



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 7 DECEMBER 2023 AT COMMITTEE ROOM 1,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Jane Scullion	Calderdale Council
Councillor James Lewis	Leeds City Council
Councillor Cathy Scott	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Councillor Alan Lamb	Leeds City Council
Councillor Matthew Morley (Substitute)	Wakefield Council

**In attendance:**

Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Felix Kumi-Ampofo	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Simon Warburton	West Yorkshire Combined Authority
Ben Kearns	West Yorkshire Combined Authority

**61. Apologies for Absence**

Apologies for absence had been received from Cllr Holdsworth and Mandy Ridyard,

**62. Declarations of Disclosable Pecuniary Interests**

There were no declarations of pecuniary interests at the meeting.

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

There were no items that required the exemption of the press or public.

**64. Minutes of the Meeting of the Combined Authority held on 12 October 2023**

**Resolved:** That the minutes of the last meeting be approved.

**65. Transport Overview**

Members of the Committee considered a report that provided an overview on the transport programme and policy context.

Members welcomed the paper and asked for more information regarding the Steeton and Silsden park and ride which had been delivered through a Capital Programme outlined in the report but had pedestrian improvements outstanding in the Active Travel programme. Officers clarified that the scheme was in the CRSTS programme but that the allocation was currently insufficient for scheme. Officers would look at options with partners to progress the scheme.

**Resolved:**

- (i) That the progression achieved in 2023 against the Combined Authority's transport priorities be noted.
- (ii) That the priorities and approached set out to deliver a step-change output in 2024 be noted.

**66. Fair Work Charter**

The Committee considered a report that provided an update on the implementation of the Fair Work Charter.

Members noted the launch of the Fair Work Charter with 43 businesses having signed up as early adopters.

Members asked if the Fair Work Charter could be brought back to a Combined Authority meeting after its evaluation in year 1.

**Resolved:**

- (i) That the progress made to establish the Mayor's Fair Work Charter be noted and the proposed next steps be endorsed.
- (ii) That an item on the Fair Work Charter be brought to A future meeting of the Combined Authority following its one year review.

**67. Budget and Business Planning**

The Committee considered a report that provided an update on the budget and business planning process.

Members noted the difficult financial setting for both the Combined Authority and Local Authorities and that the transport levy would not be increased for 2024/25.

**Resolved:**

- (i) That the key business planning outcomes be noted.
- (ii) That the budget pressures and challenges be noted.

## 68. Project Approvals

### (a) Skills Bootcamps Project Approvals

Members considered a report that set out wave 5 of the Skills Bootcamps Programme for approval.

#### **Resolved:**

- (i) The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approved that:
  - (a) The change request to the Skills Bootcamps programme to accept and spend up to £5,000,183 from the Department for Education, increasing the total programme cost to £12,338,552 and to extend the delivery timeframes from April 2024 to March 2025.
  - (b) Accepting and spending 'Wave 5' funding from Skills Bootcamps, on receipt of the grant offer letter from DfE.
  - (c) 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.

### (k) Brownfield Housing Fund Approvals

Members considered a report that set out several Brownfield Housing Fund project approvals.

#### **Resolved:**

Additional approvals - Brownfield Housing Fund Programme Changes to Project Delivery Dates

- (i) The Combined Authority approves that:
  - (a) The extensions to the delivery timescales to the following projects and for the DP5 delivery closure assurance tolerances revised for each project to +6 months:

Scheme name	Decision Point 5 (delivery) date approved at Decision Point 4	Revised Decision Point 5 (delivery closure) date
BHF Galem House	29/03/2024	31/03/2025
BHF Canal 30	31/10/2024	31/12/2025

BHF Points Cross Phase 2	31/12/2025	30/04/2026
BHF Sky Gardens	31/07/2026	31/10/26

### **Brownfield Housing Fund –Seacroft and Gipton**

- (ii) The Combined Authority, subject to the conditions set by the Programme Appraisal Team approved that:
- (a) The BHF Seacroft and Gipton scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
  - (b) Approval is given to the Combined Authority’s contribution of up to £1,760,000. The total scheme cost is up to £26,229,849.
  - (c) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £1,760,000.
  - (d) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

### **Brownfield Housing Fund - Saxton Lane**

- (iii) The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
- (a) The BHF Saxton Lane scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
  - (b) Approval is given to the Combined Authority’s contribution of £1,247,500. The total scheme cost is £41,372,693.
  - (c) The Combined Authority enters into a funding agreement with Wakefield and District Housing Limited (WDH) for expenditure of up to £1,247,500.
  - (d) 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.

## **69. Better Homes Project Approvals**

Members considered a report that set out several Better Homes project approvals.

Members discussed the value of the schemes with reference to practical learning to address the climate emergency and reduce household bills.

**Resolved:**

## **Additional Approvals – Climate, Energy and Environment Committee delegation**

- (I) The Combined Authority approved that:
- (a) Approval of the change request for the Better Neighbourhoods programme, to accept and spend up to £150,000 from the National Lottery Community Fund, is delegated to the Climate, Energy and Environment Committee.

### **Better Homes Hub**

- (II) The Combined Authority approved that:
- (a) The change request to the Better Homes Hub programme for further development costs of £2,522,458 for Combined Authority costs and staffing resources to support delivery of the objectives and to revise the total scheme cost and Combined Authority contribution to the programme from £18,425,000 to £17,587,834.
- (b) 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.

### **Better Homes Hub Area-Based Schemes (Phase 1 – Calderdale)**

- (III) The Combined Authority approves that:
- (a) The Better Homes Hub Area-Based Schemes (Phase 1 – Calderdale) proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
- (b) Approval to the Combined Authority's contribution of £1,086,760. The total scheme value is £1,086,760.
- (c) The Combined Authority enters into a Funding Agreement with Calderdale Council for expenditure of up to £1,086,760.
- (d) That delegated authority be granted to the Combined Authority's Senior Responsible Officer (Head of Economic Implementation), without the need to submit a formal change request for approval, if the partner council is unable to use its funding allocation, but another is.
- To reallocate funding within the programme (and across area-based schemes)
  - To be able to approve changes to measures that are being installed to properties.
  - To be able to approve any changes to the location of where

works will be delivered (within the agreed District)

- To close the project if required, and / or amend outputs.
- (e) That delegated authority be granted to the Head of Economic Implementation and the Deputy Director, Legal, Governance and Compliance Services respectively in consultation with each other to finalise the Grant Funding Agreement and Funding Agreement Addendums such as Deed of Variations, Data Sharing Agreements between the Combined Authority and the partner councils, and any suppliers directly procured by the Combined Authority to support delivery of the area-based schemes, and all other related legal documents that may be required.
- (f) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report.

### **The Better Homes Hub Low Interest Domestic Loans**

- (IV) The Combined Authority, subject to the conditions set by the Programme Appraisal Team approved that:
- (a) The Better Homes Hub Low Interest Domestic Loans scheme proceeds through decision point 2 – 4 (business justification) and work commences on activity 5 (delivery).
  - (b) Approval to the Combined Authority's contribution of £2,524,086 is given. The total scheme value is £2,524,086.
  - (c) The Combined Authority enters into a Funding Agreement with the with the lending partner that is procured for expenditure of up to £1,996,175.
  - (d) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report.

### **Solar PV and Battery Storage – West Yorkshire Housing Partnership**

- (V) The Combined Authority, subject to the conditions set by the Programme Appraisal Team approved that:
- (i) The Solar PV and Battery Storage – West Yorkshire Housing Partnership scheme proceeds through decision point 2 (strategic outline case) and decision point 4 (full business case) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority's contribution of £5,447,642 is given. The total scheme cost is £15,447,642.
  - (iii) The Combined Authority enters into Grant Funding Agreements with the five Housing Associations for expenditure of up to

£5,000,000 as follows:

- Up to £2,000,000 with Together Housing Group
  - Up to £1,000,000 with Connect Housing
  - Up to £500,000 with Leeds Federated Housing
  - Up to £1,000,000 with Wakefield and District Housing
  - Up to £500,000 with Yorkshire Housing
- (iv) That approval to amend the funding levels to the five Housing Associations is delegated to the Director of Policing, Environment and Place.
- (v) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report.

### **(c) Flood Risk Management Project Approvals**

Members considered a report that set out flood risk management project approvals.

#### **Resolved:**

Wortley Beck Re-naturalisation Scheme

- (i) The Combined Authority, subject to the conditions set by the Programme Appraisal Team approved that:
- (a) The Wortley Beck Re-naturalisation scheme proceeds through decision. points 2 – 4 (business justification) and work commences on activity 5 (delivery).
  - (b) Approval to the Combined Authority's contribution of £966,000 is given. The total scheme value is £1,000,000.
  - (c) The Combined Authority enters into a Funding Agreement with the Environment Agency for expenditure of up to £966,000.
  - (d) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report. Where required any future committee level approvals are delegated to the Climate, Energy and Environment Committee.

### **70. Local Area Energy Plans Project Approvals**

Members considered a report that set out a Local Area Energy Plans project for approval.

**Resolved:**

- (i) The Combined Authority approves that:
  - (a) The Local Area Energy Plans scheme proceeds through decision point 2- 4 (business justification) and work commences on activity 5 (delivery).
  - (b) Approval to the Combined Authority's contribution of up to £510,000 is given. The total scheme value is £510,000.
  - (c) That delegated authority be granted to the Director of Policing, Environment & Place to accept and spend any funding of up to £100,000 that is currently being applied for from the Northeast and Yorkshire Net Zero Hub.
  - (d) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report. Where required, any future committee level approvals are delegated to the Climate, Energy and Environment Committee.
- (d) Transport Project Approvals**

Members considered a report that set out Transport projects for approval.

Cllr Lamb voted against the A660 Lawnswood Roundabout scheme.

**Resolved:**

**CRSTS Kirklees Enhanced Electric Vehicle Residential Charging and Support Programme**

The Combined Authority approved that:

- (a) The CRSTS Kirklees Enhanced Electric Vehicle Residential Charging and Support Programme proceeds through decision point 2 (strategic outline case) and work progresses on decision point 4 (full business case)
- (b) An indicative approval to the Combined Authority's contribution of £4,600,000 is given. The total scheme value is £5,520,000.
- (c) Additional development costs of £7,000 are approved in order to progress the scheme to decision point 4 (full business case) taking the total scheme approval to £117,000.
- (d) The Combined Authority enters into an addendum to the existing Funding Agreement with Kirklees Council for expenditure of up to £117,000.



(e) 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 transport committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

### **Leeds Station Platform Extension**

The Combined Authority, approved that:

- (a) The Leeds Rail Station Platform Extension scheme proceeds through Strategic Outline Case (Decision Point 2) to Activity 3 (Outline Business Case).
- (b) An indicative approval to the Combined Authority costs of up to £10,000,000 is given. The total scheme cost is between £20,970,000 and £24,900,000.
- (c) Approval to the development costs of £100,000 is given to progress the scheme to Activity 3 (Outline Business Case), taking the total approval to £100,000.
- (d) Future approvals are made in accordance with the assurance pathway, approval route, and tolerances outlined in this report. Where required, any future committee level approvals are delegated to the Transport Committee.

### **A660 Lawnswood Roundabout**

The Combined Authority approved that:

- (a) The A660 Lawnswood Roundabout scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (b) An indicative approval to the Combined Authority's contribution of £12,373,479 is given. The total scheme value is £13,050,442.
- (c) Development costs of £964,484 are approved in order to progress the scheme to decision point 4 (full business case) taking the total

scheme  
approval to £1,790,291.

(d) The Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £1,790,291.

e) 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. Where required, any future committee level approvals are delegated to the Transport Committee.

### **Dawsons Corner**

The Combined Authority approved that:

- (a) The change request to revise the scope of the Dawsons Corner scheme, to change the total scheme costs to £51,925,824, for additional development costs of £1,493,000 to progress the scheme to full business case and to extend the schemes delivery timeframe to December 2025.
- (b) An indicative approval to the Combined Authority's contribution of £8,480,000 is given. The total scheme value is £51,925,824.
- (c) Approval of £1,493,000 development costs, in order to progress the scheme to decision point 4 (full business case) taking the total scheme approval to £4,100,000.
- (d) The Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £4,100,000.
- (e) 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. Where required, any future committee level approvals are delegated to the Transport Committee.

### **Heckmondwike Bus Hub**

The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:

- (a) The Heckmondwike Bus Hub scheme proceeds through decision point 4 (full business case) and work commences on activity 5 (delivery).

(b) Approval to the Combined Authority's contribution of £8,666,152. The total scheme value is £8,666,152. (iii) The Combined Authority enters into an addendum to the existing Funding Agreement with Kirklees Council for expenditure of up to £8,666,152.

c) 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.

**(e) Leeds 2023 Year of Culture Project Approvals**

Members considered a report that set out the Leeds 2023 Year of Culture for approval.

**Resolved:**

The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approved that:

- (a) The change request for the LEEDS 2023 Women of the World, Women of West Yorkshire scheme to expand the scope to include 'The Gifting' and 'Northern Dreaming', to extend the completion date to 29 February 2024 and to increase the CA funding by £150,000 is approved.
- (b) The total Combined Authority funding is increased by £150,000, from £1,500,000 to £1,650,000. The total costs of 'The Gifting' and 'Northern Dreaming' is £726,384, taking the total scheme costs to £2,226,384.
- (c) The Combined Authority enters into an addendum to the existing Funding Agreement with Leeds City Council for additional expenditure of up to £150,000 from the Gainshare fund.
- (d) 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.

**71. West Yorkshire Business Board (LEP)**

Members considered a report that set out proposals for the evolution of the LEP Board.

**Resolved:** That proposed changes to the LEP be approved.

**72. Committee Governance and Membership**

Members considered a report that set out several changes to the Committee Governance and Membership of the Combined Authority's Committees.

**Resolved:**

- (i) That the appointment of the Mayor's Business Advisor and Chair of the West Yorkshire Business Board be noted.
- (ii) That the "LEP" Member and "LEP" Substitute Member to the Combined Authority be appointed.
- (iii) That the deputy chairs to the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee in accordance with the recommendations of the West Yorkshire Business Board set out in paragraph 2.5 of the submitted report be appointed.
- (iv) That the members to the Finance, Resources and Corporate Committee and to the Transport Committee as set out in paragraph 2.7 of the submitted report be appointed.
- (v) That Jocelyn Manners-Armstrong be appointed as an independent member of the Finance, Resources and Corporate Committee for a term of 3 years from the date of this meeting.
- (vi) That the independent member of the Finance, Resources and Corporate Committee be remunerated for 10 days work per year, as detailed in paragraph 2.11, at a total cost of £2,500 be agreed.
- (vii) That the LEP Member, and Substitute, when acting in the absence of the LEP Member, may vote at any meeting of the Combined Authority (including any committee or subcommittee 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).
- (viii) That the co-opted Deputy Chairs of the thematic committees, shall be voting members of the respective committee (and of any subcommittee to which they may be appointed by that committee).
- (ix) That the LEP Members on the Finance, Resources and Corporate Committee and the Transport Committee be voting members.
- (x) That the Independent Member of the Finance, Resources and Corporate Committee will be a voting member of that Committee.
- (xi) That the changes to partner Council nominations to committees

which have been approved under officer delegation as detailed in paragraph 2.18 in the submitted report be noted.

(xii) That the change in nominations by Kirklees Council as detailed in paragraph 2.19 in the submitted report be approved.

(xiii) That the minor amendments to the constitution, namely Part 5, Section 5.1 – Members' Code of Conduct for updating and clarification purposes as set out in paragraphs 2.20 and 2.21 in the submitted report be approved.

**73. Minutes for information**