Bus Service Improvement Plan (BSIP) update 2. Flexi Bus Scheme update 	<ol style="list-style-type: none"> 1. Continue to monitor the progress and implementation of the BSIP. 2. Monitor the Flexi Bus Scheme pilot and consider its success and possibility for further rollout
17 November 2022	Active Travel	<ol style="list-style-type: none"> 1. Review consultation processes and the success of active travel in the region and whether consultations involve residents. 2. Look into 'Low Traffic Neighbourhoods', 'the last mile' and possibility and accessibility of e-bikes for active travel
19 January 2023	Mayor's Question Time	To question the Mayor on matters pertaining to transport scrutiny since last January.
9 March 2023	Freight & Rail (incl waterway infrastructure)	Consider the feasibility and advantages/disadvantages of using the waterway infrastructure for freight.
Working Group TBC	Behaviour Change (Decarbonisation)	<ol style="list-style-type: none"> 1. Consider methods used and research conducted by the 'Nudge Unit' and 'Tyndall Manchester' to influence behaviour change. 2. Consider accessibility for people with disabilities. Consider the influence of developers and planning on encouraging people to use public transport services.

Economy Scrutiny Committee

Meetings	Topic	Sub-topics	Objectives
21 September 2022	1. The Economy; 'State of the Region'	<ol style="list-style-type: none"> 1. Green Economy 2. Brexit 3. Future Jobs 4. Business Growth Programme 	<ol style="list-style-type: none"> 1. Discuss and consider the impact of elements such as buses and Brexit on the wider and regional economy. 2. Consider whether the £6 million of capital grants to manufacturers (for procurement of machinery etc.) is giving a tangible return on the investment.
	2. Cost of Living		Discuss and consider the current and evolving cost of living crisis and how it effects the economy and businesses.
16 November 2022	Skills and the Adult Education Budget	<ol style="list-style-type: none"> 1. Labour Market Assessment 2. Devolution Deal powers and functions 	<ol style="list-style-type: none"> 1. Discuss current and future skills needs and how the adult education budget meets the short term and long term needs. 2. Identify other possible funding sources. 3. Consider whether the £65 million devolution deal commissioned to FE providers has been well spent, what success looks like and how we compare to other regions.
18 January 2023	TBC		
15 March 2023	Mayor's Question Time		To question the Mayor on matters pertaining to economy scrutiny since last March.