



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire

## WEST YORKSHIRE COMBINED AUTHORITY

MEETING TO BE HELD AT 11.00 AM ON THURSDAY, 7 DECEMBER  
2023 IN COMMITTEE ROOM 1, WELLINGTON HOUSE, 40-50  
WELLINGTON STREET, LEEDS

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### A G E N D A

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1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
3. **EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**
4. **MINUTES OF THE MEETING OF THE COMBINED AUTHORITY HELD ON 12 OCTOBER 2023**  
(Pages 1 - 6)

#### **For Decision**

5. **TRANSPORT OVERVIEW**  
(Lead Member: Cllr S Hinchcliffe, Director: Simon Warburton)  
(Pages 7 - 14)
6. **FAIR WORK CHARTER**  
(Lead Member: The Mayor, Director: Felix Kumi-Ampofo)

(Pages 15 - 24)

## **7. BUDGET AND BUSINESS PLANNING**

(Lead Member: The Mayor, Director: Angela Taylor)

(Pages 25 - 36)

## **8. PROJECT APPROVALS**

### **(a) SKILLS BOOTCAMPS PROJECT APPROVALS**

(Lead Member: Cllr C Scott, Director: Felix Kumi-Ampofo)

(Pages 37 - 48)

### **(b) BROWNFIELD HOUSING FUND APPROVALS**

(Lead Member: Cllr D Jeffery, Director: Liz Hunter)

(Pages 49 - 68)

### **(c) BETTER HOMES PROJECT APPROVALS**

(Lead Member: Cllr J Scullion, Director: Liz Hunter)

(Pages 69 - 110)

### **(d) FLOOD RISK MANAGEMENT PROJECT APPROVALS**

(Lead Member: Cllr J Scullion, Director: Liz Hunter)

(Pages 111 - 122)

### **(e) LOCAL AREA ENERGY PLANS PROJECT APPROVALS**

(Lead Member: Cllr J Scullion, Director: Liz Hunter)

(Pages 123 - 134)

### **(f) TRANSPORT PROJECT APPROVALS**

(Lead Member: Cllr S Hinchcliffe, Director: Melanie Corcoran)

(Pages 135 - 182)

### **(g) LEEDS 2023 YEAR OF CULTURE PROJECT APPROVALS**

(Lead Member: The Mayor, Director: Felix Kumi-Ampofo)

(Pages 183 - 198)

## **9. WEST YORKSHIRE BUSINESS BOARD (LEP)**

(Lead Member: The Mayor, Director: Felix Kumi-Ampofo)

(Pages 199 - 204)

## **10. COMMITTEE GOVERNANCE AND MEMBERSHIP**

(Lead Member: The Mayor, Director: Alan Reiss)

(Pages 205 - 212)

### **For Information**

## **11. MINUTES FOR INFORMATION**

(Pages 213 - 214)

**Signed:**



**Chief Executive  
West Yorkshire Combined Authority**

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**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 12 OCTOBER 2023 AT COMMITTEE ROOM 1,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)  
Councillor Susan Hinchcliffe  
Councillor Jane Scullion  
Councillor Cathy Scott  
Councillor James Lewis  
Councillor Denise Jeffery  
Councillor Rebecca Poulsen  
Councillor Sue Holdsworth  
Councillor Alan Lamb  
Councillor Claire Douglas

West Yorkshire Combined Authority  
Bradford Council  
Calderdale Council  
Kirklees Council  
Leeds City Council  
Wakefield Council  
Bradford Council  
Calderdale Council  
Leeds City Council  
York Council

**In attendance:**

Ben Still  
Alan Reiss  
Simon Warburton  
Luke Albanese  
Felix Kumi-Ampofo  
Liz Hunter  
Angela Taylor  
Caroline Allen  
Ian Parr

West Yorkshire Combined Authority  
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West Yorkshire Combined Authority

**49. Apologies for Absence**

There were no apologies from committee members.

The Mayor noted the recent announcement to cancel HS2 made by the Prime Minister during the Conservative Party conference, and noted the cancellation was opposed by Labour and Conservative mayors. The Mayor noted that West Yorkshire could not wait for the promised alternative funding to fulfil its mass transit aims, and that she and the Chair of the Transport Committee had contacted Mark Harper, the Transport Secretary, to express that more investments were needed to improve connectivity and capacity across the north.

**50. Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

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

No items were identified as exempt from the press and public.

**52. Minutes of the Meeting of the Combined Authority held on 28 September 2023**

Cllr Alan Lamb asked that his request for a fair consultation regarding bus reform be reflected in the minutes. Officers agreed to amend the previous minutes.

**Resolved:** That, subject to amendment, the minutes of the meeting of the West Yorkshire Combined Authority held on 28 September be approved.

**53. Fair Work Charter**

The Combined Authority received a report from the Director of Inclusive Economy, Skills and Culture to provide an update on the Mayor of West Yorkshire's Fair Work Charter and to seek endorsement and approval of the Fair Work Charter.

The Mayor expressed thanks to the steering group for their work developing the Fair Work Charter, as well as to the employers and trade unions which had provided feedback.

Members questioned how the Charter would be communicated to businesses and how the support would be delivered. Officers responded that external partners would support businesses, and the Combined Authority had existing relationships with enterprises across the region. Additional promotion would take place through social media, websites, and events.

Members asked if the Combined Authority and Local Authority partners would be considered compliant, and which metrics were used to measure compliance. Officers responded that the Charter includes a metric for each of the five criteria to measure against, but the metrics were not considered a pass or fail, but an indicator to measure progression.

Members suggested small businesses may not be able to fully demonstrate their ability to meet the criteria, and members added that many businesses in West Yorkshire were small or medium enterprises. The Mayor noted the Charter was designed to be unintrusive to businesses, and signing up to the Charter should be because it was an attractive prospect to do the right thing for employees.

Members requested an update be brought to the next meeting, officers agreed to provide an update.

**Resolved:**

- (i) That the progress which has been made to establish the Mayor's Fair Work Charter be noted; the Charter be formally adopted; and the proposed next steps be endorsed.
- (ii) That becoming one of the Charter's early adopters be agreed, leading by example for the region.

#### **54. Mass Transit Vision 2040 Adoption**

The Combined Authority received a report from the Director of Mass Transit to consider the draft Mass Transit Vision 2040, as amended following the outcome of the statutory consultation process, and to adopt it as a supplementary document to the Local Transport Plan.

The Mayor welcomed the promise of funding due to the cancellation of HS2, but expressed the timescales for receipt of the funding did not match the Combined Authority's ambition of the pace of delivery.

Members questioned why some of the statutory consultees did not respond to the consultation and what could be learnt from the consultation. Officers responded that great efforts were made to contact the statutory consultees, however responses were not mandatory. Officers noted that it may be more beneficial to identify consultees who were more suited to the topic, however the overall feedback had been extensive and would be taken into account.

**Resolved:** The draft Mass Transit Vision 2040, as amended following the outcome of the statutory consultation process, be considered and adopted as a supplementary document to the Local Transport Plan.

#### **55. Mass Transit - Approach to Placemaking and Design Philosophy**

The Combined Authority received a report from the Director of Mass Transit to provide an update on the Mass Transit Approach to Placemaking and Design Philosophy and to seek approval to adopt the principles set out to support design and route development activity.

Members noted the report was discussed at the Climate, Energy and Environment Committee, and was received positively by the committee members.

**Resolved:**

- (i) That the proposal to adopt the Approach to Placemaking and Design Philosophy as a tool for influencing the Mass Transit route development activity and stimulating wider place-based opportunities be approved.
- (ii) That the intention to prepare an updated Design Guide prior to commencement of the next stage of route design (Feasibility Design) be noted. This will be presented to Combined Authority for approval in due course.

## **56. Project Approvals**

The Combined Authority received a report from the Director of Policing, Environment and Place to report on proposals for the progression of, and funding for projects that have been considered at stages 1, 2 and 3 of the Combined Authority's assurance process.

Officers outlined the Housing Revenue Accelerator Fund, which would deliver £3.2million of funding to develop a pipeline of investment-ready housing sites across West Yorkshire. Work would be undertaken alongside local authority partners and Homes England.

### **Resolved:**

- (i) The Housing Accelerator Fund programme proceed through decision point 2 (strategic outline case) and decision point 4 (full business case) and work commence on activity 5 (delivery).
- (ii) Approval be given to the Combined Authority's contribution of £3,068,000 taking the total approval to £3,200,000. The total scheme value is £3,200,000.
- (iii) Delegation be given to the Chief Executive for allocation, and any amendment of allocation, of the £3,200,000 of funding to the individual work packages along with any associated grant funding agreements.
- (iv) Future approvals be made in accordance with the assurance pathway and approval route outlined in the submitted report. Where required, any future committee level approvals be delegated to the Place, Regeneration and Housing Committee.

## **57. Budget and Funding**

The Combined Authority received a report from the Director of Finance and Commercial Services to consider the wider funding landscape for local government and the implications for the West Yorkshire Combined Authority; to consider the reserves position; and to propose a refund of transport levy reserves to the constituent local authorities.

### **Resolved:**

- (i) That the current financial position be considered.
- (ii) That the refund of transport levy reserves to the constituent local authorities as set out in paragraph 2.10 of the submitted report be approved.

## **58. Budget and Business Planning**

The Combined Authority received a report from the Director of Finance and Commercial Services which provided an update on the multi-year business



planning approach that has been implemented for the 2024/25 planning cycle.

Officers noted the business plans build from the West Yorkshire Plan, and had outcomes set on a multi-year basis. Future updates would be provided to the Combined Authority and the Finance, Resources and Corporate Committee.

**Resolved:** That the multi-year approach to be implemented from the 2024/25 planning period be noted.

## **59. Committee Governance**

The Combined Authority received a report from the Chief Operating Officer to consider a recommendation to appoint an advisory (non-voting) representative of the NHS West Yorkshire Integrated Care Board onto the Climate, Energy and Environment Committee; to consider membership of the Finance, Resources & Corporate Committee; and to approve a change in nomination from Calderdale Council to the Economy Scrutiny Committee.

The Chair noted that the input from the health perspective would help the Combined Authority meet its health inequality outcomes and would complement the recent launch of the West Yorkshire Scientific Advisory Group.

**Resolved:**

- (i) That a representative of the NHS West Yorkshire Integrated Care Board be appointed as a non-voting advisory representative to the Climate, Energy and Environment Committee.
- (ii) That the co-option of an independent member to the Finance, Resources & Corporate Committee, and the proposed level of remuneration, be approved.
- (iii) That, subject to agreement of recommendation 10.2 of the submitted report, an open recruitment campaign be commenced with a view to bringing forward a recommendation for appointment to the Combined Authority meeting in December.
- (iv) That the appointment of Councillor Peter Caffrey to the Economy Scrutiny Committee replacing Councillor John Ford as set out in paragraph 2.13 of the submitted report be approved.

## **60. Minutes for Information**

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

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|                   |   |
|-------------------|---|
| <b>Report to:</b> | West Yorkshire Combined Authority                 |
| <b>Date:</b>      | 7 December 2023                                   |
| <b>Subject:</b>   | <b>Transport Overview</b>                         |
| <b>Director:</b>  | Simon Warburton, Executive Director for Transport |
| <b>Author:</b>    | Simon Warburton, Executive Director for Transport |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

## 1. Purpose of this Report

- 1.1 This report provides an overview for the Combined Authority of the West Yorkshire transport programme and policy context.

## 2. Information

### *West Yorkshire Transport Mission and Priorities*

- 2.1 The West Yorkshire Plan sets out the mission (Mission 3) for a “Well-connected West Yorkshire – a strong transport system” whereby by 2040 we will have:
- A sustainable, accessible transport system;
  - Reliable and affordable buses, trains, and mass transit; and
  - A region with healthy people where active travel is the easiest choice for short journeys, car usage is reduced, and the first choice for travel is public transport.
- 2.2 In setting out this mission, the Combined Authority is clear that these transport outcomes will be fundamental to the achievement of the parallel missions for prosperity, community, environment and public safety that have been set through the Plan.

2.3 In recent years, West Yorkshire has been successful in establishing a clear basis for our work to achieve this mission, including:

- Securing a series of substantial capital funding programmes, including in particular the West Yorkshire plus Transport Fund, the Transforming Cities Fund and the City Region Sustainable Transport Fund to support investment in transport infrastructure across the region;
- Establishing a clear priority for integrated public transport, supported in particular through the Bus Service Improvement Plan (including the introduction of the Mayor's Fare £2 fare system), the statutory review of the case for bus reform and the development of the future mass transit system;
- Progressing a West Yorkshire-wide programme of active travel promotion and network;
- Progressing the West Yorkshire Rail Strategy; and
- The continued support for the core public transport services provided under the established "Metro" system of bus stations, stops and information services.

#### *Progress against our Priorities*

2.4 Over the past year, significant progress has been against our priorities. In addition, the case for our priorities has been given support by Government through the Spring Budget Statement and more recently in its *Network North* policy document. In addition, our vision for integrated and sustainable transport investment was highlighted as a national urban transport priority by the National Infrastructure Commission in its second National Infrastructure Assessment advice to Government, published in October 2023.

#### Capital Programme

2.5 Across the three core transport funding programmes set out above, West Yorkshire has secured an investment capability of over £2 billion to deliver the first step-change in transport infrastructure and to prepare the future pipeline for investment in future Government spending rounds. 2023 has seen a significant maturing of the programme, supported by robust assurance framework and strong working between the Combined Authority, the West Yorkshire Councils and transport delivery partners. In particular, our programme has supported:

- Highways maintenance and network management programme across all five local authority areas
- Bus priority and active travel measures in Leeds city centre, completing in early 2024, including Thirsk Row / King Street Bus Gate and adjacent footway/cycle track; East Parade Bus Gate and Calverley Street traffic scheme; City Square Plus measures across City Square, Boar Lane, King Street, Wellington Street, Aire Street, Quebec Street, East Parade and Thirsk Row.
- Bradford Interchange resurfacing,
- Improved integrated ticketing, payment and information services

- A629 Halifax Town Centre access, bus, cycling and walking infrastructure improvements
- Armley Gyratory (Leeds) Phase 1
- A62 Smart Corridor measures in Kirklees from Huddersfield Ring Road to Old Fieldhouse Lane
- Fink Hill highway enhancements to the A6120 Outer Ring Road corridor
- Great Horton Road / Horton Grange A6177 Bradford Outer Ring Road efficiency improvements
- Steeton & Silsden Station Park & Ride scheme
- Normanton Station Park & Ride scheme
- A650 Newton Bar, Wakefield improvements
- White Rose new station, completing early 2024
- Halifax new Bus Station, fully opening January 2024

### Active Travel Programme

2.6 The active travel programme in West Yorkshire has been progressed through both the core transport investment programmes and the national Active Travel Fund. In March 2023, Active Travel England published the first local authority active travel capability ratings, which identified West Yorkshire Combined Authority as one of only four authorities operating at level 3 capability (on a scale of 0-4 with no authorities assessed at level 4). This rating classed the West Yorkshire partnership as having “Very strong local leadership, comprehensive plans, and a significant network in place with a growing number of people choosing to walk, wheel and cycle”. In support of this status, 2023 has been a strong year for delivery and development of active travel initiatives, including:

- Cottingley Mercure to Bingley (School Access) Pop-Up Cycle Lane (Bradford):
- Friendly Active Travel Neighbourhood (Calderdale)
- 22 school streets
- Pedestrian improvements across various sites in Bradford (including Silsden School footpath, Pitty Beck improvements, and Scotchman Road)
- A660 Otley Road (Leeds) segregated unidirectional cycle track, completing in early 2024

### Mass Transit Programme

2.7 At its meeting on 12 October 2023, the Combined Authority formally adopted its updated Vision for Mass Transit. A substantial programme of development for the early priority corridors within this Vision is well underway and the Strategic Outline Case for these options will be brought to the Combined Authority in early 2024, seeking authority to submit to Government. At the same meeting, important supporting principles for place-making and scheme design were agreed, which will ensure that the options under review will be brought forward in a manner that fully supports the wider objectives of the West Yorkshire Plan and the communities that the future system will serve. The Government’s *Network North* policy document, published in October, reconfirmed the Mass Transit

Programme as a national priority for future local transport investment through the City Regional Sustainable Transport Fund.

### Bus Reform

- 2.8 At its meeting on 28 September 2023, the Combined Authority considered an audited Assessment of the Case for Bus Reform in West Yorkshire, prepared under the provisions of the 2017 Bus Services Act, and agreed that the findings of the Assessment be taken to formal consultation. This consultation was launched on 10 October and will be open until 7 January. Significant activity is underway at present to promote the consultation to both statutory consultees and the public, so as to ensure that the widest possible views on the options for reforming the bus system can be taken into account. In dependent analysis of the consultation will be prepared to inform a decision by the Mayor on the options set out in the Assessment on 14 March 2024.

### West Yorkshire Rail Strategy

- 2.9 The Combined Authority oversaw consultation on the renewal of the West Yorkshire Rail Strategy in summer 2023, the outcome of which will be reported to Members shortly. The Rail Strategy sets out very clear priorities against delivering capacity for growth; improving station facilities and train services; decarbonisation; and freight. Work with rail industry partners has continued through the year against these priorities, overseen by the Transport Committee and through the Rail North Partnership. In particular:
- Performance and reliability of the rail network has been of particular concern to Members in 2023. The decision of the Secretary of State in May to bring Transpennine Express into the Operator of Last Resort operation has been regarded as an opportunity by northern partners for closer working with Government on the service improvements needed. We are working closely with the Rail North Partnership to secure this but do not have clarity on the model at this stage;
  - The risk of closure of many rail ticket offices in West Yorkshire was a major concern following announcements made by the industry in July. The northern mayors and Combined Authorities worked closely to highlight this risk through a consultation launched and we welcomed the response, which has reversed this proposal; and
  - The Government's *Network North* policy document in October highlighted a number of West Yorkshire priorities as national priorities for progression. In particular, we have welcomed the strong recognition of the priority case for a new Northern Powerhouse Rail station at Bradford and are working intensively with Bradford Council and DfT to bring forward a preferred option for early delivery; and we welcome the restated case for Leeds-Hull electrification. However, with the further contraction of remaining Eastern Leg connections on the former HS2 plan,

we are concerned to understand the national plan for services to Sheffield and further south from Leeds, and we are pressing DfT for urgent work on the Leeds-Sheffield corridor. We are also working closely with Leeds Council and DfT to set out the implications of *Network North* for the remaining case for an enhanced Leeds Station and the former HS2 land provisions in the city.

### Maintaining Our Services

- 2.10 Maintenance of core public transport services has remained a high priority for the Combined Authority. Significant work has been undertaken throughout the year with bus operating companies to support a network that can return to the level of travel that was seen pre-pandemic. A number of operators have brought forward proposed changes to their commercial services offer through the year and officers have worked to mitigate the impact on the travelling public through use of delegated funds with the oversight of the Transport Committee. In addition to this, we have continued to introduce elements of the Bus Service Improvement Plan service enhancement programme. This will complement the operation of the Mayor's Fare regime, which has demonstrated impact in both attracting travel on corridors with longer-distance/higher fare journeys and in supporting the cost of travel for those, often lower-income, communities who most depend on bus travel.

### Looking Ahead to 2024

- 2.11 The successful programme of work achieved in 2023 provides a good foundation for the step-change in transport delivery and policy development that is planned for 2024. In particular, the completion of the Strategic Outline Case for the mass transit programme in February 2024 and progression into Outline Business Case and consultation stages, alongside the conclusion of the bus reform assessment process in March 2024, will signal a scaling-up of mobilisation work. In addition, the volume of the capital programme delivery work will expand with around £450 million of delivery and development work in 2024/5; and the Combined Authority will be progressing the development of a new Local Transport Plan.
- 2.12 This step-change has been anticipated in our forward planning. In December 2022, the Combined Authority agreed a new senior officer structure with the creation of two new Executive Director posts - Chief Operating Officer and Executive Director for Transport – to support the Chief Executive in readying the organisation to progress the mass transit and bus reform programmes as part of an integrated transport body. Following appointment to and uptake of these roles in early summer, work has progressed significantly to review the capacity and shape of the organisation. In particular, a renewed governance model for the mass transit programme will be rolled out in 2024, reflecting the increased volume of work that will follow. Options for mobilisation against the bus reform options, as set out in the Assessment currently in consultation, are also in development.

2.13 Work is also underway to prepare for the increased capital programme activity in 2024. A light-touch review of the programme gateway and assurance processes has been undertaken to ensure that the rigour of the approach can be matched by efficiency to support timely delivery of priorities. Discussions have also progressed between Combined Authority and local authority teams to identify shared responsibilities and where close-working can aid delivery. The progress of the programme will be monitored closely by the Combined Authority Leadership Team to ensure that these aims are met in practice.

2.14 The meeting of the Transport Committee on 16 November considered the case for the development of the new Local Transport Plan (LTP). The current LTP was adopted in 2017, since when we have seen significant change, including the Covid pandemic and new travel patterns; the development of the case for bus reform and mass transit; the development of the Combined Authority model and the West Yorkshire Plan; introduction of new funding streams around the core City Region Sustainable Transport Settlement; and the impact of the Integrated Rail Plan and Network North policy frameworks. The Committee agreed that a new LTP would be needed to reflect the contemporary and future policy environment, and to set out a future pipeline of investment to maintain our momentum from the current programmes. The work on the LTP will complete in mid 2025, following stages on consultation and engagement through 2024. It will be co-developed closely with officers from all five authorities, so as to ensure that one Plan results to reflect the strong unity of purpose in West Yorkshire and to act as the transport basis for wider Local Plan development work. The process will be regularly supervised by the Committee.

### **3. Tackling the Climate Emergency Implications**

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

### **4. Inclusive Growth Implications**

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

### **5. Equality and Diversity Implications**

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

### **6. Financial Implications**

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

### **7. Legal Implications**

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



## **8. Staffing Implications**

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

## **9. External Consultees**

9.1 No external consultations have been undertaken.

## **10. Recommendations**

10.1 That the Combined Authority notes and welcomes the progression achieved in 2023 against its transport priorities.

10.2 That the Combined Authority notes and comments on the priorities and approaches set out here to deliver a step-change in output in 2024.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

None.

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|-------------------|---|
| <b>Report to:</b> | West Yorkshire Combined Authority                               |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Fair Work Charter</b>  |
| <b>Director:</b>  | Felix Kumi-Ampofo, Director Inclusive Economy, Skills & Culture |
| <b>Author:</b>    | Sarah Bowes, Interim Head of Business                           |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

## 1. Purpose of this Report

- 1.1 To provide an update on implementation of the Mayor of West Yorkshire's Fair Work Charter.
- 1.2 Confirm that the Combined Authority and all five member local authorities have adopted the Charter.
- 1.3 Issue a call to action for the adoption of the Fair Work Charter.

## 2. Information

### Background and Drivers

- 2.1 The Mayor of West Yorkshire pledged to introduce a Charter to recognise the many employers in the region that are committed to Fair Work.
- 2.2 Mission 1 of the West Yorkshire Plan sets out the region's ambition for "a prosperous West Yorkshire – an inclusive economy with well paid jobs". The Mayor's Fair Work Charter is an important part of achieving this mission by ensuring a fair and just economy that works for everyone. It will help to ensure that everyone employed in West Yorkshire

receives the greatest possible employment security, best working conditions, as well as promoting greater employee wellbeing, workforce diversity, social mobility, and so accelerate Inclusive Growth.

2.3 The rationale underpinning the need to increase access to Fair Work includes the following:

- Too many people are working in poor quality jobs.
- Too many people are not paid enough to make ends meet.
- There are big pay gaps between groups of workers.
- Too many people are suffering from poor mental health.
- Too many working age people are not in work.

#### The Charter

2.4 The vision for the Charter is: “to promote a thriving economy where businesses of all sizes and sectors can meet their ambitions and work together to ensure all the diverse people and communities of West Yorkshire contribute to, and benefit from, economic prosperity”.

2.5 The Charter is focused around 5 themes which are summarised below:

#### *Opportunity*

Employers are working towards an economy where all pathways into employment are inclusive, organisations use the best recruitment practices, and all people have access to flexible working arrangements. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised 1st step in each of the following 3 areas:

- Inclusive pathways into employment and career progression
- Inclusive recruitment practices
- Flexible working arrangements

#### *Security*

Employers are working towards an economy where all organisations go beyond legal minimums to pay staff at least the real Living Wage and maintain working conditions that provide security and dignity to all workers. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised 1st step in each of the following 3 areas:

- Fair pay and working hours
- Secure contracts and conditions
- Safe working environments



### *Wellbeing*

Employers are working towards an economy where work helps all people to live healthy and happy lives, while contributing to the increased productivity of their employer. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised 1st step in each of the following 2 areas:

- Fostering good physical and mental health
- Support for wider aspects of wellbeing

### *Employee Voice*

Employers are working towards an economy where all workers are empowered to contribute towards the success of their employer through positive relationships and effective communication. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised 1st step in each of the following 2 areas:

- Consultation and engagement
- Recognition and support for trade unions, where requested by workers.

### *Fulfilment*

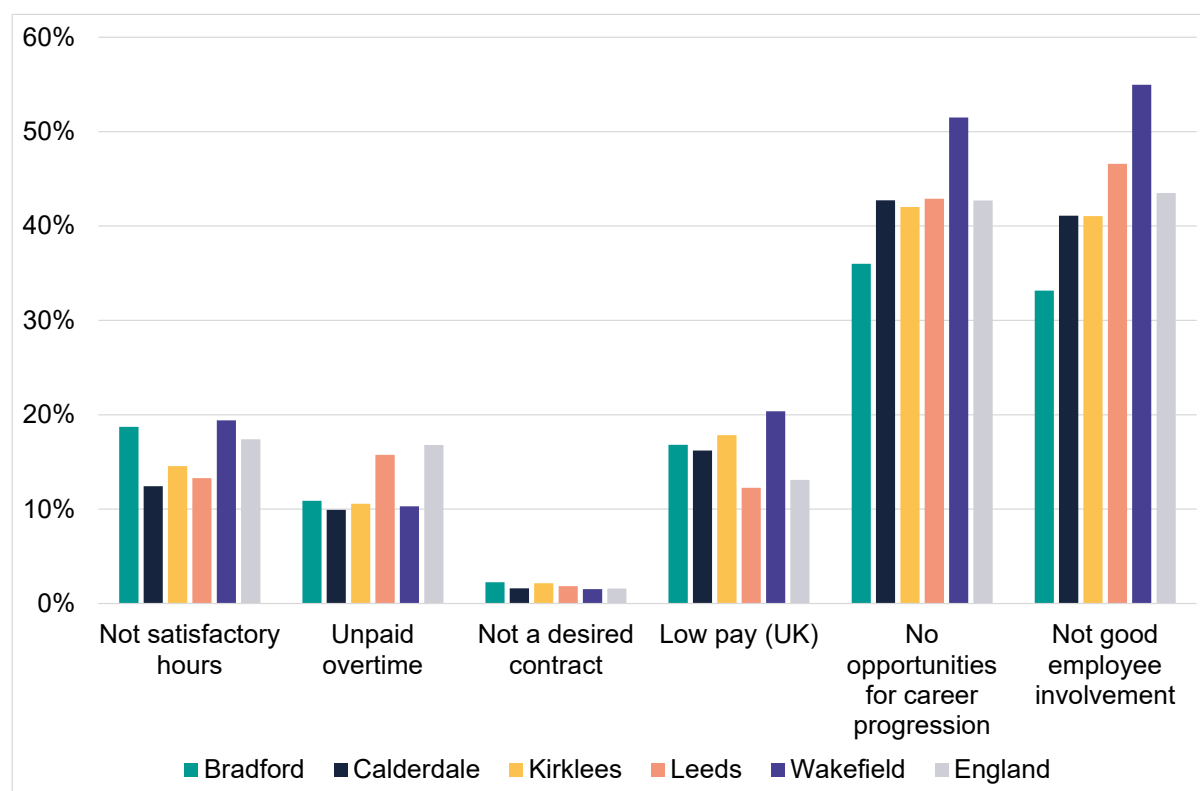
Employers are working towards an economy where work provides all people with the opportunity to learn, develop and meaningfully connect to a purpose that resonates with them. Employers enrolling onto the Charter are required to confirm below they have taken at least one recognised 1st step in each of the following 3 areas:

- Learning and development
- People management
- Supporting communities and good causes

## Current regional picture

- 2.6 Latest figures from ONS show that in West Yorkshire we have relatively small proportions of workers who indicate that they work unsatisfactory hours or work unpaid overtime or have a contract that does not meet their requirements. Much bigger proportions of workers say that their workplace lacks opportunities for career progression and does not offer good employee engagement.

**Figure: Job quality indicators by local authority, January to December 2021**



Source: *Jobs quality indicators in the UK - hours, pay, contracts, opportunities, and involvement: 2021*, Office for National Statistics

## 2.7 Other key points include:

- Female employees and employees aged over 55 are more likely to work satisfactory hours.
- Unpaid overtime working has a higher prevalence among those working in highly paid occupations, and employees aged 35 to 54 years.
- Workers who are disabled, younger, or have lower levels of educational attainment are more likely to be in low pay.
- Men aged 25 to 44 years, employees with an undergraduate degree and those working in the finance and insurance industry are most likely to report good career progression opportunities.
- Employees with higher-level qualifications are more likely to feel involved in decision making in their workplace than those with no qualification. Disabled employees are less likely to report good employee involvement, compared with employees who are not disabled.

- 2.8 The above will be reported on annually via the State of the Region and we will also explore bespoke monitoring approaches that align with each of the themes of the charter.

#### Progress on implementation

- 2.9 The Charter was formally [launched](#) on 24<sup>th</sup> November 2023 in Bradford with a number of early adopters and Leaders sharing the stage to promote the benefits of Fair Work to employers and employees alike.
- 2.10 Forty-three businesses have signed up as early adopters across West Yorkshire (at the time of writing). They are cross sector including manufacturing and food; creative and digital industries; health and medical; education; voluntary, community, social enterprise; Public Sector; Police; Public Transport and wholesale food warehouse and distribution. The delivery partner to support business adoption is now on board and progress in rolling this out across the region will begin.
- 2.11 Businesses can sign up through the [website](#) via a simple registration form which will be sent directly to the delivery partner to follow up. A marketing and communications campaign is under development, to raise awareness and consideration of the Charter and encourage wider adoption. The campaign will include social media activity; digital (online) advertising; radio and podcast advertising; press/ PR stories; video case studies; a dedicated section on the CA webpage with further resources. Promotional assets will have a QR code that can be scanned as an alternative way to access the form. The delivery partner will also be contacting businesses direct through networks, business membership organisations and steering groups etc.
- 2.12 A review point has been built into year 1 to evaluate impact and successes. Learning from this will shape future implementation.

#### Adoption by West Yorkshire Combined Authority

- 2.13 This section of the report outlines how current CA policies and practices measure up against the requirements of the Fair Work Charter and also identifies some areas which require further development.

#### Opportunity

- 2.14 The Combined Authority utilises recruitment channels such as careers fairs, Vercida as an EDI recruitment platform and careers events within communities to reach under-represented groups and provide inclusive pathways into employment. We also advertise our vacancies via Indeed and LinkedIn. The CA is an accredited Disability Confident Level 2 employer as well as Mindful Employer and we have signed the Armed Forces Covenant bronze award. The EDI Performance and Oversight Board monitors relevant accreditations from an EDI perspective. Recruitment practices are inclusive with adverts stating we welcome applications for under represented groups, job share and part time working and have flexible working practices in place. Finally, the application process is anonymised.

- 2.15 The CA offers apprenticeships to attract and develop future talent within the Combined Authority. Within the Learning & Development plans for 2024/25, there is a plan to develop further our mentoring and coaching opportunities. The Solace Emerging Leaders programme has a current cohort to help build our pipeline into leadership roles. There are also plans to introduce a graduate programme to help address under representation.
- 2.16 CA working arrangements offer flexibility to staff in terms of hybrid working, flexi time and we have a number of staff with a range of flexible working arrangements e.g. part time and compressed hours. In January 2024, the CA will move to a more agile way of working to benefit both the organisation and employees and will also be implementing a career break policy.

### Security

- 2.17 All Combined Authority staff (including apprentices) are at least paid the real Living Wage and progress is being made towards becoming a Living Wage Foundation employer. The CA reports on the ethnicity and disability pay gaps and action plans are developed in relation to these with the involvement of staff network groups. The CA also offers secure contracts and conditions with no zero hours contracts and temporary roles only where we have short term requirements.
- 2.18 The Combined Authority offers a working environment which provides accessible, trusted and responsive processes for dealing with employee grievances and disciplinary issues utilising our established processes. Initiatives and campaigns that promote safe working environments are also routinely supported. Recent examples are the Hate Crime event at Leeds Bus Station in October and the Mayor's Just Don't campaign. In addition, the CA recently agreed to adopt the UNISON Anti Racism Charter. A full suite of H&S policies and guidance has been provided as well as a monthly theme and promotion of health and safety topics.
- 2.19 The Combined Authority will be embedding the Fair Work Charter in all tender documentation under the Social Value heading. The CA will also be providing our suppliers with information about the Charter and positively reinforcing its adoption.

### Well-Being

- 2.20 The Combined Authority recognises the value of fostering good physical and mental health for our employees as well as the wider region. Access is provided to Occupational Health services, flu vaccines, Cycle to Work scheme, discounted membership for council leisure centres and an Employee Assistance programme. E-learning modules on mental health awareness, resilience and stress awareness increase employee awareness of how to improve physical and mental health and reduce any stigma. Mental Health First Aiders have been appointed. They have access to peer support training through MIND, as well as a number of wellbeing intranet pages





signposting support for physical, financial and mental health. The CA holds colleague wellbeing events in line with a wellbeing calendar and as an organisation, we promote Active Travel which we promote internally to colleagues e.g. Walk it, Ride it campaign. In September our Inclusivity Champion hosted an online safe space conversation to support staff following events in Israel and Gaza.

- 2.21 In relation to wider aspects of wellbeing the CA signposts information regarding issues such as cost of living support, financial wellbeing workshops, Leeds Credit Union and access to financial advice/support/monthly newsletters from Employee Assistance Programme. The Multiply programme has been delivered to staff to assist with budgeting and financial planning. WYCA staff benefit from a free Corporate MCard.

### Employee Voice

- 2.22 As an organisation, The CA ensures that staff are involved in decision making and managing change. This is achieved by engaging with trade unions and staff networks. Consultation with trade unions is a key part of routine operations - a Management of Change policy is in place and embedded as part of employee relations. All employees objectives are linked back to business plans and managers are encouraged to engage their teams in the business planning process.
- 2.23 The CA has clear and effective mechanisms for responding to the views, ideas and concerns of staff with line management, HR and trade unions being the main mechanisms for this. The Combined Authority has a collective agreement with Unison and regularly engages and consults with the trade unions. A recent example is the refreshed Terms and Conditions which is being rolled out currently. Directors and senior managers meet regularly as a group and this provides a forum for sharing information and raising concerns. Regular staff surveys also provide are also conducted to secure further feedback. Five staff networks are active within the CA and their views are sought regularly. These are Embrace (black, Asian and minority ethnic), PROUD (LGBTQ+), WeCan (disability), Gender Equality Group and Young Employees Network. There are also some support groups e.g. Parents of the Neurodivergent (POD) and menopause support group. There are various methods used to progress the EDI agenda e.g. EDI Directorate advisory groups, Strategic EDI group and EDI Performance & Oversight Board. EDI training was delivered across the organisation in 2023 and online EDI training is mandatory.

### Fulfillment

- 2.24 The Combined Authority provides continuous learning and skills development opportunities for all staff - directorates are asked on an annual basis to identify Learning and Development (L&D) requirements and the performance management process ensures that regular conversations take place regarding learning and skills development needs. L&D opportunities are delivered in a number of ways e.g. lunch and learn sessions, paid training and apprenticeships. L&D Business Partners are in post to drive L&D agenda. The

Combined Authority fully utilises the apprenticeship levy for employing apprentices but also to provide qualifications for existing staff. Training and development activities help to make the organisation more inclusive, for example the EDI training delivered organisation wide. There is a strong EDI focus across the organisation with the establishment of an EDI team and Inclusivity Champion in recent months.

2.25 With regards to leadership and management development, the CA offers workshops on topics such as Attendance Management and Recruitment, health and safety management and have developed toolkits to provide go-to information and documents. The Emerging Leaders (Institute of Leadership & Management Level 5) programme is offered across the Combined Authority. The CA advocates and promotes regular one to one conversations between staff as part of our structured Performance Management annual cycle and managers/supervisors to enable better people management. That these are widely used across the organisation. Workplace Adjustments Passport provides a way for employees to detail any adjustments required and this is shared with managers so that the adjustments can be implemented and the distinctive needs of the employee taken into account. However, the CA also recognises that there is more to do within the area of leadership and management development to upskill our current and future managers and leaders.

2.26 The Combined Authority places great value in supporting communities and good causes. A volunteering policy is in place and this has been used by various staff e.g. Young Employee Network in Dec 2022 at Surplus to Purpose. Teams have used their away days to give back to local communities, for example the Transport Policy & Delivery team volunteered at the West Indian centre in Leeds in October. Two charities have been selected by Employee Engagement panel which the organisation supports in terms of fundraising.

### **3. Tackling the Climate Emergency Implications**

3.1 There are no climate emergency implications directly arising from this report. However, it is expected that the sign up could positively, indirectly impact of net zero targets.

### **4. Inclusive Growth Implications**

4.1 The development of the Charter is driven by the Combined Authority and the Mayor's ambition to deliver a fair and just economic recovery, which is central to promoting Inclusive Growth.

### **5. Equality and Diversity Implications**

5.1 The Charter has been designed to drive improvements in ED&I, e.g. in terms of inclusive recruitment practices, and ensuring employees have a voice in the workplace.

### **6. Financial Implications**



6.1 Gainshare funding (£600k) has been previously approved for the development and implementation of the Charter and the requirement for any further resources will need to be considered in the context of the business planning process.

## **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 Board notes the progress made to establish the Mayor's Fair Work Charter, and endorses and supports the proposed next steps.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

There are no appendices.

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|-------------------|---|
| <b>Report to:</b> | West Yorkshire Combined Authority                             |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Budget and Business Planning</b>                           |
| <b>Director:</b>  | Angela Taylor, Director, Finance and Commercial Services      |
| <b>Author:</b>    | Nia Jackson-Owens, Corporate Planning and Performance Officer |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

## 1. Purpose of this Report

- 1.1 The purpose of this report is to provide an update to the Combined Authority on the current multi-year budget and business planning process and set out the key revenue pressures and strategic choices facing the organisation over the next few years.

## 2. Information

### **Business and Budget Planning**

#### Process Update

- 2.1 An update was given to the Combined Authority in October outlining the new, multi-year approach that would be taken for the 2024-25 planning cycle onwards. At this stage, Directors for the outcome directorates have developed a set of multi-year outcomes which have informed the detailed business plans for 2024-25. The outcomes can be found in **Appendix 2** of this report, however a high-level summary is included in the sections below.
- 2.2 Dedicated sessions have been held following production of the first drafts of the business plans, for Directors to review service-area plans with Finance and Corporate Planning teams. These sessions enabled high-level, strategic conversations between the Chief

Operating Officer and Executive Director for Transport, their direct reports and the Finance team, in order to draw out key budget pressures and big strategic choices. These are explored in the following sections.

- 2.3 These discussions take place against a backdrop of challenging economic times, with high inflation and the cost of living and doing business crisis continuing to bite. Local authorities are facing rising demand, increasing costs and falling income and the West Yorkshire local authorities have all reported significant funding gaps.
- 2.4 The draft revenue budget for 2024/25 is attached as **Appendix 1** and at this stage sets out a funding gap of £5.5 million, with the gap increasing by a further £10 million in the following year. Further review of 2025/26 onwards is required, and work is focussing on balancing 2024/25 with limited call on general reserves, by reviewing the assumptions and updating the figures provided through business planning.
- 2.5 The funding gap is caused by both falling income and increasing costs due to, amongst other factors, inflation, salary increases and increased demand on internal services such as ICT. The funding model for combined authorities sees limited core funding provided – other than the transport levy on the constituent authorities, there are no other guaranteed funding streams. Funding provided by central government for LEP activities has been steadily reduced, so a reduction of £1 million per annum, and mayoral capacity funding of £1m per annum is only awarded on an annual basis so risks being withheld in future years. The Combined Authority receives the business rates income from the LEP-developed Enterprise Zones, which is currently around £4 million per annum, as well as seeking to generate income from its assets, and from cash balances where these arise in year. Accompanying the revenue budget is a significant capital plan, predominantly for transport schemes, but also including the final year of the Brownfield Housing Programme, and Social Housing Decarbonisation Fund and a range of smaller funding programmes.
- 2.6 The sections below consider the specific budget issues for each area of activity alongside the outcomes identified through business planning for those areas.

#### Outcome Directorates

- 2.7 **Appendix 2** lists the outcomes chosen by each outcome Directorate. These are intended as medium-term goals, aligned to the corporate objectives and the five aims of the West Yorkshire Plan, shaping each service area's policy decisions and delivery. The following sections draw out key themes by directorate, and the accompanying budget challenges:
- 2.8 The **Transport Directorates** are focussed on delivering and supporting improved and more sustainable, accessible and inclusive transport options in the region, whilst also preparing to deliver on the Bus Reform decision. Similarly, Mass Transit has a number of outcomes set around the initial stages of delivering a mass transit system that is, again, accessible, sustainable and inclusive.

- 2.9 From a budget perspective the Transport Operations directorate has seen significant volatility in bus tenders since the outbreak of Covid-19 with changing travel patterns and the need for government support. Recognising the challenges facing local authorities the Combined Authority is seeking to manage the costs of delivering the bus network without an increase to the transport levy, despite the scale of inflationary costs. Bus Service Improvement Plan (BSIP) funding has been used to support the successful introduction of Mayor's Fares since September 2022 and further awards of BSIP will be prioritised to enable its continuation.
- 2.10 A transport reserve was created in 2021/2022 utilising savings against concessionary fares reimbursement and will be released in 2022/23 and 2023/24 to seek to ensure current bus services can be maintained. BSIP funding provides an opportunity for some additional services to be supported in the short term and this is being overseen by the Transport Committee.
- 2.11 The transport levy has been maintained cash flat for a number of years, so the Combined Authority has been meeting all transport related expenditure from a funding envelope that has reduced in real terms each year. All other mayoral combined authorities are proposing increases to their transport levies but recognising the difficult economic climate it is assumed for budget purposes that the levy is not increased for 2024/25. It is also assumed that the contribution to the West Yorkshire plus Transport Fund reserve is reinstated, in line with the decision made in October 2023 when the balance on the reserve was repaid to partner authorities.
- 2.12 The current cost of tendered service provision is a net £25.2 million. This is an increase of over £6 million since 2022/23, with costs rising with inflation and income falling as the government funding from Covid falls away. The position agreed at the February budget meeting was that the transport reserve created in 2021/22 would be used to meet this increase in costs. The draft position for 2024/25 to maintain existing services is an additional £3.2 million. These costs can be met in part from the remaining transport reserve but this is clearly not a sustainable position. The opportunity to use BSIP to support continuing services will be explored as well as a review, with partners, of the way in which schools transport is provided and funded. The review of schools transport will be co-designed to drive down costs in 2024/25. The successful Mayors Fares scheme introduced in September 2022 is funded by BSIP, and it is expected that the future awards of BSIP recently announced by government will enable the scheme to continue through to 2025 as intended.
- 2.13 The Transport Delivery and Policy teams are managing a huge increase in the scale of the capital programme which moves from £280 million in 2023/24 to a planned £453 million in 2024/25. While this scale of increase has previously been flagged, and work is underway to ensure resource is in place to deliver at this level, the position will need to be closely monitored. There are inevitably delivery risks in terms of both our and partner resource and supply chain but there are also inflationary risks. The costings for many of the programmes being delivered are based on submissions made prior to the recent increases in inflation. While projects do include an allowance for risk and inflation it is

likely that this will be insufficient in all cases to meet revised project costs. The Combined Authority has already received reports setting out the need to reduce programmes to fit within affordability envelopes, as a result of the high inflation seen since the early part of last year.

- 2.14 Some of this shortfall will be met by the use of investment income earned in the short term but it is still expected that further reviews will need to be undertaken. A contribution towards the capital programme of £25 million has been built into the funding assumptions for 2024/25. Both bus reform and mass transit programmes are highlighted in the business plans as key priorities. Funding is in place for initial elements of these programmes and the February budget proposals will need to be mindful of any commitments required to support the decision on bus reform that will be made in March 2024.
- 2.15 **Inclusive Economy, Skills and Culture** has set outcomes associated with agreeing the Authority's core offer based on the Economic Strategy, supporting a thriving business and innovation ecosystem, and enabling everyone in West Yorkshire (particularly the most disadvantaged) to reach their full potential.
- 2.16 Gainshare funding has been used to support a number of interventions delivered by the Inclusive Economy, Skills and Culture teams, as agreed by the Combined Authority in its initial allocations of gainshare. It is expected that the future use of gainshare will see it being applied to fund these activities as a direct revenue contribution.
- 2.17 **Place, Environment and Policing** have developed a series of outcomes under the following headings: A safe, just and inclusive West Yorkshire; A public-health approach to reducing serious violence; Accelerated regeneration, digital connectivity, new homes and quality places to create great places and healthy communities, and; Creating a sustainable, nature-rich and climate ready region.
- 2.18 There is no direct funding for place and environment activities. At present these activities are largely funded through gainshare funded projects or capacity funding, or through other external funding secured. There is an ambitious programme, in line with Mission 4 of the West Yorkshire Plan, to deliver that includes the Better Homes Hub and the opportunity to use gainshare to support a borrowing programme will be explored alongside new ways of working with the private sector. Delivery of the Brownfield Housing Fund is also scheduled to complete during 2024/25.
- 2.19 Funding for the policing and crime team in the Combined Authority forms part of the overall policing budget which is being progressed with West Yorkshire Police and with oversight of the Police and Crime Panel. A consultation on the proposed policing precept will commence in December and be considered by the Panel in February 2024 ahead of the Mayor setting the police precept and budget.

Corporate Centre



- 2.20 The role of the Corporate Centre is to support the delivery of the organisation's outcomes, including our major programmes like mass transit and bus reform.
- 2.21 The corporate centre is largely funded through contributions from the programmes it is supporting and a revised mechanism to simplify this process and increase transparency is being developed for consideration in the new year. This may require an uplift in the current recovery rate to recognise the growing pressures and complexities of programmes.
- 2.22 An updated risk based reserves strategy will be considered in January by the Governance and Audit Committee. This will need to take into account the likelihood of any unknown or unplanned costs arising in the year, but be balanced alongside the position where reserves are needing to be utilised by most local government bodies rather than being increased.
- 2.23 Assumptions underpinning the draft budget, transport levy proposals, use of gainshare and the treasury management approach will be shared with the local authority Finance Directors ahead of the budget being finalised. Further briefings with Members will be held in the new year and Corporate Scrutiny will consider draft budget information at its meeting in January.

### **3. Tackling the Climate Emergency Implications**

- 3.1 Tackling the Climate Emergency is a cross-cutting theme for the Combined Authority with mission four for of the West Yorkshire Plan, and one of the organisation's corporate objectives, being focussed on sustainability. This theme is continued through the outcomes as set out in **Appendix 2**, which have in turn, informed the business plans for 2024/25. There are positive implications for tackling the climate emergency.

### **4. Inclusive Growth Implications**

- 4.1 Inclusive Growth is a cross-cutting theme which is present throughout the corporate objectives and in the missions of the West Yorkshire Plan (Mission one: to create a prosperous West Yorkshire). This is a theme that continues throughout the multi-year outcomes, particularly evident in those of the Inclusive Economy, Skills and Culture Directorate, which aims to support everyone (in particular those who are the most disadvantaged) into opportunities to positively progress in their careers.

### **5. Equality and Diversity Implications**

- 5.1 Equity, diversity and inclusion is a key focus for the organisation, and a cross-cutting theme that sits across activities and aims. With the publication of the EDI Plan last year, targets from the plan were embedded into business plans and continue to be for the following year. EDI has been embedded into the multi-year outcomes to ensure that the Combined Authority's EDI targets continue to be upheld and prioritised, and that benefits

are achieved for the people of West Yorkshire in an inclusive, accessible and equitable way.

## **6. Financial Implications**

- 6.1 As set out in the paper. The full budget will be brought to the February meeting of the Combined Authority for consideration and approval.

## **7. Legal Implications**

- 7.1 There are no legal implications directly arising from this report. The paper to the February meeting of the Combined Authority will seek approval to the transport levy under the Levying Regulations.

## **8. Staffing Implications**

- 8.1 Staffing costs are included within the draft budget.

## **9. External Consultees**

- 9.1 No external consultations have been undertaken.

## **10. Recommendations**

- 10.1 That the Combined Authority considers the key business planning outcomes proposed.  
10.2 That the Combined Authority considers the budget pressures and challenges.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

Appendix 1 – Draft revenue budget 2024/25

Appendix 2 – Multi year outcomes

|                                   |   | £000's           |
|-----------------------------------|---|------------------|
|                                   |   | Draft            |
| Income/ Expenditure               | Category                                | 2024/25          |
| <b>Income</b>                     | AEB Income                              | (66,846)         |
|                                   | Funding - Grants                        | (113,118)        |
|                                   | Income - Operational                    | (15,750)         |
|                                   | Pre Paid Ticket Income                  | (28,000)         |
|                                   | Tendered Services Income                | (7,963)          |
|                                   | Transport Levy                          | (92,198)         |
| <b>Income Total</b>               |   | <b>(323,876)</b> |
| <b>Expenditure</b>                | AEB Costs                               | 66,724           |
|                                   | Capitalisation / Internal Recharges     | (28,600)         |
|                                   | Concessions                             | 47,612           |
|                                   | Consultancy and Professional Services   | 2,398            |
|                                   | Employee Costs                          | 51,111           |
|                                   | Financing Charges                       | 7,494            |
|                                   | ICT Related Costs                       | 4,157            |
|                                   | Indirect Employee Costs                 | 1,900            |
|                                   | Members Allowances & Expenses           | 397              |
|                                   | Non-staffing Project costs              | 103,709          |
|                                   | Premises Costs                          | 7,296            |
|                                   | Prepaid Tickets Costs                   | 28,000           |
|                                   | Supplies and Services                   | 4,387            |
|                                   | Tendered Services                       | 36,390           |
|                                   | Travel, Subsistence & Transport Costs   | 210              |
| <b>Expenditure Total</b>          |   | <b>333,184</b>   |
| <b>Net (Income) / Expenditure</b> |   | <b>9,308</b>     |
|                                   | Release of transport reserve            | (3,811)          |
|                                   | <b>Revised Net Expenditure position</b> | <b>5,497</b>     |

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## Multi-year Outcomes

### Transport Policy and Delivery

- Improved environmental impact from transport use within and around West Yorkshire.
- Improved accessibility and connectivity through an integrated transport system to work, business, education, health, cultural, sporting and leisure services and activities to/from/within West Yorkshire.
- A more productive, inclusive, healthy and equitable economy underpinned by a sustainable, comprehensive and efficient transport infrastructure and supporting network.

### Mobility Services

- Improve stability and confidence in the bus network with a re-procurement and contract management programme that supports the delivery of BSIP.
- Deliver an accessible, inclusive, safe and environmentally clean transport system that is an attractive first travel choice for passengers.
- Build a credible transport brand that garners passenger trust and loyalty and promotes modal shift.
- Promote economic growth, improve connectivity and increase access to employment, education and training opportunities.
- Improve the health of passengers by integrating appealing active and sustainable travel options for the first and last part of their journey.
- Deliver a responsive transition plan that ensures the Combined Authority is agile and operationally ready for the strategic direction set by bus reform.
- Provide commercial and managerial support to bus reform with a strategically aligned delivery programme.

### Passenger Experience and Facilities and Assets

- Evolution from the current proposition to develop and implement a modernised frontline passenger offer and reformed team structure that is equipped to transition to working in a new bus operating environment.
- Appropriate allocation of assets functions within WYCA and delivery of a clear asset management strategy relating to bus stations, depots and wider facilities – couple with a strengthened approach to commercialisation – underpinned by a robust funding strategy.
- Define new working arrangements for WYTCL and approach to MCard as part of the transition to a new bus operating environment.
- Implement strategy around Metro re-brand, both in terms of assets and positioning relating to Bus Reform and mass Transit.
- Efficient management of the public transport network, including behaviour change initiatives, linked to mode shift outcomes.

## **Mass Transit**

- Develop clear plans for delivery of the first phase of Mass Transit to provide capacity and a step-change in public transport reliability as part of a regional approach.
- Support economic growth and innovation strategies with development of ambitious modern Mass Transit proposals as part of an integrated and connected transport vision.
- Develop Mass Transit proposals for an accessible, inclusive, safe and environmentally sustainable transport system that is an attractive first-choice for passengers.
- Contribute to offering a credible transport brand that garners passenger trust and loyalty and promotes sustainable modal shift to integrated public transport.
- Create positive advocacy for Mass Transit across the region through developing effective and reliable service proposals that connect people and communities with employment and recreational opportunities.
- Enable improvements to the health, safety and wellbeing of transport users by integrating Mass Transit with sustainable travel options for their complete journey.
- Develop innovative solutions for delivery and operation of Mass Transit that consider the environment, sustainability, carbon impacts, and the natural surroundings.

## **Inclusive Economy, Skills and Culture**

- A thriving and globally recognised business and innovation ecosystem where collaboration and partnerships across the public and private sectors enables all individuals and businesses to be healthy and succeed within a community of fair, responsible and purposeful employers.
- Through system leadership, co-investment by employers, and strategic commissioning, everyone across West Yorkshire, particularly the most disadvantaged, can access high quality support and training to prepare for and make progress in their careers, reach their full potential, and lead healthy and happy lives.
- More people (above the national average) participate in and enjoy culture, heritage, and sport with increased co-investment in assets and infrastructure and elimination of access barriers.
- Create a regenerative economy via a progressive and persuasive response to the climate emergency which delivers a shift in mindset, prioritises sustainability and enables investment in green technologies and services that support a just transition and puts us on track to achieving a net-zero carbon economy by 2038.
- Based on the Economic Strategy, agree the Combined Authority's core offer to West Yorkshire with regards to skills and training, business and innovation, culture, heritage, and Sport and the how our net zero targets will be achieved in a fair, just and equitable way which enables the economy to thrive and improve quality of life for all.

## **Place, Environment and Policing**

### A safe, just and inclusive West Yorkshire

- Listening to partners, communities and those with lived experience develop and deliver a Police and Crime Plan which sets out the strategic priorities for policing and crime and commission and fund a range of services for victims, witnesses and perpetrators to create a safe, just and inclusive West Yorkshire.
- Supporting the Mayor to discharge her statutory duties to hold the Chief Constable to account on behalf of the communities of West Yorkshire for an efficient and effective police force, set the police budget and levy a council tax precept.
- Lead system change through the Mayor's convening powers and through national engagement to support the overall vision of a safe, just and inclusive West Yorkshire.

### A public health approach to reducing serious violence

- Coordinate a system wide, evidence led, Public Health Approach across West Yorkshire to reduce Serious Violence (and violence Against Women and Girls).
- Build strong effective relationships, collaboration and shared outcomes with key stakeholders, with early intervention and prevention through understanding the root causes of violence at the heart of what we do.
- Increase understanding of the factors influencing serious violence and violence against women and girls in West Yorkshire through a programme of research and completion of yearly Strategic Needs Assessments and Response Strategies which captures the experience of the West Yorkshire population and guides a countywide response.
- Deliver meaningful evidence led interventions and engagement ensuring our approach is co-produced with communities, including children, to ensure community voice is at the heart of everything we do

### Accelerated regeneration, digital connectivity, new homes and quality places to create great places and healthy communities

- Accelerate delivery of services and infrastructure through strengthened plans, partnerships and delivery models for housing, regeneration and place making.
- Drive inclusive and sustainable growth in West Yorkshire by leveraging investment that provides good jobs and affordable homes in our region.
- Address areas with persistent poor coverage of digital infrastructure to ensure that geography is not a barrier to residents participating in an increasingly digital society.

### Creating a sustainable, nature-rich and climate ready region

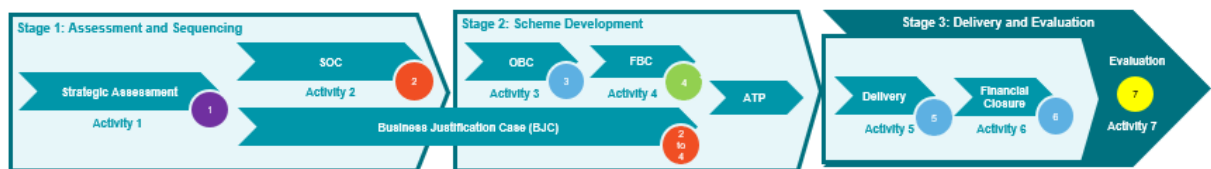
- Lead on the Net Zero agenda to drive progress towards achieving the 2038 target. Building new partnerships, leveraging funding and using the organisations influence to drive behaviour change.
- Increasing the resilience of communities in West Yorkshire (with a focus on ensuring that interventions support our most excluded and deprived groups and communities).
- Increase flood risk protection to homes, businesses and communities through implementing a catchment level approach to flood risk management, whilst also delivering carbon sequestration and biodiversity benefits.
- Lead the region's retrofit activity to ensure that everyone in West Yorkshire can live in a warm, comfortable and low carbon home. Address the dual challenges of reducing emissions and reducing fuel poverty through a range of plans, partnerships, tools and interventions.



|                   |   |
|-------------------|---|
| <b>Report to:</b> | Combined Authority  |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Additional funding for Skills Bootcamps</b>                  |
| <b>Director:</b>  | Felix Kumi-Ampofo, Director Inclusive Economy, Skills & Culture |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office                |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 2 – Skills and training for people, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Investment Priority 2 – Skills and training for people

- 3.1 West Yorkshire Combined Authority’s role is as a strategic commissioner of devolved and delegated Adult Skills funding streams, working with Local Authorities to ensure the most appropriate funding is utilised for the greatest impact.
- 3.2 The purpose of Adult Skills funding in West Yorkshire is to ensure residents can gain the skills they need to progress to improve their life chances.
- 3.3 The table below highlights the adult skills funding streams and values 22-23:

| <b>Adult Skills Programmes</b> | <b>22-23 Allocations</b> |
|--------------------------------|--------------------------|
| Adult Education Budget         | £66,421,247              |
| Free Courses for Jobs          | £5,517,499               |

|                            |            |
|----------------------------|------------|
| Multiply                   | £4,354,772 |
| Skills Connect (Gainshare) | £2,000,000 |
| Bootcamps                  | £3,600,000 |

- 3.4 Skills Bootcamps are fully funded by Department of Education to help people aged 19 or older gain the necessary skills to secure or progress in a job, in sectors where there is a shortage of workers. Courses can last up to 16 weeks and those who take part are guaranteed to be offered a job interview after they've completed the training.
- 3.5 In devolved areas, Skills Bootcamp funding is granted to MCAs to commission, while provision is commissioned by DFE in non-devolved areas. Where there is a national skills or labour issue, DFE can commission provision across the whole country including devolved areas. This has included HGV driver training.
- 3.6 In West Yorkshire, Skills Bootcamps are used alongside other adult skills funding to ensure that the appropriate funding sources are used to address skills and employment challenges. Leaders have repeatedly called for a "single pot" for adult skills which would bring greater flexibility and local responsiveness.
- 3.7 Bootcamp courses can be accessed via [futuregoals.co.uk/learn/free-adult-training-courses/skills-connect-training-courses/](https://futuregoals.co.uk/learn/free-adult-training-courses/skills-connect-training-courses/).

## Scheme Summaries

|   |   |
|---|---|
| <p><b>Skills Bootcamp - Wave 5</b><br/>West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>The Skills Bootcamps Programme supports adults to fulfil their potential by accessing high quality training at Level 3 and above. Training courses are commissioned to cover key sectors with skills shortages, including Digital, Construction (including the Green Economy) and Creative and Cultural, supporting individuals to access higher-skilled, higher paid employment.</p> <p>The Combined Authority has been delivering Skills Bootcamps since January 2021, with funding awarded in waves by the Department for Education.</p> <p>Approval is now sought through this change request to accept and spend an additional £5,000,183 of funding from the Department for Education as part of Wave 5 to deliver bootcamps for another year, up to March 2025. This takes the total programme costs to £12,338,552.</p> <p><b><u>Impact</u></b></p> <p>The additional year of the programme will deliver training to a further 1,000 participants, with 700 participants targeted to progress into new employment. Courses include positive activities that address barriers to work or widen participation in training, and wrap-around employability support for participants.</p> <p>The programme represents good value for money. The average cost per participant for Wave 5 Skills Bootcamp is £5,001 and £4,113 for the overall programme.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to 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.</p> <p>Total value of the scheme - £12,338,552</p> <p>Total value of Combined Authority funding - £12,338,552</p> <p>Funding recommendation sought - £5,000,183</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|

- 3.8 Since the Combined Authority's meeting on 12 October 2023 no decision points or change requests have been assessed in line with the Combined Authority's assurance process and approved through the agreed delegation to the Employment and Skills Committee.

## **4 Information**

- 4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:
- The progression of a scheme through a decision point to the next activity.
  - Indicative or full approval to the total value of the scheme funding requested.
  - The Combined Authority's entry into a funding agreement with the scheme's promoter.
  - The assurance pathway and approval route for future decision points.
  - The scheme's approval tolerances.
- 4.2 This report provides information required to enable the Combined Authority to approve each of the above elements.

### **Projects in Stage 1: Assessment and Sequencing**

- 4.3 There are no schemes to review at this stage.

### **Projects in Stage 2: Scheme development**

- 4.4 There are no schemes to review at this stage.

### Projects in Stage 3: Delivery and Evaluation

|                       |                               |
|-----------------------|-------------------------------|
| <b>Project Title</b>  | <b>Skills Bootcamp Wave 5</b> |
| <b>Stage</b>          | 3 (delivery and evaluation)   |
| <b>Decision Point</b> | Change request (activity 5)   |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.5 Skills Bootcamps are funded by the Department for Education to support adults to fulfil their potential by accessing high quality, unaccredited training at Level 3 and above. The DfE awards funding annually in waves. The Combined Authority has been delivering Skills Bootcamps since January 2021.
- 4.6 Skills Bootcamps are developed in partnership with local employers, training providers and local authorities to help fill local skills gaps and vacancies. Training received through the bootcamps, equips adults with technical skills that enable them to access in-demand jobs, apprenticeships, and new opportunities (including for the self-employed) leading to increased income and productivity.
- 4.7 The existing programme, Wave 4, is due to end in April 2024. The Employment and Skills agenda is more crucial than ever as a result of the ongoing challenge of working towards an economic recovery. The continuation of the programme will enable West Yorkshire residents to access bespoke training and widen employment opportunities.
- 4.8 Approval is now sought through this change request to accept and spend £5,000,183 of Department for Education funding under Wave 5, to deliver Skills Bootcamps for another year, to March 2025. This brings total scheme costs to £12,338,552.
- 4.9 Wave 5 funding will be used to provide training to a further 1,000 participants, to widen the course subject areas in addition to the provision of wrap around employment support to all participants. Combined with positive activities that address barriers to work or widen participation in training, 700 participants will be targeted to progress into new employment after course completion.

- 4.10 The programme will be accessible to all and will target disadvantaged groups and those that are traditionally underrepresented within upskilling sector areas, including women into digital and technical sectors.

### **Outputs and Outcomes**

- 4.11 The Wave 5 scheme outputs/outcomes include:
- Delivery of training to 1000 new participants.
  - 700 participants to be engaged in positive activities that address barriers to work or widen participation in training.
  - 100 participants that enrol in Skills Bootcamps to be aged between 16-24/50+
  - Target of at least 80 participants to report having a disability.
  - Target of at least 300 participants to be from minority ethnic groups.
  - All 1000 participants to have access to careers advice as part of the programme's wrap around employability support.
- 4.12 The programme represents good value for money. The average cost per participant for Wave 5 Skills Bootcamp is £5,001 and £4,113 for the overall programme.

### **Tackling the Climate Emergency Implications**

- 4.13 The programme will contribute to tackling the climate emergency by aligning training with the Government's 'Green Jobs Taskforce'. Estimates show that West Yorkshire has the potential to create over 40,000 good, new, high skilled jobs in the green economy by 2023. Skills Bootcamps in green skills will ensure that individuals have a clear introduction into the sector.
- 4.14 The Combined Authority has an ambitious target to be a net zero carbon region by 2038. To achieve this, the region will need a pipeline of talent with new green skills. The current skills system cannot keep pace with developments, so short, responsive funded courses will be invaluable. Employers can plan with confidence around change and respond to needs of our region to meet the target.
- 4.15 The bootcamps will continue to help build the local skills base for the future by focusing on skills that may be required through a variety of sectors/roles and develop a clear line of sight to sustainable job roles. The programme supports transitions for those with legacy skills, particularly those in high carbon roles, that will be phased out.

### **Inclusive Growth Implications**

- 4.16 The scheme inclusive growth implications include:

- All suppliers and subcontractors on the project will be required to demonstrate a commitment to implementing social value throughout the life of the project.
- The bootcamps will support underrepresented groups through equality of access and the removal of barriers, for example, supporting women to enter the digital sector.
- Creating the opportunity to access adult skills training, for those who are employed, facing redundancy, career changes, or those looking to upskill to enter sectors likely to see growth or to report skills gaps in the future.

### **Equality and Diversity Implications**

- 4.17 An Equality Impact Assessment (EqIA) has been undertaken for the programme at the previous decision point, and equality and diversity impacts taken account of as part of the scheme.
- 4.18 The unemployment rate for disadvantaged groups across West Yorkshire is higher than the general population. Prior to the pandemic there were signs that the employment rate gap was narrowing for disabled people and people from ethnic minorities however there is evidence that progress has been affected by the health crisis.
- 4.19 All suppliers and subcontractors on the project will be targeted to work with individuals who are disadvantaged in the labour market and will actively target women, individuals from minority ethnic communities and individuals who have been disproportionately affected by the pandemic. To date, 32.6% of Skills Bootcamp graduates identify as female, and almost 30% from ethnic minority communities.
- 4.20 The bootcamps work to remove barriers and improve equality of access so that participants progress towards higher levels of learning and increase participation from under-represented groups in the take-up of education. This will be achieved through ensuring the training is fully accessible to all individuals, regardless of personal circumstances or needs.

### **Risks**

- 4.21 The scheme risks include:
- Delay in contracting with Department for Education leading to slippage, which will be mitigated by swiftly responding to additional queries or clarifications requests and ensuring all internal sign-off systems are instigated efficiently to ensure that contracting progresses smoothly and to schedule.
  - Difficultly procuring suitable subcontractors, which will be mitigated by the internal procurement processes commencing on offer of grant funding. This will be widely advertised across the region and will allow sufficient time for the Combined Authority to conduct a full procurement exercise. A further mitigation includes the ability to extend successful

existing contracted provision, from Wave 4 into Wave 5. This will reduce the amount of procurement required and increase the speed of mobilisation of Wave 5.

### Costs

- 4.22 The total scheme costs are £12,338,552 which will be fully funded by the Combined Authority from the Department for Education’s (DfE) Skills Bootcamps funding.
- 4.23 Wave 4 of Skills Bootcamps secured approval from the Employment and Skills Committee on 23 March 2023 to accept and spend the DfE funding of £3,649,369, taking the total scheme cost to £7,338,369. The funding is due to be spent and delivery of wave 4 completed by September 2024.
- 4.24 Approval is now sought through this change request to accept a further £5,000,183 from DfE to fund the Skills Bootcamps for another year, extending the delivery timeframe up to March 2025 and taking the total programme costs to £12,338,552.
- 4.25 The Combined Authority is due to receive the grant offer letter for Wave 5 funding from the DfE by the end of November 2023, confirming the funding granted for the financial year 2024-2025 of £5,000,183.

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route  | Forecast approval date |
|----------------------|---|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Chief Operating Officer | 03/06/2024             |

### Other Key Timescales

- Delivery of Wave 5 Skills Bootcamps ends March 2025.
- Evaluation of Skills Bootcamps as part of wider programme by September 2025.
- This Change Request seeks to extend delivery timeframes by one year, meaning the new completion date will be March 2025.

### Assurance Tolerances

- 4.26 The previous approvals and assurance tolerances set are outlined below:



| Control area          | Baseline Tolerance approved by the CA at DP2 |   | Wave 4 Change Request Approval | Wave 5 Change Request Approval | Total Cost  | Within tolerance? |
|-----------------------|--|---|--------------------------------|--------------------------------|-------------|-------------------|
| Date                  | 05/01/2023                                   |   | 22/02/2023                     | 11/10/2023                     |             |                   |
| Total Cost            | £3,689,000                                   |   | £7,338,369                     | £5,000,183                     | £12,338,552 |                   |
| CA Funding            | %  | £3,689,000  | £7,338,369                     | £5,000,183                     | £12,338,552 | N                 |
| Completion Date (DP5) | +6 months                                    | March 2023  | April 2024                     | March 2025                     |             | N                 |
| Outputs & Outcomes    | -10%   | Outputs and outcomes from previous approvals are within tolerance. Additional funding increases the outputs and outcomes as detailed in this report |                                |                                |             | Y                 |

4.27 The revised assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority funding remain within +5% of those outlined in this report.              |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs and outcomes remain within -10% of those outlined in this report.                   |

### Appraisal Summary

- 4.28 This Change Request is seeking approval to extend the Skills Bootcamps programme delivery timeframe by one year and seeking further approval to accept additional funding from the DfE.
- 4.29 The additional year of the programme, Wave 5 will upskill a further 1000 participants.
- 4.30 The Combined Authority began delivering a series of Skills Bootcamps in January 2021. To date, 1295 participants have enrolled in a Skills Bootcamp, with 799 successful completions. Of these course graduates, 57.6% have secured employment progression as a result of their newly acquired skills.
- 4.31 The programme will continue to support the Mayoral Pledges of creating 1,000 well paid, skilled, green jobs for young people, of prioritising skills and training to ensure everyone has the skills they need to secure work, and of supporting local businesses and be a champion of our local economy.

## **Recommendations**

- 4.32 The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approves:
- (i) 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.
  - (ii) Accepting and spending 'Wave 5' funding from Skills Bootcamps, on receipt of the grant offer letter from DfE.
  - (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.

## **5 Tackling the Climate Emergency implications**

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

## **6 Inclusive Growth implications**

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

## **7 Equality and Diversity implications**

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

## **8 Financial implications**

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

## **9 Legal implications**

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

## **10 Staffing implications**

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

## **11 External consultees**

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

## **12 Recommendations (Summary)**

### **Skills Bootcamp Wave 5**

- 12.1 The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approves:
- (i) 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.
  - (ii) Accepting and spending 'Wave 5' funding from Skills Bootcamps, on receipt of the grant offer letter from DfE.
  - (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.

## **13 Background Documents**

- 13.1 None as part of this report.

## **14 Appendices**

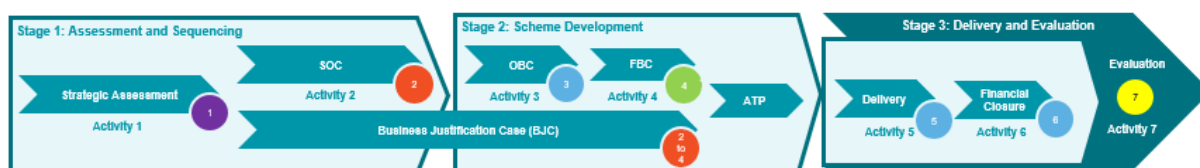
- 14.1 None as part of this report.

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|                   |  |
|-------------------|--|
| <b>Report to:</b> | Combined Authority   |
| <b>Date:</b>      | 07 December 2023   |
| <b>Subject:</b>   | <b>Brownfield Housing Fund Project Approvals - Investment Priority 3 – Creating Great Places and Accelerated</b> |
| <b>Director:</b>  | Liz Hunter, Director of Policing, Environment & Place  |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office   |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 3 – Creating Great Places and Accelerated Infrastructure, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Housing Delivery - Brownfield Housing Fund

- 3.1 Investment Priority (IP) 3: Creating Great Places and Accelerated Infrastructure, is a broad investment priority with cross-cutting themes and is well aligned to place-making, housing, regeneration, flood risk and digital infrastructure which are key areas of activity driven by the Place Regeneration and Housing Committee, the Combined Authority and the Mayor.
- 3.2 The draft West Yorkshire Housing Strategy, which is currently out to consultation, has at its heart a mission statement to create safe and inclusive places to live that meet the needs of our residents. Increasing the number of homes is essential to address housing shortages, to improve affordability, and meet the needs of our thriving region.
- 3.3 The Combined Authority is working to support housing delivery through a number of programmes, including the Brownfield Housing Fund. The Fund is

an £89 million allocation of funding from Government to bring forward new housing developments on brownfield sites where a market failure has prevented development from taking place. The identification of projects suitable for the Fund has been facilitated through two 'Calls for Projects' and the approval of individual projects is subject to their successful progression through the Assurance Framework and related legal and commercial due diligence.

3.4 The Combined Authority has been set a target by Government of enabling the start on site of 5,400 – 7,855 new homes over the five-year period of the Fund. The key Government criteria for the Fund is as follows:-

- Projects must be Green Book compliant with a Benefit Cost Ratio (BCR) floor of 1;
- Projects must have evidenced market failure and demonstrate that they cannot proceed without public sector financial support; and
- Homes brought forward will start on site in this Parliament (i.e. before 31 March 2025).

3.5 In addition, and in recognition of the Mayor's wider housing and climate aspirations for the region, projects which include affordable housing and/or building designs with low carbon characteristics have been prioritised where possible. This aligns with the approach taken to identify projects across the wider Strategic Housing Pipeline and the focus areas of the Strategic Place Partnership with Homes England.

#### Progress to date

3.6 The Brownfield Housing Fund has been in operation since September 2020 and since that time significant progress has been made. At the time of writing of this report:

- The Wakefield District Housing scheme on the site of the former Pontefract Fire Station completed earlier this year, providing 37 affordable homes;
- 9 schemes are currently in contract and on site;
- A further 6 projects have received Full Business Case approval and are finalising due diligence checks.

Together these 16 projects equate to over 3,500 new homes, including over 1,100 affordable homes.

3.7 In addition, 7 projects submitted full business cases for appraisal in November 2023 and 2 more are recommended for approval within this report. These projects equate to a further 1,200 new homes, including 477 affordable homes.

3.8 The programme is now in year four of five. Whilst the programme team has identified sufficient projects to achieve the Government's housing output and

spend targets by March 2025, there remains a risk that this is not achieved as the success of the programme rests on the ability of third parties to meet delivery dates.

- 3.9 There are a number of challenges entailed in delivering the programme including, but not limited to: annual spend targets; private sector ownership; low land values impacting Benefit Cost Ratio calculations; capacity constraints; and challenging market conditions. As such a number of projects have either withdrawn from the programme, or paused development of business cases whilst developers review the continued uncertainty and volatility in the market. This has resulted in the programme team managing a pipeline which fluctuates monthly.
- 3.10 Officers have reviewed mitigation options with the Place, Regeneration and Housing Committee and partner Councils to ensure that the region maximises opportunities to deliver positive place-based outcomes for our communities. The Combined Authority also continues to work with and raise the challenges with Government officials and Ministers regarding programme delivery, highlighting that increased flexibility devolved locally would allow the programme to boost delivery across the region. As the Combined Authority will also recall from a previous meeting, the Mayor wrote to the Secretary of State for the Department for Levelling-Up, Housing and Communities, specifically flagging that the criteria has meant the fund has supported more viable schemes in Leeds. At the time of writing, no reply has been received.
- 3.11 A further update will be provided to the Combined Authority early in 2024 in respect of any additional mitigation measures required to maximise delivery of the outcomes of the programme. A delegated authority to the Chief Executive to progress specific Project Approvals during the forthcoming pre-electoral period will be requested in order to maintain momentum as we enter the final year of the programme.

## Scheme summaries

|   |  |
|---|--|
| <p><b>Brownfield Housing Fund - Seacroft and Gipton</b><br/>Leeds</p> | <p><b><u>Scheme description</u></b></p> <p>The scheme will develop new homes for affordable rent on up to five brownfield sites within the Gipton and Seacroft areas of Leeds.</p> <p>The scheme will deliver up to 88 new homes consisting of up to 25 one-bedroom apartments, up to 27 two-bedroom houses, up to 21 three-bedroom houses, up to 13 four-bedroom houses and up to two bungalows.</p> <p>The scheme is to be delivered through the Brownfield Housing Fund.</p> <p><b><u>Impact</u></b></p> <p>Electric vehicle charging provisions will be provided for each house and up to seven electric vehicle charging spaces will be provided in the car park for the apartment block for the Seacroft site.</p> <p>A “no gas” approach has been adopted and air source heat pumps will be installed.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 2.4:1. This is categorised as high value for money.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme – Up to £26,229,849</p> <p>Total value of Combined Authority funding – Up to £1,760,000</p> <p>Funding recommendation sought – Up to £1,760,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|--|



|   |   |
|---|---|
| <p><b>Brownfield Housing Fund - Saxton Lane</b><br/>Leeds</p> | <p><u>Scheme description</u></p> <p>The Saxton Lane scheme will deliver 204 affordable rented homes within the Leeds area. The scheme will regenerate 0.18 hectares of brownfield land and contribute towards Leeds City Council's ambition to deliver over 1000 new affordable homes a year.</p> <p>The scheme will be 100% affordable housing, developing 204 homes in total, of which 198 will be constructed to EPC rating B, 62 of the homes will be M4(2) accessible and adapted dwellings, and a further 3 homes will be M4(3) wheelchair user dwellings.</p> <p>The scheme is to be delivered through the Brownfield Housing Fund.</p> <p><b><u>Impact</u></b></p> <p>The building will also be 100% electric with no gas installations and there will be electric vehicle charging points installed in the car park.</p> <p>Photovoltaic panels will be installed on the building and the building will use heat pump based heating systems for communal areas.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 1.5:1. This is categorised as medium value for money.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £41,372,693</p> <p>Total value of Combined Authority funding - £1,247,500</p> <p>Funding recommendation sought - £1,247,500</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|

- 3.12 Since the Combined Authority's meeting on 12 October 2023, no decision points or change requests have been assessed in line with the Combined Authority's assurance process and approved through the agreed delegation to the Place, Regeneration and Housing Committee.

**4 Information**

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

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

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

**Additional approvals**

**Brownfield Housing Fund Programme Changes to Project Delivery Dates**

4.3 The Brownfield Housing Programme is delivered in partnership with private developers, registered providers and local authorities in the West Yorkshire region. The complex nature of the programme, including statutory planning amendments, due diligence and negotiations around overage, have led to minor delays to the delivery of some schemes which were previously approved at decision point 4 of the Combined Authority’s assurance framework. While timescales within the individual schemes have changed, the schemes outlined are still on track to deliver the required outputs within the overall programme time tolerance.

4.4 The Brownfield Housing Fund (BHF) requires the projects it supports for housing to start on site by 31 March 2025. To prevent previously approved delivery dates from impacting the ability to progress into delivery, the Combined Authority’s approval is sought to extend the delivery timescales for the schemes summarised below:

4.5 The Combined Authority approves:

- (i) 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                                       |

| Scheme name              | Decision Point 5 (delivery) date approved at Decision Point 4 | Revised Decision Point 5 (delivery closure) date |
|--------------------------|---|--|
| BHF Points Cross Phase 2 | 31/12/2025  | 30/04/2026                                       |
| BHF Sky Gardens          | 31/07/2026  | 31/10/26   |

### **Projects in Stage 1: Assessment and Sequencing**

4.6 There are no schemes to review at this stage.

## Projects in Stage 2: Scheme development

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Project Title</b>  | <b>BHF Seacroft and Gipton</b>  |
| <b>Stage</b>          | 2 (scheme development)          |
| <b>Decision Point</b> | 2 to 4 (business justification) |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.7 This scheme will be funded from the Brownfield Housing Fund. The Fund targets investment to help ease the viability issues that brownfield projects face, for example, making former industrial land safe for residential use.
- 4.8 This scheme will develop up to five brownfield sites within the Gipton and Seacroft areas of Leeds which have been derelict for several years. Up to 2.7 hectares of brownfield land will be remediated.
- 4.9 The scheme will deliver up to 88 homes, 100% of the homes will be available for affordable rent. The homes will be retained and managed by Leeds City Council.
- 4.10 The potential sites for development are:
- Amberton Terrace
  - Amberton Crescent
  - Amberton Street
  - Brooklands Avenue (Seacroft)
- 4.11 The scheme objectives are:
- To deliver up to 88 new homes consisting of up to 25 one-bedroom apartments, up to 27 two-bedroom houses, up to 21 three-bedroom houses, up to 13 four-bedroom houses and up to two bungalows by July 2025.

- Support up to 12 local people into employment and provide up to six apprenticeships during the construction phase.
- 4.12 The scheme aligns with the Mayoral priorities to build 5000 sustainable homes, tackle the climate emergency and protect our environment and to create 1000 well paid, skilled jobs as follows:
- The scheme will deliver up to 88 affordable homes.
  - The scheme will be built using low carbon technologies.
  - The contractor has been set targets to provide:
    - Up to 12 School, College or University site visits
    - Up to nine School or College workshops
    - Up to 10 work experience opportunities for people under 18 years old
    - Up to 10 work experience opportunities for people over 18 years old
    - Up to six apprenticeships
    - Progression into employment will be available for up to 12 people
- 4.13 A summary of the scheme's business case and location map is included in **Appendix 1**.

### **Outputs and Outcomes**

- 4.14 The scheme outputs include:
- Development of up to 88 homes.
  - Electric vehicle charging provisions will be provided for each house and up to seven electric vehicle charging spaces will be provided in the car park for the apartment block for the Seacroft site.
  - A residential travel plan fund will be provided, which equates to £28,132 of funding, to promote sustainable transport. This will cover things such as public transport tickets, cycle purchase schemes, car sharing, walking and cycling measures, and car club trials for example.
  - The scheme will install air source heat pumps which will provide heating and hot water to all dwellings.
  - The remediation of up to 2.7 hectares of brownfield land.
- 4.15 The scheme outcomes are:
- To provide high quality affordable housing and act as a catalyst for regenerating deprived neighbourhoods.
  - To encourage the use of public transport due to the site location.

- To make a beneficial contribution to Leeds City Council's ambition to deliver over 1,000 new affordable homes a year and would be within the City Centre, which is a key area for housing growth.

4.16 The benefit cost ratio (BCR) is 2.4:1 representing high value for money.

### **Tackling the Climate Emergency Implications**

4.17 The scheme will support the sustainable delivery of homes in the right location in the heart of the city with direct access to employment, leisure and amenities, and promoting healthy and sustainable travel through walking and cycling. A residential travel plan will be implemented to promote sustainable travel.

4.18 The homes will meet national building regulations on energy efficiency and accessibility, with further improvements in the quality of new homes being sought via the local planning system.

4.19 The developments will not use gas boilers but rather air source heat pumps and the insulation standards will be high.

4.20 The adoption of low carbon measures will enable the new homes to deliver much lower energy use to support tenants facing increased costs and the threat of fuel poverty.

### **Inclusive Growth Implications**

4.21 The scheme inclusive growth implications include:

- The scheme supports inclusive growth by providing safe and attractive new homes with security of tenure available for all, which is an important determinant of health and wellbeing and inclusive growth.
- The scheme will create employment for 12 local people and support six apprenticeships during the construction period.

### **Equality and Diversity Implications**

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

4.23 Most of the homes will be developed to either M4 (2) or M4 (3) standard so they can be accessible to most applicants, such as the older population or wheelchair users. Step free access to the building will also be provided.

4.24 Provision will be put in place to ensure that the properties can be easily adapted to further increase their accessibility and functionality while wall mounted switches and sockets will be accessible for applicants who have reduced reach.

### **Consultation and Engagement**

4.25 Consultation has been undertaken as part of the planning approval process.

### **Risks**

4.26 The scheme risks and mitigations are:

- There is an occupied property located in the centre of the main site which requires maintenance and continuous access as well as ensuring noise and pollution is minimised. This is mitigated through a bespoke communication plan being developed which will set out how the Contractor and Leeds City Council will proactively engage with the owner occupiers through the construction period.
- Various approvals must be obtained prior to contract award. This is mitigated through close engagement with the contractor.
- There is a risk of waterlogging in newly built plots or affecting neighbouring properties. This is mitigated through garden designs including enhanced drainage to reduce the risk of waterlogging.

### **Costs**

4.27 The total scheme costs are up to £26,229,849.

4.28 The Combined Authority's contribution is up to £1,760,000 from the Brownfield Housing Fund.

4.29 The remaining funding is up to £24,469,849 (including commuted sums) from Leeds City Council.

4.30 The Combined Authority will need to enter into a funding agreement with Leeds City Council for expenditure of up to £1,760,000 from the Brownfield Housing Fund.

### **Future Assurance Pathway and Approval Route**

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Director of Policing, Environment & Place (DoPEP) | 31/03/2026             |

### **Other Key Timescales**

- The Brownfield Housing Fund programme timescales require all schemes to Start on Site by 31 March 2025.

### **Assurance Tolerances**

4.31 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| <b>Assurance tolerances</b>  |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.        |
| Project timescales remain within the programme timescales outlined within this report. |
| Outputs remain within -15% of those outlined in this report.                           |

**Appraisal Summary**

- 4.32 There are over 26,000 applicants on the housing register and more than 12,000 of these are actively seeking more suitable accommodation. Leeds City Council delivered 595 affordable homes in 2020/21 and sold 600 socially rented homes through right to buy. Demand for social housing is high and is greater than the supply. This scheme will contribute towards affordable housing within the Leeds area.
- 4.33 The scheme supports Leeds City Council’s Best City Ambition pillars of Health & Wellbeing, Inclusive Growth and Zero Carbon. The scheme aligns with Leeds Inclusive Growth Strategy (LIGS) ambitions, in particular ‘Supporting Places and Communities to respond to Economic Change’ and improving housing and quality of place in locations of change to tackle poverty and support growth.
- 4.34 A contractor has been appointed and contracts are expected to be signed in early December 2023.
- 4.35 The classification of some of the sites is under review. If any site is deemed not compatible to the Brownfield Housing Fund (BHF) criteria, the benefit cost ratio, scheme costs and BHF grant request will be reviewed and updated accordingly as part of the Approval to Proceed.

**Recommendations**

- 4.36 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
  - (i) The BHF Seacroft and Gipton scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
  - (ii) 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.
  - (iii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £1,760,000.
  - (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.



|                       |                                 |
|-----------------------|---------------------------------|
| <b>Project Title</b>  | <b>BHF Saxton Lane</b>          |
| <b>Stage</b>          | 2 (scheme development)          |
| <b>Decision Point</b> | 2 to 4 (business justification) |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.37 This scheme will be funded from the Brownfield Housing Fund. The Fund will target investment to help ease the viability issues that brownfield projects face for example, making former industrial land safe for residential use.
- 4.38 The Saxton Lane scheme will deliver 204 affordable rented homes within the Leeds area. The scheme will regenerate 0.18 hectares of brownfield land and contribute towards Leeds City Council's ambition to deliver over 1000 new affordable homes a year.
- 4.39 The proposals look to re-develop a previously developed site located within the city centre which is close to major transport links (Lincoln Green). The site's city centre proximity and provision of limited parking facilities will encourage all building users to use sustainable forms of transport. This will be encouraged further through the installation of secure cycle parking within the development.
- 4.40 The homes will enable and encourage sustainable forms of transport. The site is in a sustainable location with strong links to the rest of the City Centre and beyond. It is within easy walking distance of Leeds City Centre and is conveniently located to nearby key shops and facilities including Leeds Playhouse and Opera North (6-minute walking distance); Victoria Gate (9-minute walking distance); Leeds Bus Station (6-minute walking distance); Leeds Trinity (12-minute walking distance); Leeds Dock (14-minute walking distance) Leeds Rail Station (15-minute walking distance).
- 4.41 The objectives for this scheme are to:
- Deliver 204 affordable homes consisting of 1, 2 and 3 bedroom apartments to meet affordable housing needs by November 2025.

- Remediate 0.18 hectares of brownfield land.
- Deliver 198 homes to EPC B standard and 6 homes to EPC C standard.

4.42 The scheme supports the following Mayoral priorities:

- Supporting local businesses and be a champion for our regional economy: The supply chain includes local businesses in West Yorkshire.
- Build 5000 sustainable homes: The scheme will deliver 204 affordable homes for rent. The homes will be managed and maintained by Wakefield and District Housing.
- Tackling the climate emergency and protecting our environment: The scheme includes a number of low carbon and sustainable measures to reduce emissions.

4.43 A summary of the scheme's business case and location map is included in **Appendix 2**.

### **Outputs and Outcomes**

4.44 The scheme outputs include:

- 204 affordable rented homes.,
- The regeneration of 0.18 hectares of brownfield land.
- 198 of the homes will be constructed to EPC rating B.
- 62 of the homes will be M4(2) accessible and adapted dwellings and a further 3 homes will be M4(3) wheelchair user dwellings.
- Create apprenticeships during the construction period.
- The building will retain solar gain and solar shading. Photovoltaic panels will be installed on the building.
- The development will use thermal insulation and heat pump base heating systems for communal areas. There will not be any gas supply, the building will be 100% electric.
- Water saving measures will also be implemented such as flow restriction showers and low volume cisterns.
- Electric vehicle charging measures are also included in the development.
- Provide homes which are accessible to key areas for employment and training.

4.45 The scheme outcomes are:

- The scheme will encourage the use of public transport due to the site location and limited provision of parking facilities. Secure cycle facilities will be created as part of the development.

- The scheme will make a beneficial contribution to Leeds City Council's ambition to deliver over 1,000 new affordable homes a year and would be within the City Centre, which is a key area for housing growth.
- The scheme will engage contractors and subcontractors from the West Yorkshire area.

4.46 The benefit cost ratio (BCR) for the scheme is 1.5:1 representing medium value for money.

### **Tackling the Climate Emergency Implications**

4.47 The scheme has adopted several low carbon and sustainable measures to reduce emissions and contribute towards the net zero target.

4.48 The scheme will install photovoltaic panels to the roof of the development, use heat pump base heating systems for communal areas, and there will be the use of flow restriction to the showers, taps and whitegoods and low volume cisterns to the toilets to save water wherever possible.

4.49 The scheme will maximise natural daylight, and natural ventilation. High efficiency motors will be incorporated into all building services, and a full building energy management system will be provided with energy metering to control and monitor all energy consumption.

4.50 The building will be 100% electric with no gas installations and there will be electric vehicle charging points installed in the car park.

### **Inclusive Growth Implications**

4.51 The scheme inclusive growth implications include:

- The Saxton Lane scheme is located on the edge of the city centre in a key regeneration area and is on the periphery of a priority neighbourhood (Lincoln Green).
- The scheme will contribute to inclusive growth by supporting the sustainable delivery of homes in the right location by delivering housing which is close to employment opportunities which are within walking distance and thus more sustainable. It is creating high-quality affordable housing in an area of regeneration focus within the city.

### **Equality and Diversity Implications**

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

4.53 The scheme will develop 65 homes which are either accessible and adapted dwellings or wheelchair user dwellings.

4.54 Equality data will be captured when the properties are advertised to ensure that needs of residents will be met. The housing provider will also provide support and assistance to those who require help to complete forms and home visits will be offered.

**Consultation and Engagement**

4.55 Consultation for this scheme has been undertaken as part of the planning application and approval process.

**Risks**

- 4.56 The scheme risks and mitigations include:
- Failure to agree local letting plan with local authority. This has been mitigated through early engagement with the Council for receptiveness to use a local lettings plan.
  - Failure to secure Combined Authority funding. This is mitigated through early engagement with the Combined Authority.

**Costs**

- 4.57 The total scheme costs are £41,372,693
- 4.58 The Combined Authority’s contribution is £1,247,500 from the Brownfield Housing Fund.
- 4.59 The remaining funding is:
- £12,036,000 from Homes England.
  - £28,089,193 from Wakefield and District Housing.
- 4.60 The Combined Authority enters into a funding agreement with Wakefield and District Housing Limited (WDH) for expenditure of up to £1,247,500.

**Future Assurance Pathway and Approval Route**

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br><br>Decision: Director of Policing, Environment & Place (DoPEP) | 31/05/2026             |

**Other Key Timescales**

- The Brownfield Housing Fund programme timescales require all schemes to start on site by 31 March 2025.

- The scheme is expected to complete on site in November 2025.

### **Assurance Tolerances**

- 4.1 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| <b>Assurance tolerances</b>  |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.        |
| Project timescales remain within the programme timescales outlined within this report. |
| Outputs remain within -10% of those outlined in this report.                           |

### **Appraisal Summary**

- 4.2 There is a clear need for affordable housing within West Yorkshire and the proposed development encompasses numerous sustainable and low carbon measures, thereby contributing towards net zero. The homes also include a number of accessible features, and the promoter is experienced in developing and delivering housing.
- 4.3 This scheme will be delivered by Wakefield and District Housing (WDH). The business case states that WDH are one of the UK’s largest social housing providers with over 32,000 homes across the Wakefield District. This scheme contributes towards the WDH business strategy, and the organisation has an aim to develop properties that meet the needs of residents and are sustainable, energy efficient and good quality homes.

### **Recommendations**

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

### **Projects in Stage 3: Delivery and Evaluation**

4.5 There are no schemes to review at this stage.

### **5 Tackling the Climate Emergency implications**

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

### **6 Inclusive Growth implications**

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

### **7 Equality and Diversity implications**

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

### **8 Financial implications**

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

### **9 Legal implications**

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

### **10 Staffing implications**

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

### **11 External consultees**

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

### **12 Recommendations (Summary)**

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

12.1 The Combined Authority approves:

- (i) 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**

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

- (i) The BHF Seacroft and Gipton scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).
- (ii) 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.
- (iii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £1,760,000.
- (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.

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

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

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

## **13 Background Documents**

13.1 None as part of this report.

## 14 Appendices

[Appendix 1 – Business Case Summary BHF Seacroft & Gipton](#)

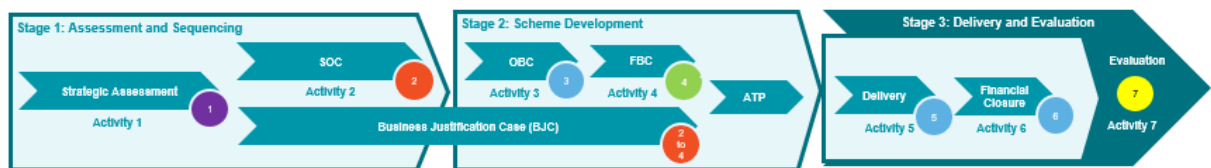
[Appendix 2 – Business Case Summary BHF Saxton Lane](#)



|                   |   |
|-------------------|---|
| <b>Report to:</b> | Combined Authority  |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Better Homes Hub Project Approvals - Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability</b> |
| <b>Director:</b>  | Liz Hunter, Director of Policing, Environment & Place   |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office  |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability Investment, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Better Homes Hub – Action on West Yorkshire’s Urgent Retrofitting Challenge

- 3.1 West Yorkshire declared a climate emergency in 2019 and has a target to be net zero carbon by 2038. Housing is responsible for 3.4 million tonnes (around 30%) of carbon dioxide each year in West Yorkshire, the majority of which come from using fossil fuels to heat homes<sup>1</sup>.

<sup>1</sup> UK local authority and regional greenhouse gas emissions national statistics, 2005 to 2021 - Department for Energy Security and Net Zero

- 3.2 To achieve our net zero targets, we need to retrofit 680,000 homes to a good level of thermal efficiency<sup>2</sup>. If we start now, this would be over 45,000 retrofits a year. As well as improving the thermal efficiency of buildings, installing low carbon heating and solar PV (solar panels) will be critical.
- 3.3 The Better Homes Hub (BHH) programme is directly drawn from one of the actions within the [Climate and Environment Plan](#). The BHH is the Combined Authority’s regional programme to scale-up domestic retrofit.
- 3.4 It is a complex long-term programme that encompasses all the Combined Authority’s activity on domestic retrofit, with a vision that ‘Everyone in West Yorkshire can live in a warm, comfortable and low carbon home’.
- 3.5 The BHH has three overarching objectives which are to:
- Objective 1: Build consensus within West Yorkshire on priorities for retrofit and energy efficiency of homes.
  - Objective 2: Deliver retrofit projects in West Yorkshire that build momentum, strengthen the supply chains, and create new delivery models.
  - Objective 3: Establish the BHH as a trusted entity for all residents to access advice and information on retrofit and energy efficiency of homes in West Yorkshire.
- 3.6 The BHH strategic outline case was approved in June 2023 and was given an indicative allocation of £18.425 million.
- 3.7 Approvals are being sought through this report for three projects which are being delivered as part of the Better Homes Hub programme. These are:
- Calderdale area-based scheme
  - Low-interest domestic retrofit loan
  - West Yorkshire Housing Partnership solar PV and storage

### **Background to the Climate and Environment Plan (CEP) Wave 1**

- 3.8 The Climate and Environment Plan includes partnerships and programmes that help enable carbon reduction in future years. The plan focuses on enabling actions that maximise emissions reduction, improve nature, and prepare for a changing climate in line with the 2038 target and will be delivered in waves.
- 3.9 Approvals are being sought through this report for the residential retrofit programmes and schemes outlined in the table below, which are being delivered as part of the CEP Wave 1 portfolio. These have been prioritised with other programmes at various stages of development, which will reduce

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<sup>2</sup> [West Yorkshire Carbon Emission Reduction Pathways report](#)

West Yorkshire’s carbon footprint, support climate resilience and contribute towards a transition to net zero.

## Scheme summaries

|   |   |
|---|---|
| <p><b>Better Homes Hub</b><br/>West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>The Better Homes Hub (BHH) programme has been developed to promote, facilitate, and deliver retrofit of housing across West Yorkshire. The programme’s three overarching objectives are to:</p> <ul style="list-style-type: none"> <li>• Build consensus within West Yorkshire on priorities for retrofit and energy efficiency of homes.</li> <li>• Deliver retrofit projects in West Yorkshire that build momentum, strengthen the supply chains, and create new delivery models.</li> <li>• Establish the BHH as a trusted entity for all residents to access advice and information on retrofit and energy efficiency of homes in West Yorkshire.</li> </ul> <p>Approval is now sought via this change request, 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 costs and Combined Authority contribution.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation</p> <p><b><u>Impact</u></b></p> <p>The programme will lead to reductions in CO2 emissions, domestic energy use and fuel poverty across multi tenures. A value for money assessment will be completed as part of each scheme’s individual business case development.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to the change request 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</p> <p>Total value of the scheme - £17,587,834</p> <p>Total value of Combined Authority funding - £17,587,834</p> <p>Funding recommendation sought - £2,522,458</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|

|  |   |
|--|---|
| <p><b>Better Homes Hub - Area-Based Schemes (Phase 1 – Calderdale)</b></p> <p>Calderdale, West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>The scheme is part of Phase 1 of the area-based retrofit schemes, being delivered as part of the Better Homes Hub Programme. Each area-based scheme will pilot a range of retrofit measures across an area / street to test interventions on multi-tenure properties.</p> <p>This scheme will install hybrid wall insulation (HWI) to ‘hard to treat’ pre-1919 stone built properties. This scheme will also provide financial offers to private homeowners and residents as an incentive to sign up to the scheme, and test uptake from private sector landlords.</p> <p>This an area-based retrofit scheme, targeting Calderdale, and is just part of Phase one of the area-based retrofit schemes that are being delivered against Objective two of the wider Better Homes Hub Programme. The other district to be targeted in Phase one will be Leeds, before Phase two will cover other district areas.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.</p> <p><b><u>Impact</u></b></p> <p>The scheme will deliver up to 120 energy efficiency measures, which are forecasted to reduce heating demand per household by 202,500kWh of energy and reduce carbon emissions per household by 42.5tCO<sub>2</sub>.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 0.6:1. This is categorised as low value for money, however the rationale for the project is to tackle a market failure.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £1,086,760</p> <p>Total value of Combined Authority funding - £1,086,760</p> <p>Funding recommendation sought - £1,086,760</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|---|

|  |  |
|--|--|
| <p><b>Better Homes Hub<br/>Low Interest Domestic<br/>Loans Scheme</b></p> <p>Location – West<br/>Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>This scheme will enable more homes to be fitted with eco-investments, such as solar panels and air source heat pumps, by making low interest loans available to homeowners and private landlords. This scheme is part of the Better Homes Hub Programme and will contribute to tackling the Climate Emergency by making improvements more financially viable to those who are unable to afford or access existing finance options.</p> <p>The loan fund is due to launch by 31 March 2024 and applications will close on 31 March 2026. The final loan will be repaid by March 2036 as the longest loan period is 10 years.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.</p> <p><b><u>Impact</u></b></p> <p>Approximately 93 homes will be fully or partially retrofitted, and learnings will inform how to promote retrofit of the remaining 680,000 homes that need this investment in West Yorkshire.</p> <p>Homeowners and the tenants of private landlords with minimal savings, or who do not pass the credit checks of high street lenders, will benefit from warm homes and reduced energy bills.</p> <p>The initial value for money assessment reflects a benefit cost ratio (BCR) of 5:1. This is categorised as very high value for money but is due to be reviewed in the light of the revised outputs.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £2,524,086</p> <p>Total value of Combined Authority funding - £2,524,086</p> <p>Funding recommendation sought - £2,524,086.</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|--|

|  |  |
|--|--|
| <p><b>Solar PV and Battery Storage – West Yorkshire Housing Partnership</b><br/>West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>This scheme will install solar power generation and battery storage on up to 1500 social homes belonging to Housing Associations in the West Yorkshire Housing Partnership. This will supply the household's power needs with minimal carbon impact by September 2025, and tackle the climate emergency.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.</p> <p><b><u>Impact</u></b></p> <p>The scheme is estimated to reduce annual energy bills by £120 to £180 each year for tenants living in the homes and so will contribute to tackling fuel poverty. The tenants will benefit from improvements to health and wellbeing from warmer homes. The project will also provide demand for the solar supply chain in West Yorkshire and stimulate more sustainable jobs and work experience in this sector.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 1.5:1. This is categorised as medium value for money.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 (strategic outline case) and decision point 4 (full business case) and work commences on activity 5 (delivery) subject to the discharge of conditions at Approval to Proceed.</p> <p>Total value of the scheme - £15,447,642</p> <p>Total value of Combined Authority funding - £5,447,642</p> <p>Funding recommendation sought - £5,447,642</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|--|

3.10 Since the Combined Authority's meeting on 12 October 2023 the following decision points and change requests have been assessed in line with the Combined Authority's assurance process and approved through the agreed delegation to the Climate, Energy and Environment Committee at its meeting on 24 October 2023. The decisions were made by the Climate, Energy and Environment Committee following a recommendation from Combined Authority Programme Appraisal Team.

3.11 The full agenda and papers for the meeting can be found on the Combined Authority website [HERE](#).

|  |   |
|--|---|
| <p><b>Net Zero Region Accelerator</b><br/>West Yorkshire</p> | <p>Approval of the change request to extend the scope of the scheme, to change the total scheme costs from £960,000 to £3,020,000, and to extend the scheme's delivery timeframe from March 2024 to March 2027.</p> <p>Funding approved: £2,060,000</p> <p>Total value of the scheme: £3,020,000</p> <p>Total value of Combined Authority funding: £3,020,000</p> |
|--|---|

## **4 Information**

- 4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:
- The progression of a scheme through a decision point to the next activity.
  - Indicative or full approval to the total value of the scheme funding requested.
  - The Combined Authority's entry into a funding agreement with the scheme's promoter.
  - The assurance pathway and approval route for future decision points.
  - The scheme's approval tolerances.

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

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

- 4.3 Approval is sought through this report, for the delegation of authority to the Climate, Energy and Environment Committee, to approve, in accordance with the Assurance Framework, a change request to the Better Neighbourhoods programme, at its meeting on 13 February 2024.
- 4.4 The change request is seeking approval to accept and spend up to £150,000 from the National Lottery Community Fund. The funding will be used to support more communities to invest in neighbourhood-level projects which contribute to a transition to net-zero carbon.
- 4.5 This delegation is sought to maintain programme delivery and spend targets and so that the project approval can be considered by the Climate, Energy and Environment Committee, as part of a wider programme update.
- 4.6 The Combined Authority approves that:
- (i) 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.

|   |  |
|---|--|
| <p><b>Better Neighbourhoods Programme</b></p> <p>West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>Better Neighbourhoods is a grant funding programme, delivered by the five West Yorkshire local authorities. By December 2024, the programme will contribute to a transition to net-zero carbon by investing in neighbourhood-level projects which engage communities in at least one of the following:</p> <ul style="list-style-type: none"> <li>• Local, clean, and flexible energy solutions</li> <li>• Healthy, affordable, and efficient buildings</li> <li>• Walking, cycling and public transport</li> <li>• Green and climate-ready nature solutions.</li> </ul> <p>Approval is sought for a change request for up to an additional £150,000 from the National Lottery Community Fund, to support communities to invest in more neighbourhood-level projects, taking the total programme funding from £2,060,000 to up to £2,210,000.</p> <p><b><u>Impact</u></b></p> <p>The additional funding will allow the programme to work with voluntary, community and social enterprise organisations to deliver more projects which evidence an ability to support net zero activity under at least one of the four themes of better buildings, energy, nature, and transport.</p> <p>Additional funding will allow more projects to be evaluated to assess the effectiveness of engaging communities, encouraging behaviour change and reducing carbon emissions, so that projects can be replicated or scaled-up for to take advantage of future funding opportunities.</p> |
|---|--|



## Projects in Stage 1: Assessment and Sequencing

|                       |                             |
|-----------------------|-----------------------------|
| <b>Project Title</b>  | <b>Better Homes Hub</b>     |
| <b>Stage</b>          | 2 (scheme development)      |
| <b>Decision Point</b> | Change request (activity 2) |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.7 The Better Homes Hub programme has been developed to promote, facilitate and deliver retrofit of housing across all housing tenures in West Yorkshire. This includes households that rent their home from social or private landlords, have a mortgage / loan on their home, or own their own home outright and will be referred to as multi tenure, in this report.
- 4.8 The retrofitting of housing includes measures which improve the heat efficiency and air tightness of homes, up to a good level of thermal efficiency, for example double and triple glazing, loft, wall, and ground floor insulation and the installation of renewable technology, including solar panels, heat pumps.
- 4.9 The programme will lead to reductions in CO2 emissions, domestic energy use and fuel poverty across multi tenures, which will contribute to tackling the climate emergency.
- 4.10 Conservative estimates indicate that up to £20.4 billion is needed to retrofit homes to a good level of thermal efficiency, so any moderate capital investment is short term in its approach.
- 4.11 The long-term Better Homes Hub programme is expected to be delivered in three phases. Phase 1 is covered by the strategic outline case and will be funded from the gainshare allocation for investment priority 4 - Tackling the Climate Emergency and Environmental Sustainability. Funding to support the later phases of the programme in later years will be required beyond the current three-year gainshare funding period.

4.12 The Better Homes Hub programme gained decision point 2 (strategic outline case) approval and approval for work to commence on individual business cases, at the Combined Authority meeting on 22 June 2023. Development costs of £2,585,000 were also approved, of which £910,000 was to secure staffing resources, consultancy support, undertake research work, develop individual scheme business cases, and up to £1,675,000 was to deliver the Local Energy Advice Demonstrator element of the programme. This took the total programme approval to £3,303,293.

4.13 Approval is now sought via this change request for a further £2,522,458 of development costs for Combined Authority costs and staffing resources to support delivery of the objectives, broken down as follows:

|                   |                   |
|-------------------|-------------------|
| Objective 1 and 3 | £888,234          |
| Objective 2       | £1,634,224        |
| <b>Total</b>      | <b>£2,522,458</b> |

4.14 Approval is also sought to revise the total scheme cost and Combined Authority contribution to the programme from £18,425,000 to £17,587,834, as the amount of funding secured from the Local Energy Advice Demonstrator programme is now known. At the time of the approval a bid had been submitted for £1,675,000, it has now been confirmed that the Combined Authority secured £837,834.

4.15 Subject to approval of the additional development costs combined with the with the adjustments for the Local Energy Advice Demonstrator funding, this takes the total programme approval to £4,988,585.

### **Outputs and Outcomes**

4.16 The scheme outputs include:

- Provide five multi-tenure retrofits in a local area / street demonstrator by March 2026 to demonstrate the benefits of retrofit to all and understand the various challenges facing residents in domestic retrofit.
- Deliver the multiple benefits of retrofit activity to social housing by continuing the strong progress of Social Housing Decarbonisation Fund for those homes containing some of the most excluded in our region.
- Development of options for the creation of a One Stop Shop to provide a single point of advice and support for all tenure householders on retrofit measures that could be delivered.
- Ensure retrofits are completed and certified to the right quality standards, and in accordance with the British Standard for retrofits which is PAS2035.
- Provide data and learning on all housing tenure support needs and benefits to inform the scaling up and roll out of future waves across all housing.

4.17 The scheme outcomes are:

- Energy efficiency fabric improvements to housing stock in West Yorkshire.
- Increased number of domestic retrofits and renewable installations beyond current Central Government funding.
- Reduction in carbon emissions from domestic properties.
- Reduction in energy consumption in domestic properties.
- Reduction in the number of households experiencing fuel poverty and associated health inequalities.
- Energy efficiency fabric improvements to housing stock in West Yorkshire.
- Increased number of domestic retrofits and renewable installations beyond current Central Government funding.
- Reduction in carbon emissions from domestic properties.
- Reduction in energy consumption in domestic properties.
- Reduction in the number of households experiencing fuel poverty and associated health inequalities.

### **Tackling the Climate Emergency Implications**

4.18 The programme tackling climate emergency implications are:

- This programme will contribute towards reductions in carbon emissions through raising the profile of retrofit measures that can be introduced.

### **Inclusive Growth Implications**

4.19 The programme inclusive growth implications include:

- The programme will apply to all households including those living in poor housing in all tenures.
- Completing retrofits will help lift people out of fuel poverty by reducing energy emissions and therefore costs.

### **Equality and Diversity Implications**

4.20 An Equality Impact Assessment (EqIA) was undertaken for the programme and equality and diversity impacts are being taken into account of as part of the development of individual schemes and their business cases.

4.21 The programme will be delivered across West Yorkshire including the most deprived areas.

4.22 The programme will support residents with differing needs, to improve the energy efficiency of their homes. For example, for some groups, the

intervention may require information, advice, and signposting. Other groups will require more support such as translation skills and signposting to financial support.

- 4.23 Funding from the Local Energy Advice Demonstrator programme will provide local, in-person advice specifically targeting groups including older people and minority ethnic groups.

### **Consultation and Engagement**

- 4.24 Options for the programme were developed as part of the strategic outline case submission and workshops were held with stakeholders to ensure the programme will deliver the required outputs.
- 4.25 Future consultation has taken place or is planned as part of individual scheme business case development.

### **Risks**

- 4.26 The programme risks and mitigations are:
- Increased costs due to inflation and rising costs through the supply chain. This is mitigated by procuring a financial consultant for advice on the scheme costs and monitoring scheme costs throughout programme development and delivery.
  - Insufficient interest in the market or inability to procure an appropriate consultant to provide support in the development of the programme. This is being mitigated by engaging with the market in advance to locate multiple consultants and to build interest before the opportunity to bid is finalised.

### **Costs**

- 4.27 The total programme costs are £17,587,834.
- 4.28 The Combined Authority's contribution is up to £17,587,834, comprising up to £16,750,000 from the Single Investment Fund (SIF), IP4 gainshare allocation and £837,834 from the Local Energy Advice Demonstrator programme.
- 4.29 The Better Homes Hub programme gained decision point 2 (strategic outline case) approval and approval for work to commence on individual business cases, at the Combined Authority meeting on 22 June 2023.
- 4.30 At the time, the total scheme value was up to £18,425,000. This total was based on the Combined Authority securing £1,675,000 from a bid submitted to the Department for Energy Security and Net Zero and Northeast & Yorkshire Net Zero Hub's Local Energy Advice Demonstrator programme, which was set up to fund innovative projects piloting new approaches to providing local in-person energy advice.

- 4.31 Since the programme approval, it has been confirmed that the Combined Authority's bid secured £837,834. The total programme costs and programme approvals to date have therefore been revised to £17,587,834.
- 4.32 Approval is now sought via this change request for further staffing costs to support the development and delivery of schemes, broken down by the programme's three objectives.

|                   |                   |
|-------------------|-------------------|
| Objective 1 and 3 | £888,234          |
| Objective 2       | £1,634,224        |
| <b>Total</b>      | <b>£2,522,458</b> |

- 4.33 Subject to approval, this takes the total programme approval to date to £4,988,585 which is broken down as follows:

| Funding source                   | Amount     | Approval   |
|----------------------------------|------------|--|
| Single Investment Fund (SIF)     | £718,293   | CEP Wave 1 portfolio                                 |
|                                  | £910,000   | BHH Programme SOC                                    |
|                                  | £2,522,458 | BHH Programme Change Request                         |
| Local Energy Advice Demonstrator | £837,834   | BHH Programme Change Request (originally £1,650,000) |
| Programme Approval total         | £4,988,585 |  |

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | <p>Recommendation: Combined Authority's Programme Appraisal Team</p> <p>Decision: Combined Authority's Director of Policing, Environment and Place</p> | 31/03/2026             |

- 4.34 Assurance pathways and approval routes for schemes within the programme will be set as individual scheme business cases progress through the assurance process.

### Other Key Timescales

- March 2026 - Completion of delivery of Phase 1 of the programme
- March 2027 - Programme evaluation of Phase 1 of the programme.

## Assurance Tolerances

4.35 The previous approvals and assurance tolerances set are outlined below:

| Control area          | Baseline Tolerance approved by the CA at DP2 | Baseline Approval by the CA at DP2 | (Requested) Change Request Approval | Within tolerance? |
|-----------------------|--|------------------------------------|-------------------------------------|-------------------|
| Date                  | 22/06/23                                     |                                    | 07/12/23                            |                   |
| Total Cost            | £18,425,000                                  |                                    | £17,587,834                         |                   |
| CA Funding            | %  | £                                  | £                                   | Y                 |
| Completion Date (DP5) | 6 months                                     | 31/03/26                           | No change                           | Y                 |

4.36 The revised assurance tolerances for the recommended approval in this report are:

| Assurance tolerances   |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.            |
| Completion/service delivery date remains within 6 months of those outlined in this report. |

## Appraisal Summary

- 4.37 The Better Homes Hub (BHH) programme has a strong strategic value for West Yorkshire. It is recognised that a quarter of the region’s carbon emissions come from homes and there is a clear need for housing retrofits and energy efficient measures to be introduced.
- 4.38 A change request to the programme approval is being sought at this time, now that programme and staffing costs are known, rather than seeking approval via individual business cases, given the cross-cutting nature of the programme’s three objectives, which is how the additional costs have been apportioned.
- 4.39 A full breakdown of the additional programme costs and staffing requirements has been provided, as part of the business case submissions for the BHH Area Based Schemes – Calderdale Phase 1 and BHH Low Interest Domestic Retrofit Loan schemes.
- 4.40 The funding secured for the Local Energy Advice Demonstrator programme has now been confirmed. As the amount is lower than the amount bid for, the total scheme cost and therefore the Combined Authority’s contribution and programme approval to date, have been adjusted.
- 4.41 Further appraisal has been or will be undertaken as schemes progress individually through the assurance process.

## **Recommendations**

4.42 The Combined Authority, approves:

- (i) 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
- (ii) 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.

|                       |   |
|-----------------------|---|
| <b>Project Title</b>  | <b>Better Homes Hub - Area-Based Schemes (Phase 1 – Calderdale)</b> |
| <b>Stage</b>          | 1 (assessment and sequencing)                                       |
| <b>Decision Point</b> | 2 to 4 (business justification)                                     |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.43 The scheme covers Calderdale and is part of Phase 1 of the area-based retrofit schemes which are being delivered against Better Homes Hub Programme Objective 2. Objective 2 aims to deliver retrofit projects in West Yorkshire that build momentum, strengthen the supply chains, and create new delivery models.
- 4.44 The area-based schemes will pilot a range of retrofit measures across an area / street to test the level of interventions that can be made to properties, to understand the impact these measures will have on residents' living conditions and their energy / fuel bills, and how to achieve efficiencies in delivery.
- 4.45 Further business cases will be submitted later, which cover Leeds, also part of Phase 1 and other West Yorkshire districts as part of Phase 2.
- 4.46 This scheme's three key objectives are:
- To provide a comprehensive package of energy efficiency and insulation and heating improvements for up to 30 properties by December 2025, testing a whole street 'fabric first' approach to retrofit, which reduces energy demand as far as possible, and by installing energy efficiency measures to reduce heat loss and CO2 emissions from a property.
  - To test the uptake from private landlords of energy efficiency measures and whether offers of a financial loan to private homeowners and residents incentivises them to sign up to the scheme.
  - To explore potential financial packages to help homeowners and landlords finance the retrofit of their properties.



- 4.47 The scheme will see the installation of a hybrid wall insulation (HWI) to 'hard to treat' pre-1919 stone built properties that are prevalent in the district. Full retrofit measures will be included, such as underfloor heating and draught proofing. This hybrid approach combines the advantages of external wall insulation (EWI) and internal wall insulation (IWI) to create a tailored approach to insulating a building whilst balancing the needs of planning constraints.
- 4.48 Calderdale Council will lead the assessment process to identify the street / properties to be targeted. The assessment criteria for this scheme, currently being developed, will focus on areas of high fuel deprivation, as installing energy efficiency measures in properties could result in reduced energy consumption and improved thermal comfort. This will have a positive impact on resident's physical and mental health and wellbeing and fuel bill savings.
- 4.49 This scheme will also test the uptake of energy efficiency measures from private landlords and offers of a financial loan to private homeowners and residents as an incentive to sign up to the scheme. A means assessment will be carried out for each property, which will determine the level of financial contribution offered to each household.
- 4.50 Calderdale Council is also setting up financial support packages including a credit union loan and a low-equity loan and where possible, residents will be offered the BHH low interest loan, which is also seeking approval via this report, or a grant.
- 4.51 Learning from the scheme will be used to help inform future retrofit programmes as well as the development of the BHH one stop shop and Phase 2 of the BHH programme which will start delivering works to bigger / community level areas.
- 4.52 A summary of the scheme's business case is included at **Appendix 1**.

### **Outputs and Outcomes**

- 4.53 The scheme outputs include:
- Support up to 30 domestic multi-tenure properties with fabric first measures and, where possible, install decarbonisation measures, such as Solar PV (solar panels) and battery storage – subject to survey of properties and installation costs.
  - Deliver up to 120 energy efficiency measures to reduce heat loss and CO2 emissions from a property.
- 4.54 The scheme outcomes are:
- Test the take up from multi-tenure residents and, in particular:
    - How to effectively undertake resident engagement and how to utilise different communication methods to discuss the benefits of retrofit and understand the reticence surrounding resident/landlord sign up to retrofit projects.

- What financial offers are attractive to owner occupiers, and private landlords, to encourage take up and what level of support is needed to scale up retrofit across West Yorkshire.
- Provide market confidence to the supply chain.
- How to efficiently mass install retrofit measures across similar property archetypes.
- To explore potential financial packages to help homeowners and landlords finance the retrofit of their home.
- Reduction of domestic housing energy consumption (kWh/£), and amount of domestic housing CO2 emissions carbon reduced because of the activity.
- Reduced energy consumption may reduce the percentage of income spent on energy bills resulting a comparative financial saving, and alleviation of fuel poverty.
- Improved health and wellbeing from thermal comfort and air quality.
- Capture learnings that can be applied to the development of Phase 2 of the Better Homes Hub programme.

4.55 The value for money assessment reflects a benefit cost ratio (BCR) of 0.6:1. This is categorised as low value for money, however the rationale for the project is to tackle a market failure where economics do not offer a positive return on investment, and therefore would not be delivered by the private sector.

### **Tackling the Climate Emergency Implications**

4.56 The scheme directly aligns with the Combined Authority's key strategies and plans around net-zero ambitions and sustainability. The scheme will support up to 30 domestic multi-tenure properties with fabric first measures and, where possible, install decarbonisation measures. Moreover, the scheme will aim to deliver up to 120 energy efficiency measures.

4.57 This has the potential to lead to a reduction in levels of heating demand per household, up to 202,500kWh of energy demand will be reduced by the scheme per annum. Levels of carbon emissions being produced per household will also reduce. Potentially 42.5tCO<sub>2</sub> of carbon emissions will be saved per annum.

### **Inclusive Growth Implications**

4.58 The scheme inclusive growth implications include:

- A reduction in fuel poverty, with approximately £540 annual domestic energy bill savings delivered per household. Fuel poverty is a problem faced by households living on a low income in a home which cannot be kept warm at reasonable cost and has become an increased issue

following the cost-of-living crisis, where increased energy costs have caused the number of households in fuel poverty to increase.

- The prevention of winter deaths by improving energy efficiency and reducing heating demands. There were an estimated 28,300 'excess winter deaths' in 2019-20 in the UK, of which a third were considered attributable to living in a cold home.
- Targeting properties in areas of high deprivation - Households with children, over 60s, low-income, people from minority ethnic backgrounds, and those with pre-existing illnesses are more likely to be disproportionately affected by cold and damp and have limited resources to pay for fuel.
- A cost-benefit analysis published by the Building Research Establishment revealed that remedial work to England's poorest housing could provide £135.5 billion in societal benefits over the next 30 years, resulting in savings to the NHS, lower energy bills and carbon emissions, higher asset value, and improved economic opportunities due to better health. Using the Calderdale scheme as a 'demonstrator' will hopefully lead to the development of a whole-community retrofit blueprint that can be scaled up quickly.
- Improving the region's resilience to adverse impacts of climate on the environment, improving energy efficiency to keep homes cooler in summer and to support the most vulnerable in times of extreme heat and cold weather.

### **Equality and Diversity Implications**

- 4.59 An Equality Impact Assessment (EqIA) has been undertaken for the wider Better Homes Hub Programme, and equality and diversity impacts taken account of as part of the development of this scheme.
- 4.60 The scheme equality and diversity implications support the Climate and Environment Plan Wave 1 to "ensure that no one is disadvantaged as a result of the transition to net zero carbon, particularly those most vulnerable in society, and appropriate support is provided to enable everyone to participate in a fair, equal, and inclusive net-zero carbon economy".
- 4.61 The scheme will support this agenda by targeting areas of high deprivation to install retrofit / energy efficiency measures. Increasing energy efficiency in these homes will produce fuel bill savings and decrease levels of fuel deprivation.
- 4.62 The scheme will pilot innovative ways of engaging with residents, including those hard-to-reach and vulnerable groups of people, with learning applied to future schemes.

### **Consultation and Engagement**

- 4.63 Calderdale Council has started discussions with its planning authority.

- 4.64 Calderdale Council requires its cabinet's approval to start scheme delivery and the time needed for this has been factored in the programme timescales.
- 4.65 The lead supplier, once appointed, will be responsible for undertaking consultation and engagement with homeowners and landlords. Quality liaison/support will mean the benefits of the scheme are clearly and positively communicated to residents (including multi-lingual households), high quality installations are delivered, and customer care is backed by enhanced support and guarantees.
- 4.66 Calderdale Council, supported by the lead supplier, will be required to undertake and secure resident agreements, provide privacy notices to residents, and ensure that all residents are supported before, during and after works have been completed on their properties.
- 4.67 As works will be delivered to residents' homes, The Combined Authority will procure an independent retrofit co-ordinator whose role will involve checking that all elements of retrofit delivered to each property meet Publicly Available Specification (PAS) standards, including resident engagement before, during and after works have been delivered.
- 4.68 The project team have engaged with Combined Authority's legal team and procurement team regarding the resources needed to deliver the scheme.
- 4.69 The EqIA will be reviewed by the project team to assess potential needs of groups with protected characteristics. This document will be updated once the geography and local implications of the scheme are fully understood.

### **Risks**

- 4.70 The scheme risks and mitigations are:
- There is little appetite for investments from able-to-pay homeowners and landlords, due to a lack of trust, negative past experiences, and the complex nature of retrofitting projects, meaning the scheme is unable to deliver additional outputs and maximise benefits. The amount of funding requested presumes that homeowners and landlords would not contribute any funding, however, there will be a means assessment carried out for each property which will determine the level of financial contribution offered to each household. This will be further mitigated by the development of a resident engagement plan which will include a long lead in time, specifically focussed on engaging with multi-tenure residents and private landlords.
  - The Council becomes responsible for maintenance and quality issues post-installation. This will be mitigated by the risk transferring to the contractors, and installers, with a good reputation to ensure robust aftercare and who will be required to upload whole house plans and warranties onto TrustMark, and that works are delivered to a PAS2035 quality standard.

- The supply chain is unable to meet delivery timescales and quality standards. This will be mitigated by procuring a lead supplier from the Energy Efficiency & Carbon Reduction (EECR) procurement framework which has been developed to support domestic retrofit across all housing tenures. The Combined Authority will also procure a Retrofit Coordinator to ensure that contractors are delivering the retrofit measures to PAS2035 quality standards and in a considerate manner to the residents. This resource will also help support partner councils and provide technical project management support.
- Due to area-based demonstrators being supported across all districts, there is a risk of a perceived lack of fairness across the region, and in the level of objectives and outputs supported. This will be mitigated by using learning from the 'assessment criteria' that is being developed, which will help Calderdale choose properties / an area for the scheme to inform the future area-based schemes and using programme level Critical Success Factors to ensure that each proposed area-based scheme aligns with the BHH programme objectives.

### Costs

- 4.71 The total scheme cost is £1,086,760.
- 4.72 The Combined Authority's contribution is £1,086,760 from the Single Investment Fund, Investment Priority 4 gainshare allocation.
- 4.73 The Combined Authority will need to enter into a funding agreement with Calderdale Council for expenditure of up to £1,086,760 from the Single Investment Fund.

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route  | Forecast approval date |
|----------------------|---|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Director of Policing, Environment and Place | 31/12/2025             |

### Other Key Timescales

- January 2024 - Calderdale Council cabinet approval in place.
- 29 Feb 2024 - Signing of Funding Agreement and Calderdale Council to start lead supplier procurement.
- 31 March 2024 - Start of resident engagement.
- 31 December 2025 – Completion date.
- 31 December 2026 - Project evaluation completion.

## Assurance Tolerances

- 4.74 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority funding remain within +10% of those outlined in this report.             |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs remain within -10% of the 30 multi-tenure properties receiving domestic retrofit.   |

## Appraisal Summary

- 4.75 The scheme demonstrates a strong strategic alignment to the Combined Authority's strategies, policies, and priorities.
- 4.76 Three options have been considered as part of the scheme's economic appraisal. The 'preferred option' was justified based on a lower level of delivery/project risk, a lower financial ask from the Combined Authority, and a higher net present value.
- 4.77 A 50% overlay on forecasted construction costs has been applied to the scheme to account for the volatility of the market, and a 9% construction contingency budget included.
- 4.78 The lead supplier will be chosen using the Energy Efficiency Carbon Reduction Framework developed by the Combined Authority, with a list of chosen, suitable providers.
- 4.79 The 'assessment criteria' is required to understand how Calderdale will select properties / the area, and how the level of financial support given to each household will be determined. The criteria will be developed in the scheme's delivery phase and will include the prioritisation of areas of high deprivation. A project-level evaluation plan is also required to detail how key outputs these will be measured which will also be developed during the scheme's delivery phase.
- 4.80 Once a lead supplier and the target properties / area have been identified, a resident engagement plan also needs to be developed.
- 4.81 Calderdale Council needs approval from its cabinet, prior to signing the Funding Agreement. This is expected to happen in January 2024 before the procurement of a lead supplier.

## Recommendations

4.82 The Combined Authority approves that:

- (i) 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).
- (ii) Approval to the Combined Authority's contribution of £1,086,760. The total scheme value is £1,086,760.
- (iii) The Combined Authority enters into a Funding Agreement with Calderdale Council for expenditure of up to £1,086,760.
- (iv) 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.
- (v) 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.
- (vi) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report.

|                       |  |
|-----------------------|--|
| <b>Project Title</b>  | <b>Better Homes Hub - Low Interest Domestic Loans Scheme</b> |
| <b>Stage</b>          | 2 (scheme development)                                       |
| <b>Decision Point</b> | 2 to 4 (business justification)                              |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.83 Domestic homes account for 26% of total carbon emissions to atmosphere in West Yorkshire according to the Carbon Emission Reduction Pathways (CERP) and work of the Combined Authority. It is relatively easy to act on the fifth of housing that is publicly owned and work with the West Yorkshire Housing Partnership is underway to do this. However, much of the housing that needs to be tackled is in private ownership and action is urgently needed to begin to engage the sector. There are 680,000 all-tenure homes in West Yorkshire that need a retrofit and the region's housing tends to be older and more carbon emitting than the typical housing in many other parts of the country as 23% of homes in the City Region were built before 1919. The cost of retrofits in West Yorkshire is estimated be £2.4 billion per year.
- 4.84 This project aims to test a loan product with private homeowners, to find out what demand there is and what financial or other barriers exist to taking loans. The loan will be affordable and aimed at the segments of the homeowner market that don't meet the eligibility criteria of a grant but also only have modest means, with neither the savings nor ability to pay standard interest rates. This is a product aimed at a specific segment of the retrofit loan market to meet homeowner and private landowners' financial needs in the lower to mid-income bracket. Further aims of the project are to stimulate the finance marketplace to begin to gear up with financial products to fund this work, and to learn more about how to educate and motivate homeowners, including private landlords, to act.
- 4.85 There is currently a failure in the marketplace to provide affordable loans to private landlords and householders for environmental retrofit purposes including the fitting of solar photovoltaics panels (solar PV) with batteries for energy storage, and ground source heat pump heating. Whilst high street banks offer Home Improvement Loans, they have high interest rates and are



typically aimed at investments such as installing a new kitchen or bathroom or having an extension or loft conversion.

- 4.86 The focus of this loan project differs from existing options in the market as it is about being environmentally responsible whilst immediately reducing outlay on energy bills. It is also about offering an interest rate that is much more affordable and accessible than high street banking alternatives. In another section of the market Credit Unions who have an established presence in our communities are not fulfilling the need for this kind of loan as typically their loans are shorter term and on a higher interest rate than this project proposes.
- 4.87 The project forms an integral and important part of the Better Homes Hub which has three interdependent objectives. The One Stop Shop for information and advice on retrofit, the demonstrator homes to be developed in each Council Partner's area to show the benefits and inform people on how retrofit works in practice and this loan product which will support those people who don't have the savings to do it or meet the eligibility criteria/credit check for a mainstream home improvement loan.
- 4.88 The project will determine a procurement process to select and appoint a financial lending partner to process applications and make up to 93 loans available to homeowners and landlords who can't self-fund retrofit works. There are two main routes to procure a lending partner that are being explored. One option, and the current preference, is to use the Crown Commercial Services framework (the biggest public procurement organisation in the UK). Alternatively, an open market exercise could be completed. Commercial team resource has been allocated and is now available to work on this procurement choice.
- 4.89 The loan fund is due to launch by the middle of March 2024 and applications will close by 31 March 2026. The final loan is expected to be repaid by March 2026 as the longest loan period permissible is 10 years. The lending partner is expected to have a funding and partnership agreement in place with the Combined Authority before March 2024 that will last for the duration of the initial 12-year period over which loans will be made and administered. The lending partner will assess loan applicants, make loans, and manage them until they are fully repaid.
- 4.90 A key part of this project is an interim evaluation which is scheduled to be completed by March 2025 when a decision will be made on whether the loan fund should be expanded, or confirmation given that loans will not be offered beyond March 2026. The interim evaluation will review loan uptake, the appropriateness of the interest rate, how the costs are building relative to estimates, what the loans are being spent on and whether the project represents good value for money. If the outcome of the interim review supports an expansion of the scheme, a change to the interest rate or something that takes it outside the current tolerances a change request will be made. If the evaluation concludes the loan has limited benefits, or poor value for money, the project will conclude on 31 March 2026 in accordance with the recommendations set out in this report.

4.91 If the project does become a long-term loan fund, it will become a recycling loan fund which means repaid capital will be used to fund the next round of loans. This project is predicated on a 'no recycling of funds' in this way until a decision is made at the interim review about the fund's future. As such only 93 loans are expected as outputs are based on an assumed average loan of £16,000. An external analysis by Waterman Consultants has suggested as many as 220 loans may be possible if the loan ultimately becomes a recycling loan fund.

4.92 A summary of the scheme's business case included in **Appendix 2**.

### **Outputs and Outcomes**

4.93 The scheme outputs include:

- Launch an affordable retrofit Homeowners loan at a 3.26% interest rate by mid-March 2024, to enable delivery of retrofitted homes for those who cannot afford all or part of the upfront cost.
- Deliver approximately 93 retrofit loans (based on an average loan value of £16,000) by 31 March 2026, for repayment by 31 March 2036 at the latest.
- Lend out the full £1,500,000 loan fund by March 2026.
- Achieve a 90% level of capital repayment on loans paid out.

4.94 The scheme outcomes are:

- Address the cost and financial barriers preventing residents from making energy efficiency improvements to their homes by offering 93 loans.
- Test interest from homeowners/private landlords and the viability of offering specific loans to fund home retrofits towards net zero.
- Test approaches of marketing and engagement of the 'able to pay' market and generate data to inform future success in scaling up loan offers in this space.
- Capture learnings from borrowers to inform the future Better Homes Hub programme, for example scaling up of the One Stop Shop to provide the right advice and customer experience.
- Offering a fixed repayment for the duration of the loan, giving certainty and peace of mind to overcome a common barrier in finance.

### **Tackling the Climate Emergency Implications**

4.95 This scheme will reduce carbon emissions to approximately 93 homes. It is difficult to reliably estimate or standardise the carbon saving impact of this project, as homeowners will decide which retrofit measures to implement.

4.96 This piloting of a new loan for the purpose of housing retrofit will stimulate the market to gear up for the huge investment needed to modernise 680,000

homes in this way, leading to further savings in a significant area or carbon emissions in the region. Lessons learned will inform the scaling up of loans and advice in this area to get many more homes retrofitted.

### **Inclusive Growth Implications**

4.97 The scheme inclusive growth implications include:

- This project aligns with the inclusive growth agenda as it is providing loan products for homeowners who do not have the means to invest upfront to cut the carbon emissions and energy costs of their home. The loans will be at low interest rates and the installations will immediately reduce heating bills and improve the thermal comfort of homes. This will contribute to improved health and mental wellbeing whilst overcoming financial exclusion from the retrofit marketplace. Tenants of private landlords may benefit from warmer homes that may be slightly cheaper to heat, but neither of these benefits can be quantified.
- Lessons learned from the Local Energy Advice Demonstrator will be incorporated into marketing and methods of engagement to ensure that the needs of seldom heard groups, including the elderly and those with low proficiency in English are met.
- This scheme is ultimately about levelling up and helping people who do not have the ability to make this investment by removing barriers that stop them enjoying an affordably warm and eco-friendly house.

### **Equality and Diversity Implications**

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

4.99 It is often older homeowners, those with disabilities or only one income that spend more time at home and stand to gain most from warmer homes, lower heating bills and a way to fund a retrofit.

4.100 This project pilots an accessible loan product for all private homeowners who don't have enough savings and can't afford mainstream loan interest rates so they can have a retrofit and its benefits now. The marketing will be wide and made as inclusive as possible based on the learnings from other projects.

### **Consultation and Engagement**

4.101 Senior climate officers from the Local Authorities have been kept informed on this project via the Climate, Energy and Environment Lead Officer group. An initial overview of the low-interest loan was provided on 16 August and further detail was provided at the 11 October 2023 meeting. This project will be promoted and launched through marketing at first in the pilot, but if it is scaled up further consultation will be planned with Council Partners, at the housing demonstrators and in the set-up of the One Stop Shop.

## **Risks**

4.102 The scheme risks and mitigations are:

- Due to inflation and the cost-of-living crisis and the accompanying increases in the costs of retrofit works, there is a risk of lower uptake of loans by borrowers than planned. The main mitigations for this are utilising the 'brands' of the Combined Authority and the Local Authorities to build trust and, where possible, synchronising with other planned retrofit projects including area-based schemes and Leeds Retrofit Accelerator. The marketing will also emphasise the cost savings and health benefits a retrofit will achieve.
- The rate at which loans will be taken up is unknown. There is risk if take up is too rapid or too slow. If it is too fast, there will not be the capacity to respond to the demand or time to identify and implement learnings. If uptake very low, this will substantially reduce the benefits. The main mitigation will be the Combined Authority's ability to control the interest rate as a way to accelerate or decelerate the amount of loans sought and made.
- If the financial product does not meet customer expectations the loan could be a reputational risk for the Combined Authority. The mitigations for this are the use of commercial procurement and specialist legal advice in the selection of the loan product and the choice of lending partner. The project will draw on the lessons of the local authorities that have completed similar projects, for example Bath & Northeast Somerset Council and Bristol City Council.
- The financial risk of homeowners or landlords defaulting on their loan. The mitigations for this are the bespoke financial assessment for each loan applicant filtering out those unlikely to repay successfully and ensuring the repayments are affordable. Where residents experience financial difficulty and struggle with re-payments adjustment to the terms of the loan will be considered and a title restriction will be placed on the property to give some security and promote repayment.

## **Costs**

4.103 The total scheme costs are £2,524,086 which will be fully funded by the Combined Authority from the Gainshare Fund, Investment Priority 4 gainshare allocation.

4.104 The Combined Authority will need to enter into a funding agreement with the lending partner that is procured for expenditure of up to £1,996,175 for a loan fund from the Single Investment Fund.

## **Future Assurance Pathway and Approval Route**

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | <p>Recommendation: Combined Authority's Programme Appraisal Team</p> <p>Decision: Combined Authority's Director of Policing, Environment and Place</p> | 26/06/2026             |

### Other Key Timescales

- Start of delivery - 15 March 2024
- Interim evaluation – 31 May 2025
- BHH Programme Delivery Closure – 31 June 2026
- Final Loan Repayment Date – 31 March 2036

### Assurance Tolerances

4.105 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| <p>Combined Authority funding remain within +10% of those outlined in this report.</p> <p>Completion/service delivery date remains within +6 months of those outlined in this report.</p> <p>Outputs remain within -10% of those outlined in this report.</p> |

### Appraisal Summary

- 4.106 The strategic case for this project is very clear as part of the trial and delivery phase of the Better Homes Hub Programme. The project demonstrates a strong response to the Climate Emergency and the Mayor's pledge to tackle it. The Climate Emission Pathways that have identified 680,000 homes require retrofit to work towards our Net Zero goals as domestic homes contribute 26% of the carbon emissions made annually in West Yorkshire. The project also offers the benefit of financially levelling up people who own a home, or own a home to rent, but have limited savings and resources to pass the usual credit tests for loans on the high street. Both homeowners and tenants of private landlords will benefit from lower heating bills and the health boost of a warmer home.
- 4.107 The economic gains reflected in the initial very high benefit to cost ratio of 5:1 indicate this is a project well worth implementing. This ratio will be revised however as the outputs for the duration of the trial phase of the project have been reduced from when this assessment was made. The economic gains remain significant and the project demonstrates necessary and positive leadership in the finance marketplace that needs to gear up for retrofits. The commercial case is currently the least developed part of this project but a

detailed specification for procurement has been produced and the commercial team resource is now finalising which of the two procurement options is best suited to appointing the lending partner. The financial case is developed and Combined Authority costs are final with an appropriate contingency allowance.

- 4.108 Launching the loan early in the implementation of the Better Homes Hub Programme will make it immediately available to support retrofits for people receiving advice from the One Stop Shop and seeing the benefits at Housing Demonstrators when they go live. Early implementation will also deliver quick wins by supporting residents who are already convinced of the need to act and are keen to be early adopters of the interventions to make their home low carbon. Robust project governance plans are in place.

### **Recommendations**

- 4.109 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
- (i) The Better Homes Hub Low Interest Domestic Loans scheme proceeds through decision point 2 – 4 (business justification) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority's contribution of £2,524,086 is given. The total scheme value is £2,524,086
  - (iii) 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.
  - (iv) Future approvals are made in accordance with the assurance pathway and approval route and tolerances outlined in this report.

|                       |  |
|-----------------------|--|
| <b>Project Title</b>  | <b>Solar PV and Battery Storage – West Yorkshire Housing Partnership</b> |
| <b>Stage</b>          | 2 (scheme development)   |
| <b>Decision Point</b> | 2 to 4 (business justification)  |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.110 The Combined Authority’s solar programme aims to increase the deployment of Solar PV and Battery storage across the region and is part of the Climate Emergency Pathway for Investment Priority 4 that will be funded from the Gainshare Fund. This project sits within the solar programme and will enable the installation of Solar PV and Battery storage systems on up to 1500 homes and provide a proof-of-concept demonstration of an innovative investment and operational model for Solar PV in social housing.
- 4.111 The scheme objectives are to install solar power generation on the 1500 homes by September 2025 to supply their power needs with less carbon impact. The scheme benefits will include reducing the energy bills of the tenants living in the homes by an estimated £120 to £180 per year. This will assist in tackling fuel poverty. A further objective is to grow demand for the solar supply chain in West Yorkshire to sustain and stimulate more green jobs and work experience in the relevant skills. All of these objectives deliver on tackling the climate emergency and encouraging jobs, especially green jobs and so are directly related to the Mayor’s pledges.
- 4.112 This project is founded on Together Housing Group (THG)’s experience and learnings from the installation of Solar PV and battery storage to 250 houses and bungalows in Colne, Lancashire in 2019 in a project funded by European Regional Development funds that collected data to demonstrate the performance of the systems on different types of properties. In addition, it measured how much occupants reacted to and benefitted from the subsidised power and explore what commercial operating model could be used to scale up this type of investment.
- 4.113 The Colne project’s data gathered over the last 3-4 years and detailed information on the financial model has informed extensive discussions with

alternative energy suppliers and to consider alternative operating models. The types of operators in the marketplace here include 'aggregators' who pool energy from microgeneration, peer to peer platforms and regulators.

- 4.114 This project proposes to introduce other housing associations to the potential of this solar investment through the already established West Yorkshire Housing Group. Together Housing Group (THG) will act as the lead partner providing procurement routes, project management expertise and tenant engagement resources to these housing sector partners as required and as agreed with them.
- 4.115 The project intends to scale up to 1500 homes through a single provider that will both install and subsequently operate the metering of power and supply/sale of energy to and from tenants and the wholesale energy marketplace. The single provider identified through market engagement offers a relatively unique and economically advantageous proposition that has been encouraged by OFGEM.
- 4.116 Tenants will have the choice to opt into the scheme for electricity at a reduced price before the solar kit is fitted to their home. The tenant will be introduced to the scheme through communication and support from their housing association. The scheme does not rely on an entire street, block or estate opting in to be effective as the same economies can be achieved in individual dispersed homes as a row of homes as each solar installation operates independently.
- 4.117 The Combined Authority is providing grant for an investment in solar infrastructure to homes. There is no expectation or condition of repayment of this grant which is being paid to social housing providers. Separately there is potential for significant revenue income annually to be received by the Combined Authority as an investor. This will be from any surplus made on solar energy sales to the wholesale power marketplace. This income will be received as general revenue income by the Combined Authority to spend on other projects and revenue outgoings. If all the assumptions in the business model are met the revenue income anticipated in the first year is estimated to be of £282,179. This could rise in future years. Arrangements for receipt of income this will be covered in the Funding Agreements.
- 4.118 A summary of the scheme's business case is included in **Appendix 3**.

### **Outputs and Outcomes**

- 4.119 The scheme outputs include:
- Deliver 1500 homes with solar PV and battery energy storage by September 2025.
  - Enable up to 915 tonnes of carbon emission savings per year by March 2026.
  - Achieve combined bill savings for all participating residents of between £180,000 - £270,000 by March 2026.



- Create a self-sustaining operational model of solar supply and reduced tariffs for tenants by March 2026 with potential to scale up.

4.120 The scheme outcomes are:

- Reduce energy demand on the grid by 4413MWh per year by March 2026
- Mainstreaming solar installation in the West Yorkshire social housing sector and embedding the knowledge, skills and readiness to implement future solar installation and retrofit programmes.
- Strengthening the supply chain and securing existing green jobs (not new jobs, as the supply chain was in existence) ready for future market expansion in the City Region economy beyond March 2026.
- Contributing to the continuing growth and consolidation of the supplier business model so it can further challenge the established wholesale energy market to adapt towards net zero.

### **Tackling the Climate Emergency Implications**

4.121 The scheme tackling climate emergency implications are:

- Reduction in carbon emissions from the 1,500 homes fitted with solar power equipment.
- The Carbon Impact Assessment completed has confirmed that 29,215 tonnes of carbon emission (tCO<sub>2</sub>e) will be prevented from reaching the atmosphere over the 60-year assessment period.

### **Inclusive Growth Implications**

4.122 The scheme inclusive growth implications include:

- The long-term nature of the investment means that current and future tenants will benefit from the reduced cost of heating bills estimated to be up to £120 - £180 per household per annum. This contributes to tackling fuel poverty and levelling up people in social housing with homeowners who typically have more means to meet their heating bills.
- The installation process will create work experience and opportunities for employment and training and support apprenticeships that will be aimed at residents from the target communities via the delivery contract.
- As part of monitoring and evaluation the West Yorkshire Housing Partnership has a work stream to assess how this investment meets inclusive growth ambitions.

### **Equality and Diversity Implications**

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

4.124 The scheme equality and diversity implications are:

- The scheme will provide social housing tenants who tend to have more protected characteristics than people in other housing tenures, e.g. a disability, with the option of a cheaper electric tariffs to assist in increasing disposable income for other spending.
- Fuel poverty will be reduced for tenants and the health and wellbeing benefits of a warmer and more comfortable home will apply to those who have disabilities are older or stay at home more than average.

### **Consultation and Engagement**

4.125 Together Housing Group brings a tried and tested approach to consultation, engagement, and communication with residents to the delivery of this scheme, based on its learnings in fitting solar to 250 homes in Lancashire. A suite of documentation is in place to assist residents in understanding what is on offer including a discounted tariff for electricity consumed at their home. Tenants have a choice about whether to opt into the solar scheme and will be supported in making the choice and arrangements for having the solar kit installed by resident liaison officers at their housing association.

### **Risks**

4.126 The scheme risks and mitigations are:

- Residents not opting into the discounted tariff on the energy generated could undermine the financial model underpinning the project as it relies on residents of the homes hosting the solar systems 'opting in' to generate the highest revenues. Whilst power can be exported to the grid it would be for less income. The mitigation for this is to get residents to confirm their 'opt-in' by signing up to the systems, best in market tariff and standing charge before the solar is put on their home. It should be noted too that tenants keep their consumer right to switch provider after the installation.
- Supplier viability is a risk as the operating model is very reliant upon the unique service and pricing of the energy supplier. The risk will be mitigated through the due diligence element of the procurement process that will assure the financial resilience of all the small company partners appointed. It will also confirm their capacity to scale up with the resources to support this project to be a success. After that close partnership working with the energy supplier will pick up early warning signs.

### **Costs**

4.127 The total scheme costs are £15,447,642, of which £5,447,642 is funded by the Combined Authority's Gainshare Fund.

4.128 The remaining £10,000,000 will be funded by the five registered social landlords participating in the scheme as follows:

- £4,000,000 from Together Housing Group
- £2,000,000 from Connect Housing
- £1,000,000 from Leeds Federated Housing
- £2,000,000 from Wakefield and District Housing
- £1,000,000 from Yorkshire Housing

4.129 On 22 July 2022 the Combined Authority approved development costs of £141,646 as part of West Yorkshire Climate and Environment Plan – Wave 1

4.130 There is a potential revenue income of £282,179 per annum to the Combined Authority from this project is anticipated based on the economic appraisal of the preferred option. This general revenue income will help the Combined Authority fund future projects.

4.131 The Combined Authority will enter into five funding agreements for expenditure of up to £5,000,000 from the Gainshare Fund with the five Registered Providers or social landlords in the partnership as follows:

- Together Housing Group: up to £2,000,000
- Connect Housing: up to £1,000,000
- Leeds Federated Housing: up to £500,000
- Wakefield and District Housing: up to £1,000,000
- Yorkshire Housing: up to £500,000

### **Future Assurance Pathway and Approval Route**

| Assurance pathway    | Approval route  | Forecast approval date |
|----------------------|---|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Director of Policing, Environment and Place | 31/09/2025             |

### **Other Key Timescales**

- Signature of funding agreements with the five housing associations - 31 December 2023
- Start of delivery and installing Solar and Battery PV kit - 31 March 2024
- Completion of delivery of solar PV installations - 31 September 2025
- Financial Closure - 31 December 2025
- Project Evaluation complete - 30 June 2026

## Assurance Tolerances

- 4.132 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority funding remain within +10% of those outlined in this report.             |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs remain within -10% of those outlined in this report.                                |

## Appraisal Summary

- 4.133 The Combined Authority's solar programme aims to increase the deployment of Solar PV and battery storage across the region, and to establish trusted delivery and finance mechanisms for delivering Solar PV installations. This project sits within that programme and will enable the delivery of up to 1500 Solar PV and battery storage systems and provide proof-of-concept for an innovative scalable investment model of Solar PV delivery for multiple social housing providers. An adequate options appraisal been undertaken and the financial appraisal for each option completed. The critical success factors support the spending objectives of the investment proposal, are clearly described and comprehensive. The preferred way forward has a benefit cost ratio of 1.5:1 which is medium value for money.
- 4.134 The opportunity will be advertised via THG's procurement portal and this will comply with all public procurement rules and statutory requirements of RPs. The partner installing and operating the energy trading model are not being selected through a tender process, because they are the best and only sustainable partner the project can proceed with mainly because of the higher price per unit of electricity going into the National Grid that is substantially higher than the competition.
- 4.135 Once the IP4 funding review confirms full funding is allocated to deliver this scheme several conditions for approval to proceed will resolve some concerns highlighted by the appraisal. These include that the Combined Authority Commercial Team support the intended procurement route for all the elements of the project and have set out the due diligence required for all private sector delivery partners to assure their financial resilience and their capacity to deliver this project. Turning to the funding agreements with each Housing Association, including with THG as the lead housing delivery partner, the Combined Authority Legal Team should be satisfied the agreements are correctly structured to accurately reflect the distribution of responsibilities between the participating associations and contain the correct conditions for release of funding.
- 4.136 The evaluation for the project will be confirmed as part of the Domestic Net Zero Evaluation Plan and letters of funding commitment for the 2024/25 financial will be provided by the five housing associations prior to the project going into delivery.

4.137 The management case sets out the internal arrangements at the Combined Authority for the effective contract management of this project if the funding is approved.

### **Recommendations**

4.138 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves 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.

### **Projects in Stage 2: Scheme development**

4.139 There are no schemes to review at this stage.

### **Projects in Stage 3: Delivery and Evaluation**

4.140 There are no schemes to review at this stage.

## **5 Tackling the Climate Emergency implications**

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

## **6 Inclusive Growth implications**

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

## **7 Equality and Diversity implications**

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

## **8 Financial implications**

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

## **9 Legal implications**

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

## **10 Staffing implications**

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

## **11 External consultees**

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

## **12 Recommendations (Summary)**

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

12.1 The Combined Authority approves that:

- (i) 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**

12.2 The Combined Authority, approves:

- (i) 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
- (ii) 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)**

12.3 The Combined Authority approves that:

- (i) 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).
- (ii) Approval to the Combined Authority’s contribution of £1,086,760. The total scheme value is £1,086,760.
- (iii) The Combined Authority enters into a Funding Agreement with Calderdale Council for expenditure of up to £1,086,760.
- (iv) 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.
- (v) 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.
- (vi) 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**

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

- (i) The Better Homes Hub Low Interest Domestic Loans scheme proceeds through decision point 2 – 4 (business justification) and work commences on activity 5 (delivery).
- (ii) Approval to the Combined Authority's contribution of £2,524,086 is given. The total scheme value is £2,524,086
- (iii) 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.
- (iv) 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**

12.5 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves 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.



### **13 Background Documents**

13.1 None as part of this report.

### **14 Appendices**

14.1 [Appendix 1 – Better Homes Hub - Area-Based Schemes \(Phase 1 – Calderdale\) Business Case Summary](#)

14.2 [Appendix 2 - Better Homes Hub - Low Interest Domestic Loans Scheme Business Case Summary](#)

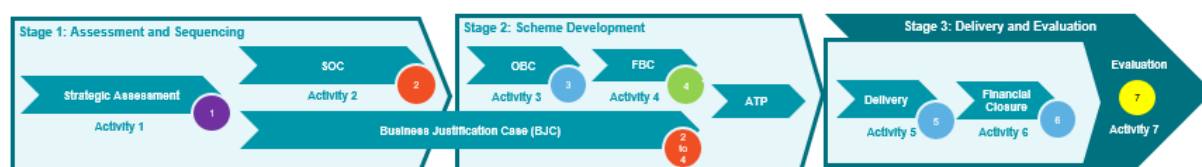
14.3 [Appendix 3 - Solar PV and Battery Storage – West Yorkshire Housing Partnership Business Case Summary](#)

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|                   |  |
|-------------------|--|
| <b>Report to:</b> | Combined Authority   |
| <b>Date:</b>      | 7 December 2023  |
| <b>Subject:</b>   | <b>Flood Risk Management Project Approvals - Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability</b> |
| <b>Director:</b>  | Liz Hunter, Director of Policing, Environment & Place  |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office   |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability Investment, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Improving Climate Resilience – Flood Risk Management

- 3.1 Around 5.2 million properties in England (or one in six properties) are at risk of flooding. In West Yorkshire approximately 39,000 residential properties and 13,000 commercial properties fall within a flood zone. Flooding is likely to become a more frequent occurrence as a result of climate change.
- 3.2 There is now a consistent pattern of wet winter periods, with saturated land and consistently high river levels making our communities increasingly vulnerable to a higher number of intense storms. Many communities, particularly in small towns, are struggling to recover, and businesses are unable to plan for sustainable growth. These ongoing flood incidents have reinforced the need to secure capital investment to allow communities to be more resilient to flooding and avoid both the human suffering and economic cost that comes with these events.

- 3.3 The [West Yorkshire Climate and Environment Plan](#) (CEP) - approved by the Combined Authority in October 2021 - is the Mayor's and Combined Authority response to tackling the climate emergency, protecting the environment and achieving a net zero West Yorkshire.
- 3.4 Within the CEP, the following critical action areas are identified in regard to Flood Risk Management:
- CR01 Climate Ready Strategy
  - CR02 Embedding Climate Readiness
  - CR03 Flood Risk and Drainage
  - BI01 Business Sustainability Support
- 3.5 CR03 Flood Risk and Drainage - with a focus upon Natural Flood Management – was 1 of 7 actions within the CEP prioritised for early investment by the Climate, Energy and Environment Committee on [22 March 2022](#) as part of Wave 1 activity. The CEP Wave 1 portfolio gained decision point 1 (strategic assessment) approval from the Combined Authority on 22 July 2022. In addition, in July 2023 the Climate, Energy and Environment Committee approved the Strategic Outline Case for a Capital Flood Infrastructure programme.
- 3.6 The project recommended for approval in this paper therefore forms part of a wider programme and strategic approach which seeks to adapt our communities so that they become more resilient to future flood events.
- 3.7 The scheme is part of the Natural Flood Management Programme. The total programme budget is £7,000,710. The programme comprises of up to nine schemes aiming to increase flood resilience to homes and businesses by implementing approximately 3,500 natural flood management measures.
- 3.8 The measures will implement natural processes to slow, store and filter water, with the effect of altering how water moves through the river catchment area to reduce peak river flows further down the watercourse. The habitats improved by the Natural Flood Management – Flood Risk and Drainage Programme will result in carbon sequestration supporting reduced carbon emissions and improve climate resilience.
- 3.9 The Natural Flood Management programme is being delivered alongside the Combined Authority's Capital Flood Risk Management programme as part of a whole river catchment based approach to managing flood risk. The Capital Flood Risk Management programme has a total Combined Authority Budget of £10m.

## Scheme summaries

|  |   |
|--|---|
| <p><b>Wortley Beck Re-naturalisation scheme</b></p> <p>Districts: Leeds &amp; Bradford</p> | <p><b><u>Scheme description</u></b></p> <p>The Wortley Beck re-naturalisation project will reduce the risk of flooding in Wortley, through the introduction of natural flood management interventions in Bradford and Leeds districts, that slow the flow of water into the beck and reduce the surge of water going down after heavy rain, reducing the risk of flooding in Wortley. The project will regenerate the catchment's native species and soil health to reduce erosion and silt. The project will improve the local environment for local people and wildlife.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.</p> <p><b><u>Impact</u></b></p> <p>The scheme impacts will include more effective water retention in improved woodland and better managed semi-rural pasture. The project will create an informed landowner community with good land management practices favouring biodiversity. Improved footpaths for everyone and confidence to access them through increased volunteer and community engagement will boost health and wellbeing. Wildlife and native flora and fauna will increase in the locality.</p> <p>A value for money assessment of the project's benefits is not possible because they are general and distributed throughout the length of the water course and cannot be linked to a quantified reduction in flood risk for specific assets. This is in common with other natural flood management schemes as they bring multiple benefits as recognised by the Environment Agency.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 (strategic outline case and decision point 4 (full business case) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £1,000,000</p> <p>Total value of Combined Authority funding - £1,000,000</p> <p>Funding recommendation sought - £966,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|---|

## **4 Information**

- 4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:
- The progression of a scheme through a decision point to the next activity.
  - Indicative or full approval to the total value of the scheme funding requested.
  - The Combined Authority's entry into a funding agreement with the scheme's promoter.
  - The assurance pathway and approval route for future decision points.
  - The scheme's approval tolerances.
- 4.2 This report provides information required to enable the Combined Authority to approve each of the above elements.

## Projects in Stage 1: Assessment and Sequencing

|                       |  |
|-----------------------|--|
| <b>Project Title</b>  | <b>Wortley Beck Re-naturalisation Scheme</b> |
| <b>Stage</b>          | 2 (scheme development)                       |
| <b>Decision Point</b> | 2 to 4 (business justification)              |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.3 This scheme comes under the Flood Risk and Drainage programme agreed as one of seven programmes in Wave 1 of the West Yorkshire Climate & Environment Plan. The Wortley Beck Re-naturalisation Project will slow the flow of water into the Beck and reduce the volume and flow of water going down the Beck after heavy rain. This will reduce the risk of flooding in Wortley and in turn reduce peak flow into the River Aire.
- 4.4 The land in the beck catchment, which is the area of land where water collects when it rains, is currently degraded and there are issues with silt, murky water, poor quality woodland, invasive species, overgrazed land, and erosion. The main alternative to implementing the proposed natural flood management measures would be more expensive civil engineering changes further down in the beck, where water flow is enclosed in narrow channels and culverts because of overdevelopment on its lower banks. Natural flood management methods will bring additional benefits beyond flood protection and is part of the Combined Authority's investment in tackling the Climate Emergency.
- 4.5 Leeds City Council (LCC) and Bradford Metropolitan District Council (BMDC) will work as joint partners with the Yorkshire Wildlife Trust (YWT), which has been appointed as the delivery partner for this project by the Environment Agency. This project builds on the success of previous partnership delivery by Leeds and Bradford Councils of the Leeds Flood Alleviation Scheme natural flood management work in the upper catchment of the River Aire and at Apperley Bridge. Leeds and Bradford Councils both own land in the Wortley Beck catchment and joint work between council officers will ensure that interventions are planned and delivered to integrate with current and future planned works on flood alleviation at both the councils.

4.6 The scheme objectives are to:

- Create effective water retention in the Wortley Beck catchment to ‘slow the flow’ and reduce flood risk lower down the Beck by 31 January 2027.
- Boost the quality of woodland and semi-rural land and grazing in terms of regeneration of native species of plants and animals and reducing soil erosion and silt, and so contribute to carbon sequestration.
- Improve the local environment for wildlife and people accessing the area.

4.7 A Business Case Summary is provided in Appendix 1.

### **Outputs and Outcomes**

4.8 The scheme outputs are to be delivered by 31 January 2027. More details of these outputs, such as numbers of each intervention, will be agreed in the annual delivery plans required as part of the conditions of approval to proceed with this project and will include:

- Natural flood management (NFM) interventions such as leaky dams, brushwood barriers and strategic placing of felled timber.
- Hectares of woodland improved, and hectares of land rehabilitated to a better conservation status. This will be achieved by interventions such as opening up the woodland canopy to allow light through to the woodland floor, removing invasive species and replanting with native species.
- Hectares of wetland restored and created.
- Number of leaky dams installed.
- Number of landowners engaged through dialogue and motivated to implement NFM measures. Number of landowners supported to apply for grant where appropriate.
- Number of volunteers including those engaging in ‘citizen science’ to monitor and evaluate impacts.
- Number of community events including communication with and involvement of schools and ‘friends of’ groups to encourage access to semi-rural land and woods and boost community interest.

4.9 The scheme outcomes are:

- Improved water retention in the catchment, resulting in slowed water flow through the watercourse and less sediment in the beck.
- Improved quality of woodland and a return to native plants to promote biodiversity and carbon sequestration.
- Reuse of felled timber on site to provide barriers to protect sensitive areas and support insects and small wildlife.



- An informed landowner community which owns and acts on natural flood management and improves the natural environment for the benefit of people and wildlife.
- Improved access for all and volunteer wellbeing and skills.

A cost benefit ratio for the scheme cannot be calculated as the benefits of the scheme are general, dispersed, and non-specific as noted above. Natural flood management schemes have wider benefits and a high strategic value that are hard to define as monetised benefits.

### **Tackling the Climate Emergency Implications**

- 4.10 Design and delivery of appropriate natural flood management interventions suited to the local land conditions and placed for maximum effect based on the high level 'flood mapping' study completed for Leeds City Council and the Yorkshire Wildlife Trust survey data developed during the project's development phase.
- 4.11 The cumulative impact of numerous natural flood management interventions in the upper catchment of Wortley Beck will have the general and dispersed benefit of reducing the risk of flood in the Beck's lower catchment and the mid-section of the River Aire's watercourse.
- 4.12 The project will offer additional benefits including reduced leaching of silt and promoting improved quality of soil, water clarity and biodiversity.
- 4.13 The mosaic of small interventions the project delivers cannot be quantified because they cannot be linked to specific gains or specific assets protected further down the Beck. This issue is in common to all upper catchment NFM schemes that have a strong strategic rationale of being the 'right thing to do', as recognised by the Environment Agency. For this reason, using the Carbon Impact Assessment Tool is not appropriate.

### **Inclusive Growth Implications**

- 4.14 The scheme inclusive growth implications include:
- The areas affected by flooding from Wortley Beck include communities with lower levels of income, and so are less likely to have the insurance or resources to recover well after flood events.
  - Fear of flooding is a source of anxiety and worry that has negative impacts on the health and wellbeing of at risk communities, in addition to the impacts of flooding when it occurs. These will be lessened by measures that reduce the frequency and extent of flooding and has been recognised as an outcome of previously implemented flood alleviation schemes such as the Leeds Flood Alleviation Schemes 1 and 2.
  - There will also be opportunities for people from the local community to volunteer and learn new skills as part of the community science planned

to monitor and evaluate the impact of the project. Catchment officers from the Yorkshire Wildlife Trust will support this.

### **Equality and Diversity Implications**

- 4.15 An Equality Impact Assessment (EqIA) has been carried out part of this scheme's development. Further assessment is a condition of approval to proceed for the scheme and equality and diversity impacts will be taken account of as part of the development of the scheme. An Equity Policy statement has already been provided by the Yorkshire Wildlife Trust who is leading the delivery.
- 4.16 The project is investing in flood prevention in an area where residents often have lower levels of income and live in social housing, where residents are more likely to be disabled, older or have other protected characteristics than more affluent areas. This is based on research from the Inclusivity Champion and West Yorkshire Health Care Partnership.
- 4.17 Improvements to footpaths that have become inaccessible to the public, for example due to erosion, will come as a result of the natural flood management interventions, returning access for to semi-rural spaces, and supporting local people's wellbeing.

### **Consultation and Engagement**

- 4.18 The scheme has comprehensive plans for stakeholder communication and engagement using the learnings of similar natural flood management projects such as the Leeds Flood Alleviation Scheme Natural Flood Management work in the upper catchment of the River Aire, which also includes works in partnership with Bradford Council at Apperley Bridge. These plans include engagement with landowners in face to face visits and letters and to consult volunteer groups in the community.
- 4.19 The Yorkshire Wildlife Trust will lead consultation with the key Stakeholders. They will lead joint work with officers of Bradford and Leeds councils, the private sector landowners and volunteer groups in the catchment.

### **Risks**

- 4.20 The scheme risks and mitigations are:
- Private landowners do not fully engage with the project and natural flood management interventions are not delivered consistently across the catchment, reducing the overall effectiveness. This will be mitigated by having the friendly face of Yorkshire Wildlife Trust as the delivery partner and lead contact for landowners; and providing a variety of communication methods and support through the project.
  - Private landowners are reluctant to accept liability for ongoing maintenance. This will be mitigated by selecting the most appropriate

designs in consultation with individual landowners to minimise disadvantages to them and emphasise the land and catchment benefits.

- Natural flood management interventions are overridden or destroyed by engineering works for subsequent works. This will be mitigated by effective stakeholder engagement planning in the project, and partnership with Leeds and Bradford council officers will ensure that interventions are planned and delivered to integrate with the flood alleviation plans of each Council. Partnership working will be confirmed in a collaboration agreement between the council partners.
- Seasonal constraints or bad weather could delay delivery works. This risk will be reduced by effective scheduling around seasonal constraints such as avoiding felling or pruning trees when birds are nesting, and contingency being allowed for bad weather in autumn and winter.

### Costs

- 4.21 The total scheme costs are £1,000,000, which will be entirely funded by the Combined Authority from the West Yorkshire Climate and Environment Action Plan (CEAP) Funding.
- 4.22 Development funding of £34,000 was approved on 10 March 2023 by the Combined Authority’s head of economic implementation, from the West Yorkshire Climate and Environment Action Plan (CEAP) Funding.
- 4.23 The project is being funded by the Combined Authority but as landowners become engaged and decide to implement natural flood management measures directly they may find new sources of grant funding or contribute match funding personally. Additional funding secured as the project progresses will be monitored and reported on in the Annual Delivery Plans and the project closure report (e.g., new funding through ELMS – the English Land Management Scheme that is under development to replace the Common Agricultural Policy that operated prior to Brexit).
- 4.24 The Combined Authority will need to enter into a funding agreement with Environment Agency for expenditure of up to £966,000 from the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director | 31/12/2026             |

### Other Key Timescales

- Start of Delivery: 15 January 2024.

- Completion Date: 30 January 2027
- Project Evaluation: 31 March 2027

### **Assurance Tolerances**

4.25 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| <b>Assurance tolerances</b>   |
|---|
| Combined Authority funding remain within +10% of those outlined in this report.             |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs remain within -10% of those outlined in this report.                                |

### **Appraisal Summary**

- 4.26 The project presents a strong case for change in terms of the depleted state of the catchment’s biodiversity and its inability to contain water. There is a clear case for investment to enable a suite of natural flood interventions to be made in partnership with landowners and local volunteers. This will enrich the environment for nature and people whilst reducing flood risk in the lower reaches of the Beck. Four incremental options are proposed in the business case, and the preferred way forward is realistic and will employ two dedicated catchment officers to deliver a step change in land management knowledge and practice locally.
- 4.27 Landowners will be responsible for the ongoing upkeep of interventions on their land. Procurement for contractors working on public land will be through established routes at Leeds City Council and for landowners through the online Nature Bid tool that will enable selection of contractors through competitive bids for specific work packages. There will also be support for landowners on grant applications towards costs where they are appropriate.
- 4.28 Delivery of the project will be through a partnership agreement that is yet to be finalised between the Yorkshire Wildlife Trust and the Environment Agency. There will be a Project Board meeting monthly in the initial stages of the project as it becomes operational to manage the risks early on. There are comprehensive stakeholder engagement plans using learnings from previous NFM projects in getting landowners onside. The EQIA now requested as a condition of approval will complete the picture of how the project will be delivered with success.

## **Recommendations**

- 4.29 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
- (i) The Wortley Beck Re-naturalisation scheme proceeds through decision points 2 – 4 (business justification) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority's contribution of £966,000 is given. The total scheme value is £1,000,000.
  - (iii) The Combined Authority enters into a Funding Agreement with the Environment Agency for expenditure of up to £966,000.
  - (iv) 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.

## **Projects in Stage 2: Scheme development**

- 4.30 There are no schemes to review at this stage.

## **Projects in Stage 3: Delivery and Evaluation**

- 4.31 There are no schemes to review at this stage.

## **5 Tackling the Climate Emergency implications**

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

## **6 Inclusive Growth implications**

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

## **7 Equality and Diversity implications**

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

## **8 Financial implications**

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

## **9 Legal implications**

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

## **10 Staffing implications**

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

## **11 External consultees**

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

## **12 Recommendations (Summary)**

### **Wortley Beck Re-naturalisation Scheme**

- 12.1 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
- (i) The Wortley Beck Re-naturalisation scheme proceeds through decision points 2 – 4 (business justification) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority's contribution of £966,000 is given. The total scheme value is £1,000,000.
  - (iii) The Combined Authority enters into a Funding Agreement with the Environment Agency for expenditure of up to £966,000.
  - (iv) 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.

## **13 Background Documents**

- 13.1 None as part of this report.

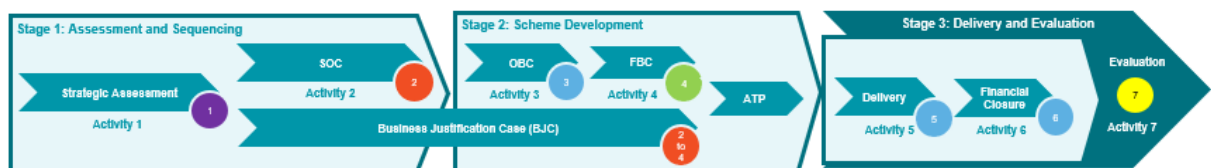
## **14 Appendices**

- 14.1 [Appendix 1 - Wortley Beck Re-naturalisation Business Case Summary](#)

|                   |   |
|-------------------|---|
| <b>Report to:</b> | Combined Authority  |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Project Approvals – LAEP - Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability</b> |
| <b>Director:</b>  | Liz Hunter, Director of Policing, Environment & Place   |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office  |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability Investment, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Local Area Energy Plans – Whole Energy System Planning

- 3.1 The West Yorkshire Climate and Environment Plan includes partnerships and programmes that help enable carbon reduction in future years. The plan focuses on enabling actions that maximise emissions reduction and prepare for a changing climate in line with the 2038 target.
- 3.2 Approvals are being sought through this report for the scheme outlined in the table below. Local Area Energy Plans (LAEPs) have been prioritised with other programmes at various stages of development, which will reduce West Yorkshire’s carbon footprint, support climate resilience, and contribute towards a transition to net zero and climate emergencies.
- 3.3 The LAEP framework was commissioned by Ofgem as a way to support the national net zero target through decarbonisation, and LAEPs have been

implemented by a number of Combined Authorities and Local Authorities in England, Wales, and Scotland.

- 3.4 A LAEP is an area-specific, evidence-based future plan for how net zero energy can be achieved. It sets out what actions need to be taken by who, where, when, and how much it will cost. The LAEP scope covers electricity, heat, and gas networks, future potential for hydrogen, the built environment (industrial, domestic, and commercial) and its fabric and systems, flexibility, energy generation and storage, and the decarbonisation of transport e.g. electric vehicle charging infrastructure.
- 3.5 Ofgem (Office of Gas and Electricity Markets) has recently consulted on changes to the way that energy systems are planned and investments are made. The changes proposed aim to establish a more decentralised and decarbonised energy system in Great Britain. The West Yorkshire Combined Authority is engaging with Ofgem on the proposed changes, and the LAEPs will ensure that West Yorkshire has the necessary local evidence and information to maximise the benefits of these new arrangements. The current proposal is for the establishment of Regional Energy Strategic Planners (RESPs). The RESPs will work with organisations at a local level - including local authorities, Combined Authorities, and gas and electricity network providers - to improve understanding of the infrastructure needed in different parts of the country and to attract investment for projects.



## Scheme summaries

|  |  |
|--|--|
| <p><b>Local Area Energy Plans</b><br/>West Yorkshire</p> | <p><u>Scheme description</u></p> <p>Local Area Energy Plans (LAEP) were commissioned by Ofgem as a way to support the national net zero target through decarbonisation and have been implemented by a number of Combined Authorities and Local Authorities across the country. A LAEP provides a proposed future plan and spatial mapping for an area, setting out both how net zero energy can be achieved and what actions need to be taken by who, where, when, and how much it will cost.</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 4 gainshare allocation.</p> <p><u>Impact</u></p> <p>This scheme will produce four individual LAEPs, covering Bradford, Kirklees, Wakefield, and Leeds by the end of 2024. It will also incorporate a review of Calderdale’s existing LAEP, which will be finalised in the coming months.</p> <p>LAEPs provide a net zero action plan and enable a more proactive, whole-system, data-driven approach to energy planning. They aim to deliver cost savings and a more managed energy transition.</p> <p>Due to the nature of the scheme, a benefit cost ratio has not been calculated. Value for money is established through the wider benefits the creation of the LAEP produces and can be better assessed through the projects that follow as a result.</p> <p><u>Decision sought:</u></p> <p>Approval to proceed through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £510,000</p> <p>Total value of Combined Authority funding - £510,000</p> <p>Funding recommendation sought - £510,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|--|

## **4 Information**

- 4.1 The Combined Authority's assurance framework requires that formal approval is given to the following elements of a scheme as part of its development:
- The progression of a scheme through a decision point to the next activity.
  - Indicative or full approval to the total value of the scheme funding requested.
  - The Combined Authority's entry into a funding agreement with the scheme's promoter.
  - The assurance pathway and approval route for future decision points.
  - The scheme's approval tolerances.
- 4.2 This report provides information required to enable the Combined Authority to approve each of the above elements.

### **Projects in Stage 1: Assessment and Sequencing**

- 4.3 There are no schemes to review at this stage.

## Projects in Stage 2: Scheme development

|                       |                                 |
|-----------------------|---------------------------------|
| <b>Project Title</b>  | <b>Local Area Energy Plans</b>  |
| <b>Stage</b>          | 2 (scheme development)          |
| <b>Decision Point</b> | 2 to 4 (business justification) |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.4 The West Yorkshire Combined Authority declared a climate emergency in July 2019 and has strengthened its ambition to be net-zero carbon by 2038, with significant progress by 2030. Net-zero carbon refers to the balance between the amount of carbon dioxide (CO<sub>2</sub>) produced and the amount removed from the atmosphere. The region reaches net-zero carbon when the amount added to the atmosphere is no more than the amount taken away.
- 4.5 Local Area Energy Plans (LAEP) framework was commissioned by Ofgem as a way to support the national net zero target through decarbonisation and have been implemented by a number of Combined Authorities and Local Authorities in England, Wales, and Scotland.
- 4.6 This scheme will be primarily funded from the Investment Priority 4 Gainshare Fund. Additional funding is being sought from the North East and Yorkshire Net Zero Hub, the outcome of which is not yet known.
- 4.7 A LAEP is an area-specific, evidence-based, proposed future plan for how net zero energy can be achieved. It sets out what actions need to be taken by who, where, when, and how much it will cost. As an example, a LAEP could identify the most suitable area for the development of a district heat network through the assessment of buildings and their characteristics, density, and existing network infrastructure. For delivery of the interventions identified through the LAEP, further feasibility work will be required.
- 4.8 A LAEP provides the level of detail for an area that is equivalent to an outline design or master plan; additional detailed design work is required for identified projects to progress to implementation. The LAEP defines a long-term vision for an area but should be regularly updated, approximately every 3–5 years, to

reflect the latest data - or when significant technological, policy or local changes occur - to ensure the long-term vision remains relevant.

4.9 The LAEP scope covers electricity, heat, and gas networks, future potential for hydrogen, the built environment (industrial, domestic, and commercial) and its fabric and systems, flexibility, energy generation and storage, and decarbonisation of transport e.g. electric vehicle charging infrastructure.

4.10 The scheme objectives are:

- Consult with partners and stakeholders on spatially driven opportunities and barriers to improve net-zero energy infrastructure until March 2025
- Create a spatial map of existing, potential and required energy infrastructure across West Yorkshire by March 2025
- Embed the use of a LAEP GIS resource within energy infrastructure planning by July 2024

4.11 A summary of the scheme's business case is included in **Appendix 1**.

### **Outputs and Outcomes**

4.12 The scheme outputs include:

- Terms of Reference and Steering Group minutes of active and representative LAEP Project Grouping.
- Database of consulted bodies.
- Detailed, fully costed approach to energy infrastructure delivery across all identified options for all four authority areas by the end of 2024, and overview report for the whole WY region (including Calderdale).
- 1 web-based GIS resource (perhaps in beta) hosting attributes of consulted-on LAEPs for West Yorkshire and seeing 100 test queries.
- Embedded LAEP GIS resource within WYCA Mapping Hub.

4.13 The scheme outcomes are:

- 4 Local Authority LAEP reports.
- Consolidation with Calderdale LAEP.
- West Yorkshire LAEP overview report.
- Identified pipeline of investable projects.
- Improve the efficiency, economy and effectiveness of energy infrastructure planning and implementation actions.
- Enhance the rate of new net-zero energy project completion.

4.14 Due to the nature of the scheme, a benefit cost ratio has not been calculated. Value for money is established through the wider benefits the creation of the LAEP produces.

## **Tackling the Climate Emergency Implications**

- 4.15 Local Area Energy Plans provide a net zero action plan and will enable a more proactive, whole-systems, data-driven approach to energy planning. LAEPs will play a significant role in the region's ambitions and ongoing work to reach net zero whilst also aiming to deliver cost savings and a more managed energy transition.
- 4.16 The LAEPs will cover the region's current energy consumption and associated greenhouse gas emissions. They will primarily focus on the area's built environment, including all categories of domestic, non-domestic, commercial, and industrial buildings, along with decarbonisation of transport e.g. electric vehicle charging infrastructure. Developing a map for current consumption along with identifying measures that could be implemented within the region in the future allows for progress towards a net zero future.
- 4.17 A Carbon Impact Assessment Stage 1 has been completed. The scope of this scheme is limited to investigation and planning, and the benefits in the reduction of carbon will be realised in later programmes and projects that result from the LAEPs. Each resulting scheme will be brought forward through the assurance process from the LAEPs, and the carbon impacts will be assessed and presented at that stage.

## **Inclusive Growth Implications**

- 4.18 The scheme's inclusive growth implications include:
- Local Area Energy plans will support development in the green supply chain and this in turn, will help ensure that the region has the workforce, and result in the creation of the jobs needed to enable the transition to a net zero economy. The LAEPs will address the issue of a lack of contractors by providing a concrete project pipeline and addressing ways to bring investors to the region.
  - Communities will benefit from the implementation of LAEPs including positive impacts to health through cleaner air, and personal finances through cheaper energy. LAEPs will inform residents and communities on which green technologies they can benefit from, for example by, installing solar photovoltaic panels and other renewables which can reduce energy costs, and potentially create income. In addition, LAEPs will boost local employment and growth.

## **Equality and Diversity Implications**

- 4.19 An Equality Impact Assessment (EqIA) has been undertaken for the scheme, and equality and diversity impacts taken account of as part of the development of the scheme and the business case development.
- 4.20 The LAEP's approach to energy in the region will enhance living standards, for example, through lower heating bills and cleaner air. The negative impacts of the current energy situation are felt the most by residents in lower income

areas, who are more likely to be from groups with protected characteristics, including race, disability, sex, gender and sexual orientation. The scheme will engage communities to ensure they benefit from the scheme.

### **Consultation and Engagement**

- 4.21 Extensive consultation is planned as part of the LAEP development. Consultations will be led by the contractor working with each of the local authorities. Work to identify and contact key stakeholder groups will be a key part of the scheme's early work. Consultation of various community groups through stakeholder engagement, including seldom heard groups, will be core to designing the LAEPs.

### **Risks**

- 4.22 The scheme risks and mitigations are:
- Government/Ofgem policy may change to the extent that LAEPs are superseded by a different national approach to energy planning. This is mitigated through active engagement with Ofgem on their proposed reforms to local energy system operation.
  - Potential for significant changes to existing technologies that are addressed in the scheme or introduction of new technologies that are not considered. Mitigation is to keep under review the technologies in scope, and it is acknowledged that completed LAEPs need to be updated regularly.
  - Stakeholders may have different aspirations for specific technology types, for example the use of hydrogen for residential heating. This is mitigated by keeping the national Government policy position and available evidence under review (for example that of the National Infrastructure Commission). In the case of hydrogen, a West Yorkshire Hydrogen Strategy is being developed, which will form part of the LAEP evidence base.
  - Due to scheme design or delay, there is a risk of failure to deliver expected carbon savings. This is mitigated by ensuring delivery of the identified actions from the LAEPs can be prioritised to meet Government policy priorities such as electric vehicle (EV) rollout.
  - Funding of up to £100,000 is being applied for from the North East and Yorkshire Net Zero Hub. There is a risk that this bid will be unsuccessful, or that the amount awarded will be less than the £100,000 applied for. To mitigate against this lack of funding, the works it will fund are able to be separated from the main LAEP development work that has funding, so it will not delay the scheme if it is necessary to seek alternative funding.

### **Costs**

- 4.23 The total scheme costs are £510,000 which is being funded by the Combined Authority from the Single Investment Fund, Investment Priority 4 Gainshare allocation.

- 4.24 Funding of up to £100,000 is being applied for from the North East and Yorkshire Net Zero Hub. This may be unsuccessful, or the amount awarded may be less than the £100,000 applied for. A delegation to the Director of Director of Policing, Environment & Place is requested to accept and spend this funding.

### Assurance Pathway and Approval Route

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director | 30/05/2025             |

### Other Key Timescales

- The scheme will commence in January 2024 and be completed by March 2025.

### Assurance Tolerances

- 4.25 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances   |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.<br>Completion/service delivery date remains within +6 months of those outlined in this report.<br>Outputs remain within -10% of those outlined in this report. |

### Appraisal Summary

- 4.26 The LAEP framework has been commissioned by Ofgem to support the national net zero target through decarbonisation, focusing on a strategy and spatial maps to pinpoint the location of projects. This is being developed in the broader context of 2023 West Yorkshire Plan, Climate and Environment Plan (CEP), Carbon Emissions Reduction Pathways, Transport Strategy 2040 and Place Narrative. The business case has outlined how the LAEP works with other programmes and projects within this strategic portfolio e.g. Better Homes Hub, Social Housing Decarbonisation Fund (SHDF), CEP Wave 1 schemes, West Yorkshire Zero Emission Bus Regional Area (ZEBRA) and Employment Accelerator.
- 4.27 In addition to the Combined Authority's programmes and projects, the scheme supports the Heat and Buildings Strategy (October 2021) and British Energy Security Strategy (April 2022). The LAEP will build on local, place-based understanding while contributing to national strategies.

- 4.28 There is a clear strategic need for the development of LAEPs. The LAEP scope covers electricity, heat, and gas networks, future potential for hydrogen, the built environment (industrial, domestic and commercial) and its fabric and systems, flexibility, energy generation and storage, and decarbonisation of transport e.g. electric vehicle charging infrastructure.
- 4.29 The Combined Authority is procuring a consultancy to deliver individual LAEPs for the four Local Authority areas (excluding Calderdale). This will be done in consultation with all five of the Local Authorities and will include a review of Calderdale's LAEP along with an "overview document" covering all five districts, as well as modelling and spatial mapping for each of the four LAEPs. The main aim of the contract is to deliver spatial mapping of energy infrastructure across the region, identifying locations for different types of energy infrastructure and opportunities for intervention and energy/carbon savings.

### **Recommendations**

- 4.30 The Combined Authority approves that:
- (i) The Local Area Energy Plans scheme proceeds through decision point 2-4 (business justification) and work commences on activity 5 (delivery).
  - (ii) Approval to the Combined Authority's contribution of up to £510,000 is given. The total scheme value is £510,000.
  - (iii) 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 North East and Yorkshire Net Zero Hub.
  - (iv) 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.

### **Projects in Stage 3: Delivery and Evaluation**

- 4.31 There are no schemes to review at this stage.



## **5 Tackling the Climate Emergency implications**

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

## **6 Inclusive Growth implications**

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

## **7 Equality and Diversity implications**

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

## **8 Financial implications**

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

## **9 Legal implications**

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

## **10 Staffing implications**

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

## **11 External consultees**

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

## **12 Recommendations (Summary)**

### **Local Area Energy Plans**

12.1 The Combined Authority approves that:

- (i) The Local Area Energy Plans scheme proceeds through decision point 2-4 (business justification) and work commences on activity 5 (delivery).
- (ii) Approval to the Combined Authority's contribution of up to £510,000 is given. The total scheme value is £510,000.
- (iii) That delegated authority be granted to the Director of Policing, Environment & Place accept and spend any funding of up to £100,000 that is currently being applied for from the North East and Yorkshire Net Zero Hub.

- (iv) 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.

### **13 Background Documents**

13.1 None as part of this report.

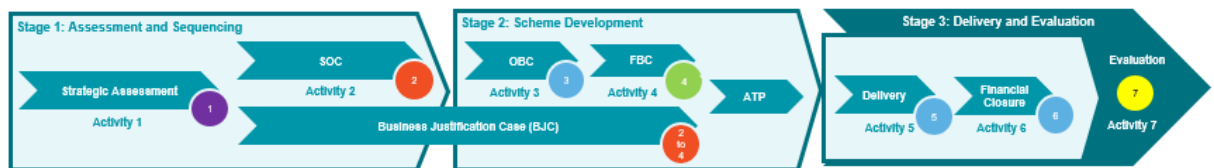
### **14 Appendices**

[Appendix 1 – Local Area Energy Plan \(LAEP\) Business Case Summary](#)

|                   |   |
|-------------------|---|
| <b>Report to:</b> | Combined Authority  |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>Project Approvals - Investment Priority 5 – Delivering Sustainable, Integrated, Inclusive and Affordable Transport</b> |
| <b>Director:</b>  | Melanie Corcoran, Director of Transport Policy & Delivery   |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office  |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 5 – Delivering Sustainable, Integrated, Inclusive and Affordable Transport, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority's assurance process.



- 1.2 The recommendations can be found in Section 11 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority's assurance process in line with the Combined Authority's Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Investment Priority 5 (IP5) - Delivering Sustainable, Integrated, Inclusive and Affordable Transport

- 3.1 The West Yorkshire Investment Strategy (WYIS) sets out the Investment Priorities for the period 1 April 2021 to 31 March 2024 across six areas. In each, a number of priority project / programme areas have been identified that are the focus for intervention.
- 3.2 Investment Priority 5 will deliver a range of programmes and schemes which focus on:
- Creating an affordable, simple, integrated, and accessible system for people to travel anywhere by public transport.
  - Increasing passenger numbers on bus, rail, and future transport networks.

- Improving air quality and reduction in car dominance.
- Ensuring that people are enabled to make sustainable travel choices from housing and employment sites.
- Transforming access for communities where households have prolonged experiences of poverty, to employment opportunities and skills centres.
- Enhancements in ticketing and travel information.
- Buses being an effective and affordable mode of transport.
- Enhancing customer satisfaction with public transport.

## Scheme summaries

|   |   |
|---|---|
| <p><b>CRSTS Kirklees<br/>Enhanced Electric<br/>Vehicle Residential<br/>Charging and Support<br/>Programme</b></p> <p>Kirklees</p> | <p><b><u>Scheme description</u></b></p> <p>The next decade will need to see a rapid and consistent transition to Electric Vehicles (EV's) and this uptake must be supported by investment in enabling charging infrastructure. Figures from 2021 show that Kirklees has 35 public charging points. Modelling, using Transport for the North (TfN) demand modelling tools, predicts that between 1,400 to 1,600 will be needed in Kirklees by 2030.</p> <p>This scheme aims to enable more people and businesses to switch to using electric vehicles (EV) by addressing the region's lack of infrastructure. This will be achieved by work in two main areas. The on-street charging element seeks to tackle the issue of providing residential charging facilities in areas of dense terraced housing where little off street parking exists. Alongside this an Electrical Charging Centre of Excellence will give advice to businesses on how to convert to EV, including the opportunity to try commercial electric vehicles before they decide whether to buy them, allowing them to assess the suitability and practicality of EV use. The opportunity to test vehicles before deciding to move to electric will also be available to domestic vehicle owners potentially using electric car club vehicles.</p> <p>This scheme is funded from the City Region Sustainable Transport Settlement (CRSTS) fund.</p> <p><b><u>Impact</u></b></p> <p>The scheme seeks to grow the uptake of electric vehicles, delivering trials to approximately 190 business and sole traders, with a target of a 16% switch rate from petrol and diesel vehicles within 6 months of the end of trials.</p> <p>The scheme aims to directly contribute to the decarbonisation of transport and the reduction of harmful particulate emissions, resulting in improved air quality.</p> <p>The scheme supports the inclusive growth agenda by supporting smaller businesses in the transition to EV use and providing on-street charging infrastructure in areas with lower levels on income.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 (Strategic Outline Case) and work commences on activity 4 (Full Business Case).</p> <p>Total value of the scheme - £5,520,000</p> <p>Total value of Combined Authority funding - £4,600,000</p> <p>Funding recommendation sought - £89,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|

|   |  |
|---|--|
| <p><b>Leeds Station Platform Extension</b></p> <p>Leeds</p> | <p><b><u>Scheme description</u></b></p> <p>The scheme will improve access and platform capacity for passengers travelling via Leeds trains station as part of a wider programme of station improvements. Works include a lengthened Platform 17, which will enable trains to increase the number of carriages, and provision of an improved passenger route between platforms 16 and 17 by relocating and improving the existing lift and staircases.</p> <p>The scheme is to be delivered through the City Region Sustainable Transport Settlement (CRSTS) fund.</p> <p><b><u>Impact</u></b></p> <p>The scheme will reduce overcrowding and congestion on services and platforms at Leeds station helping improve customer satisfaction and support anticipated rail passenger growth.</p> <p>The increased capacity and improved level of service anticipated from the proposed intervention is expected to increase the uptake of rail travel, with a switch from car travel, resulting in reduced carbon emissions and improved connectivity to education, employment, and housing opportunities by a more sustainable transport option.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 2 (Strategic Outline Case) and work commences on activity 3 (outline business case).</p> <p>Total value of the scheme - £20,970,000 and £24,900,000.</p> <p>Total value of Combined Authority funding - £10,000,000.</p> <p>Funding recommendation sought - £100,000.</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|--|

|   |   |
|---|---|
| <p><b>A660 Lawnswood Roundabout</b><br/>Leeds</p> | <p><b><u>Scheme description</u></b></p> <p>The scheme is located at the A660 Otley Road and A6120 Ring Road roundabout in Leeds. The junction is a recognised collision hotspot. The scheme seeks to improve safety by signalling the roundabout and provide new signalled crossings across all arms of the roundabout to provide facilities for walking and cycling.</p> <p>The scheme is to be delivered through the City Region Sustainable Transport Settlement (CRSTS) and Corridor Improvement Programme 2 (CIP2) funds.</p> <p><b><u>Impact</u></b></p> <p>The scheme aims to significantly improve road safety, provide new signalised crossings to promote cycling and walking, and the new traffic signals installed will use technology which prioritises buses reducing delay.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 0.28:1. This is categorised as Poor value for money. When the benefits to just the intended beneficiaries of the scheme are considered the BCR is 1.7:1. The lower BCR is due to minor delays to general traffic due to introducing traffic signals and signalled crossings which will improve safety and prioritise buses, cycling and walking.</p> <p><b><u>Decision sought</u></b></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 the scheme - £13,050,442</p> <p>Total value of Combined Authority funding - £12,373,479</p> <p>Funding recommendation sought - £964,484</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
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|---|---|
| <p><b>Dawsons Corner</b></p> <p>Leeds</p> | <p><b><u>Scheme description</u></b></p> <p>The Dawsons Corner junction is located in Pudsey and is 5km east of Bradford city centre and 10km west of Leeds city centre. The scheme will look to fully remodel and enlarge the four arms of the roundabout.</p> <p>Leeds City Council have now made a successful bid for Department for Transport (DfT) Major Route Network (MRN) funding for the Stanningley Bypass, which will also provide the additional funding necessary to deliver the Dawsons Corner roundabout improvements, with the Combined Authority's contribution of £8,480,000 from the Corridor Improvement Programme (CIP).</p> <p><b><u>Impact</u></b></p> <p>The scheme will reduce delays to traffic at one of the most congested junctions in Leeds, reducing traffic emissions. These delays affect the key bus route between Bradford and Leeds.</p> <p>The proposed works to the Stanningley Bypass will resolve the maintenance issues which require frequent interventions.</p> <p>The new signalled pedestrian and cycle crossings will improve connections across the busy roads at the junction, providing much needed facilities to assist those with disabilities and mobility issues.</p> <p><b><u>Decision sought</u></b></p> <p>The change request to revise the scope of the 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.</p> <p>Total value of the scheme - £51,925,824</p> <p>Total value of Combined Authority funding - £8,480,000</p> <p>Funding recommendation sought - £1,493,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|



|   |   |
|---|---|
| <p><b>Heckmondwike Bus Hub</b><br/>Kirklees</p> | <p><b><u>Scheme description</u></b></p> <p>The Heckmondwike Bus Hub is located on the A638 between Dewsbury and Cleckheaton serving up to 35 buses per hour.</p> <p>The scheme will replace the existing traffic island with a new bus station building. Improved facilities for passenger will comprise waiting facilities, real time passenger information (RTPI), passenger toilet facilities including Changing Places. Outside the new building passengers will benefit from improved cycling facilities and enhanced footway improvements. Bus operators will also benefit from the addition of a bus operator office, toilets, and drivers mess room.</p> <p>Improvements to bus services will be achieved with an increase in the number of bus stands from four to six and one layover bay.</p> <p>The scheme is to be delivered through the Transforming Cities Fund (TCF).</p> <p><b><u>Impact</u></b></p> <p>The scheme will improve customer satisfaction, improving the offer of public transport as a modal choice of travel to key training, education, employment, and health care sites.</p> <p>The scheme will also improve cycling and pedestrian facilities and encourage making local trips to the station by bike or walking.</p> <p>Collectively, by encouraging more people to use the bus, cycle or walk within Heckmondwike, the scheme will reduce traffic congestion levels and support an improvement in local air quality as less people use the car.</p> <p>The value for money assessment reflects a benefit cost ratio (BCR) of 0.71:1. This is categorised as poor value for money. Many of the benefits of the scheme are difficult to monetise such as providing a dedicated building, access improvements and provision of cycle and walking improvements. It is also expected that the scheme will act as a catalyst for urban regeneration initiatives in the town centre, while addressing urgent congestion and operational issues identified by bus operators.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to proceed through decision point 4 (full business case) and work commences on activity 5 (delivery).</p> <p>Total value of the scheme - £8,666,152</p> <p>Total value of Combined Authority funding - £8,666,152</p> <p>Funding recommendation sought - £8,666,152</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|---|---|

- 3.3 Since the Combined Authority’s meeting on 12 October 2023, the following decision points and change requests have been assessed in line with the Combined Authority’s assurance process and approved through the agreed delegation to the Transport Committee at its meeting on 16 November 2023.

The decisions were made by the Transport Committee following a recommendation from Combined Authority's Programme Appraisal Team.

3.4 The full agenda and papers for the meeting can be found on the Combined Authority website [HERE](#).

|   |  |
|---|--|
| <p><b>TCF – A64 bus, cycle and walking improvements</b></p> | <p>Approval to proceed through decision point 3 (outline business case) and work commences on activity 4 (full business case).</p> <p>Funding approved: £561,000</p> <p>Total indicative value of the scheme: £5,020,000</p> <p>Total indicative value of Combined Authority funding: £4,980,000</p> |
| <p><b>Elland Rail Station and Access Package</b></p>        | <p>Approval to the change request and work continues on activity 4 (full business case).</p> <p>Funding approved: £3,329,554</p> <p>Total indicative value of the scheme: £31,327,414</p> <p>Total indicative value of Combined Authority funding: £31,327,414</p>                                   |
| <p><b>A629 Phase 1b</b></p>                                 | <p>Approval to the change request and work continues on activity 5 (delivery).</p> <p>Funding approved: £6,000,000</p> <p>Total scheme costs: £42,619,000</p> <p>Total Combined Authority funding: £42,619,000</p>   |

## 4 Information

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

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

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

### Projects in Stage 1: Assessment and Sequencing

4.3 There are no schemes to review at this stage.

## Projects in Stage 2: Scheme development

|                       |  |
|-----------------------|--|
| <b>Project Title</b>  | <b>CRSTS Kirklees Enhanced Electric Vehicle Residential Charging and Support Programme</b> |
| <b>Stage</b>          | 2 (scheme development)   |
| <b>Decision Point</b> | 2 (strategic outline case)   |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.4 This scheme will be funded from the City Region Sustainable Transport Settlements (CRSTS) fund. The £830,000,000 CRSTS fund was awarded to the Combined Authority on 1 April 2022 and was made possible due to the devolution arrangements upon becoming a Mayoral Combined Authority in May 2021. CRSTS aims to deliver schemes to tackle congestion, improve air quality and make sustainable transport (public transport, walking and cycling), the first choice of transport for people in West Yorkshire. It will enable the transport network to adapt to meet the needs of the expanding population of West Yorkshire and the pressure this creates on the transport network so that public transport become an attractive and truly viable alternative to the car.
- 4.5 Currently, efforts to increase electric vehicle charging facilities for households is focused on encouraging the uptake of home charging points for motorists whose homes have off road parking. However, between 20% to 30% of motorists do not have access to off road parking, and residents of areas with high density housing such as terraced houses, do not currently have access to suitable home charging options.
- 4.6 Publicly accessible charging points are being rolled out across the country but tend to be the more costly high rapid charging points and are located away from areas of high density housing. This means that less affluent motorists have less access to the convenience and cost savings of home charging, resulting in higher motoring costs for the less well off.
- 4.7 This lack of charging options in areas that tend to be lower in income also impacts the businesses, sole traders and taxi drivers who may need or wish to

switch to electric vehicles, and operate in from, and are a part of, the community in these areas.

- 4.8 Figures from 2021 show that Kirklees has only 35 public charging points. Modelling, using Transport for the North (TfN) demand modelling tools, predicts that between 1,400 to 1,600 will be needed in Kirklees by 2030.
- 4.9 The scheme will try to address these issues by focussing on two main areas of work:
- Innovative on-street electric vehicle (EV) charging rollout, to allow residents in areas of dense terraced housing to charge EV's on-street outside or close to their homes.
  - Electric vehicle (EV) Centre of Excellence – providing loans of electric commercial vehicles to businesses and sole traders to allow them to assess the benefits and requirements of EV's before buying. In addition, residents will have the opportunity to try domestic EV's before deciding whether to buy.
- 4.10 The EV charge points would be operated by private sector operators, appointed through a procurement exercise.
- 4.11 There is potential for the private sector operators to contribute towards the cost of the EV charging infrastructure and there is also potential for Kirklees Council to receive some income or profit share from usage fees received by the operator. The amounts involved will not become clear until after the operator procurement is concluded.
- 4.12 A summary of the scheme's business case is included in **Appendix 1**.

### **Outputs and Outcomes**

- 4.13 The scheme outputs include:
- Approximately 200 on-street charging EV points deployed by 2027.
  - Increased uptake of EV's by businesses with 16% switching within 6 months of the project ending.
  - Commercial vehicles being available to businesses to try before they decide whether to buy.
  - Motorists having the opportunity to access shared mobility services such as car clubs to try EV's before they decide to buy.
  - Electronic booking system for EV fleet trials.
  - Data collection of cost savings information to share with potential EV users.
  - Small scale advertising campaign.
- 4.14 The scheme outcomes are:

- Growing local uptake of Electric Vehicles including targeted uptake of taxis, delivery vans and diesel vehicles including through non-infrastructure solutions to promote EV and reduce barriers to adoption.
- Improving access to on-street EV infrastructure utilising innovative solutions which overcome challenges including trailing cables, pavement widths and highways restrictions.
- Alignment with wider decarbonisation strategies in transport through encouraging use of shared mobility, eliminating the negative impacts of infrastructure on active travel users, and improving the street scene around charge point locations.
- Improvements to the electricity supply grid to support EV charger installation in areas which are currently under-served by charging infrastructure.

### **Tackling the Climate Emergency Implications**

- 4.15 Reductions in carbon emissions from transport due to more drivers and businesses switching to EV's.
- 4.16 Greater availability of EV charging infrastructure in currently under-served areas.
- 4.17 Improvements in air quality from drivers and businesses switching to EV's from combustion engine vehicles.
- 4.18 There will be some embodied carbon (or capital carbon - initial carbon expenditure through the manufacture of materials and construction of elements associated with the charge point infrastructure, groundworks and enablement). Taking a long-term view, this is expected to be quickly offset through reduced operational carbon (fewer combustion engine vehicle kilometres travelled) from private cars and business vehicles.

### **Inclusive Growth Implications**

- 4.19 The scheme inclusive growth implications include:
- Trials of innovative EV charging technology to inform a wider roll out in the region's lower income areas.
  - Improvements to the electricity charging grid infrastructure to support a wider roll out of EV charging infrastructure in areas with lower incomes.

### **Equality and Diversity Implications**

- 4.20 A stage 1 Equality Impact Assessment (EqIA) has been undertaken for the scheme and a stage 2 assessment will be undertaken in the next stage of scheme development.

- 4.21 Equality and diversity impacts have been taken account of as part of the development of the scheme and will continue to be assess in the next stage of business case development.
- 4.22 Research indicates that people from areas of dense housing close to population centres have a higher susceptibility to medical issues arising from poor air quality, such as Asthma and Chronic Obstructive Pulmonary Disease (COPD) which the scheme aims to reduce by accelerating the switch to EV's which do not produce tailpipe emissions.
- 4.23 Protected characteristic groups including Age, Disability and Pregnancy / Maternity are particularly susceptible to the impacts of poor air quality, and more likely to live in areas with lower air quality due to pollution from high volumes of traffic.
- 4.24 No potentially negative impacts on any protected characteristic groups have been noted.

### **Consultation and Engagement**

- 4.25 The promoters have not yet undertaken public consultation and engagement on the scheme as it is at too early a stage and the proposals are not yet sufficiently well defined.
- 4.26 The promoters have engaged with Key Stakeholders, including commercial EV charge point operators (CPO's), who are keen to support the proposals. Future consultation is planned in the next stage of scheme development when the proposals are at an appropriately detailed stage.

### **Risks**

- 4.27 The scheme risks and mitigations are:
- Costs escalate throughout project due to the risk of inflation and the novel nature of this scheme and lack of earlier similar schemes to provide data and learnings. This will be mitigated by ensuring that cost responsibilities are clearly outlined at tender stage. Contract should reflect the capital funding available only. Ensuring sufficient contingency risk and inflation allowances have been incorporated into the cost estimates. Further mitigation will come from flexibility in site selection to manage costs within the project planning and roll out.
  - Electricity Distribution Network Operators (DNO's) quotes expire and site costs escalate rendering sites not feasible. This will be mitigated by DNOs to be contacted by potential operators early after contract award. Encouraging pace and effective decision making to overcome project blockages. Operators to be responsible for obtaining and paying for any DNO quotes needed.
  - The scheme may involve he introduction of EV only parking bays in locations which are currently available to all drivers and EV ownership is low at the moment. Parking space in areas of high housing density are

typically at a premium, so it may be expected that there could be a negative reaction from local people to loss of parking space for traditional vehicles. This could result in objections to the Traffic Regulation Orders (TRO's) when they are advertised and will be considered by the promoter in the public engagement work which will be carried out later in the project.

## Costs

- 4.28 The total scheme costs are £5,520,000.
- 4.29 The Combined Authority's contribution is £4,600,000 from the City Region Sustainable Transport System (CRSTS) fund.
- 4.30 The remaining funding is £920,000 is funded from Kirklees Council's capital funding, which will be reduced by the amount of private sector contribution received from the appointed EV charge point operators.
- 4.31 The scheme received approval for £110,000 in development costs from the City Region Sustainable Travel Settlement (CRSTS) fund at strategic assessment (decision point 1) from the Combined Authority's Chief Operating Officer on 4 May 2023.
- 4.32 Approval is now sought for £7,000 of additional development costs from the CRSTS fund. There is an underspend against the original development fund approval and this underspend, and the additional funding approval will be used to progress the scheme to full business case (decision point 4). This brings total development costs to £117,000.
- 4.33 The Combined Authority will need to enter into an addendum to the funding agreement with Kirklees Council for expenditure of up to £117,000.

## Future Assurance Pathway and Approval Route

| Assurance pathway      | Approval route  | Forecast approval date |
|------------------------|---|------------------------|
| 4 (full business case) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Chief Executive | 30/05/2024             |
| 5 (Delivery Closure)   | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director          | 25/03/2027             |

## Other Key Timescales

- Start on site – July 2024
- Project evaluation – 2028 and 2030 reports

## Assurance Tolerances

- 4.34 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority funding remain within +10% of those outlined in this report.             |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs remain within -10% of those outlined in this report.                                |

## Appraisal Summary

- 4.35 The strategic case is well established. The scheme supports policy and strategy at national, regional and local levels and demonstrates alignment with the CRSTS programme objectives.
- 4.36 Whilst the scheme will not be able to provide the full solution to eliminate the identified problems, it will provide a testbed for innovative approaches, particularly in the provision of charging infrastructure in areas of dense terraced housing. It will also provide a useful facility for vehicle operators to assess whether an EV can fulfil their usage requirements and to understand how EV use could be integrated in their operations.
- 4.37 The development of the long list of options is clearly explained, as is the process for arriving at the short list, in which options were scored against a range of criteria including project objectives and critical success factors. All the short list options will be able to meet the project objectives, outcomes and outputs.
- 4.38 The promoter has not yet calculated the value for money position as they contend that not all scheme benefits can currently be quantified, so confidence in the economic aspect of the scheme is low. This will need to be addressed in the next stage of scheme development.
- 4.39 The procurement strategy is still being considered and full details will need to be supplied in the full business case (FBC). Again, experience from the LEVI project is being drawn on. The promoter has carried out market testing and has drawn on work carried out by the similar Local Electric Vehicle Infrastructure (LEVI) project. A range of charge point operators have been engaged and there appears to be strong market interest
- 4.40 The scheme aims to maximise the level of private sector investment and retain some control for the council.
- 4.41 Some financial risks have been covered in the submission but a more extensive assessment will be needed at the FBC stage to give confidence that the promoter fully understands and can cover all potential liabilities, such as those which may occur if an appointed operator becomes insolvent and ceases trading.



- 4.42 The scheme costings appear at a reasonable level for the stage of scheme development and the promoter is drawing on experience of schemes elsewhere. The scheme deliverables are scalable, so it can be expected that the promoter will be able to deliver them in phases if any funding gap emerges.
- 4.43 The management case provides assurance that the promoter has the experience and resources to deliver the project.
- 4.44 Detailed consultation and engagement will be undertaken for the FBC development.

### **Recommendations**

- 4.45 The Combined Authority approves that:
- (i) 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)
  - (ii) An indicative approval to the Combined Authority's contribution of £4,600,000 is given. The total scheme value is £5,520,000.
  - (iii) 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.
  - (iv) The Combined Authority enters into an addendum to the existing Funding Agreement with Kirklees Council for expenditure of up to £117,000.
  - (v) 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.

|   |   |  |
|---|---|--|
| <b>Project Title</b>  | <b>Leeds Station Platform Extension</b> |  |
| <b>Stage</b>  | 1 (assessment and sequencing)           |  |
| <b>Decision Point</b>   | 2 (strategic outline case)              |  |
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.46 This scheme will be funded from the City Regional Sustainable Transport Settlement (CRSTS) Fund and from the Department for Transport under the Rail Network Enhancement Pipeline (RNEP).
- 4.47 The £830m CRSTS fund was awarded in the summer of 2022 and was made possible due to the devolution arrangements upon becoming a Mayoral Combined Authority in May 2021. CRSTS aims to deliver schemes to tackle congestion, improve air quality and make sustainable transport (public transport, walking and cycling), the first choice of transport for people in West Yorkshire. It will enable the transport network to adapt to meet the needs of the expanding population of West Yorkshire, and the pressure this creates on the network, so that public transport becomes an attractive and truly viable alternative to the car.
- 4.48 Leeds train station is the busiest in the North of England. Post pandemic, the number of passengers travelling through the station are again rising. It is expected passenger numbers will continue rise above 2019 levels of 32 million passengers a year, reaching approximately 40 million by 2043. The existing station infrastructure does not meet the needs of its users, contributing to unreliable and overcrowded services. This is being addressed through two related programmes of works, the Leeds Existing Station Programme (LESP) and the Leeds Area Improvement Programme (LAIP).
- 4.49 Network Rail has identified a need to reduce overcrowding and congestion on services and platforms at Leeds Station, in order to improve customer satisfaction and support passenger growth. Data indicates that the Leeds – Sheffield – Nottingham routes, which use Platform 17, are the second and third most crowded services that Northern operate. To address this issue, Network Rail is proposing to:

- Lengthen Platform 17 to enable the platform to accommodate six-car trains. It is currently only suitable for use by trains with 4 cars or less.
- Improvements to the pedestrian route to platform 17, which can only be accessed via platform 16, to improve passenger flow by relocating the existing lift and staircase.

4.50 The scheme objectives include:

- Improved travel for passengers using the Midland Line by enabling train operators to increase passenger capacity on the trains that run on this route. This will lead to a less congested and more reliable service between Leeds and Sheffield, Nottingham and Lincoln.
- Improved passenger experience at Leeds station, by reducing the time it takes passengers to walk between platforms and improved safety.
- Contribution towards clean, green economic growth by improving travel between major economic centres in the North and Midlands; improving access to economic opportunities via sustainable transport; and supporting the delivery of employment and housing growth schemes across the region.
- Prepare Leeds station for increasing passenger numbers. This scheme contributes to programmes of work that allow the station to safely accommodate an extra 5.5 million passengers a year by 2033.

4.51 A summary of the scheme's business case and location map is included in **Appendix 2**.

### **Outputs and Outcomes**

4.52 The scheme outputs include:

- Lengthen Platform 17 to enable the platform to accommodate six-car trains. It is currently only suitable for use by trains with 4 cars or less.
- Improvements to the pedestrian route to platform 17, which can only be accessed via platform 16, to make it safer faster. This will be achieved by relocating the existing lift.
- Relocated lift to be replaced with a new and improved fire rated lift.
- Provision of new ascending and descending escalators (currently ascending only).
- New stairs and link between the east and west overbridges.

4.53 The scheme outcomes are:

- 64% increase in seated capacity on Northern services between Leeds and Nottingham / Lincoln via Sheffield by May 2026, resulting in reduced crowding.

- Reduced congestion for passengers using platform 16 and 17, as measured using the Network Rail Capacity Design Manual.
- Improved passenger satisfaction scores for Leeds station.
- Improved performance and greater reliability of all services using platform 17 as a result of reduced crowding.
- Reduced pedestrian journey times between platforms 16 and 17.
- Improved safety in relation to the interface between platforms 16 and 17.
- The ability to accommodate passenger growth at Leeds station and across the network.
- Enable and encourage more people to travel by rail rather than private car, to support a reduction to traffic congestion within the West Yorkshire region.

### **Tackling the Climate Emergency Implications**

- 4.54 The scheme contributes to reductions in carbon emissions by improving access to rail. By making this more sustainable transport option more attractive, it will contribute to enabling and encouraging more people to travel by rail rather than private car
- 4.55 A carbon impact assessment has been undertaken, which indicates the final scheme would have no adverse impacts in relation to carbon emissions and some beneficial outcomes post-delivery. The main benefits relate to reduced greenhouse gas emissions and improvements regarding air quality and noise, arising from people choosing to travel by rail rather than car. A more detailed assessment of impacts, including carbon generated as a result of construction works, will be developed as part of the next stage of business case development.

### **Inclusive Growth Implications**

- 4.56 This scheme will support inclusive growth by improving access to the rail service. Better rail accessibility will contribute to enhancing productivity for the region by enabling more people to access employment, education and training, removing barriers to opportunities. Rail stations often act as a gateway to/from a particular location and so improved accessibility can also help stimulate investment and create additional opportunities.
- 4.57 The scheme will particularly benefit those without access to a car, as it will provide an improved travel options to access places of employment, training and leisure. Equality and Diversity Implications
- 4.58 An Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and the business case development.
- 4.59 The scheme will improve accessibility and ease of movement through a busy and congested part of the station. This will especially benefit passengers for

with mobility challenges, including the protected characteristics of disability, age and pregnancy.

- 4.60 Assessment has identified some minor adverse impacts. The increased train lengths will increase the distance that some passengers will need to walk, of between 25 and 50 metres, to board a service or to access the relocated lift. In addition, during construction, facilities such as the lift may not be available to users of platform 16 and 17 and an alternative option will need to be developed. Mitigation for issues such as these, is being developed at the next activity.

### **Consultation and Engagement**

- 4.61 Internal engagement, within Network Rail, has been undertaken during the options selection phase, with public consultation planned to be carried out as part of developing the outline business case. A Stakeholder Management Plan and Communications Strategy is being prepared to inform the consultation activities to be carried out during the next stage of business case development.

### **Risks**

- 4.62 The scheme risks and mitigations are:
- Risk that the supply chain may not have the capacity or availability to support the project. This would result in significant cost increases and/or delays. This will be mitigated by ongoing supply chain engagement to ensure capacity to deliver is in place with suppliers that have a demonstratable record of delivering similar rail enhancement schemes.
  - Risk that vital elements of the heavy plant machinery required for construction may breakdown during shifts, resulting in works being postponed and causing additional cost and delays. This will be mitigated by the project team exploring sharing resources with interfacing projects, by storing Road and Rail Vehicle plant at the site to reduce access time and having fitters on site for time critical engineering works.
  - Risk that the financial cost of compulsory payments to train operators to compensate for the delays to train services caused construction works (known as schedule 4 costs) are insufficient, due to unforeseen delays to works. This will be mitigated by works being planned to be undertaken during other planned periods of closure where possible, for example Christmas closures.

### **Costs**

- 4.63 The total scheme costs are estimated to be between £20,970,000 and £24,900,000. These will be confirmed at OBC.
- 4.64 The Combined Authority's contribution is up to £10,000,000 from the CRSTS Fund.

- 4.65 The remaining funding will be funded from the Department for Transport under the Rail Network Enhancement Pipeline (RNEP).
- 4.66 Approval of £100,000 development costs, for the Combined Authority to progress the scheme to decision point 3 (outline business case) is sought, taking the total approval to £100,000.

### Future Assurance Pathway and Approval Route

| Assurance pathway         | Approval route  | Forecast approval date |
|---------------------------|---|------------------------|
| 3 (outline business case) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Chief Executive | 01/04/2024             |
| 4 (full business case)    | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director          | 01/10/2024             |
| 5 (Delivery Closure)      | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director          | 30/04/2026             |

### Other Key Timescales

- Start on Site - November 2024
- Completion on Site - April 2026

### Assurance Tolerances

- 4.67 This approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances   |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.<br>Completion/service delivery date remains within +6 months of those outlined in this report.<br>Outputs remain within -10% of those outlined in this report. |

### Appraisal Summary

- 4.68 The business case highlights the issues of congestion and overcrowding at Leeds Station, in particular at platforms 16 and 17. This, against a forecasted recovery and growth in passenger numbers, is anticipated to exacerbate these issues and will undermine the aim of attracting people to travel on rail rather than by private car. The scheme is expected to reduce the issues of overcrowding, congestion and improve safety and overall service reliability and

so supports, and is well aligned with, several strategic priorities for the Combined Authority, the Mayor, Network Rail and the Department for Transport.

- 4.69 The overarching strategic importance of the scheme is recognised in improving the accessibility and inclusivity of the rail system, for all, to aid connection to employment, education, and social value opportunities. This will also help facilitate a shift away from private car trips to contribute to the decarbonisation of transport. The scheme therefore aligns with several national, regional, and local policies and strategies.
- 4.70 Key benefits of the scheme include to rail user journey time benefits from reduced overcrowding and positive impacts relating to air quality, noise, carbon emissions and road decongestion from people switching from car travel to rail.
- 4.71 Network Rail will lead and manage the delivery of the scheme using its existing processes, procedures and experience of developing and managing schemes of this nature.
- 4.72 Plans for consultation, engagement and for monitoring and evaluation of the project need to be further developed at the next activity to ensure the impacts of the scheme can be identified, benefits realised and lessons learnt.

### **Recommendations**

- 4.73 The Combined Authority, approves that:
  - (i) The Leeds Rail Station Platform Extension scheme proceeds through Strategic Outline Case (Decision Point 2) to Activity 3 (Outline Business Case).
  - (ii) 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.
  - (iii) 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.
  - (iv) 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.

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Project Title</b>  | <b>A660 Lawnswood Roundabout</b> |
| <b>Stage</b>          | 2 (scheme development)           |
| <b>Decision Point</b> | 3 (outline business case)        |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.74 This scheme will be mainly funded from City Region Sustainable Transport Settlements (CRSTS) Fund.
- 4.75 The £830,000,000 CRSTS fund was awarded to the Combined Authority on 1 April 2022 and was made possible due to the devolution arrangements upon becoming a Mayoral Combined Authority in May 2021. CRSTS aims to deliver schemes to tackle congestion, improve air quality and make sustainable transport (public transport, walking and cycling), the first choice of transport for people in West Yorkshire. It will enable the transport network to adapt to meet the needs of the expanding population of West Yorkshire and the pressure this creates on the transport network so that public transport become an attractive and truly viable alternative to the car.
- 4.76 This scheme also has funding from the Corridor Improvement Programme 2 (CIP2) fund which is part of the West Yorkshire plus Transport Fund (WY+TF).
- 4.77 This is a £1 billion fund, covering West Yorkshire and York. The objectives of the West Yorkshire plus Transport Fund are to enable key employment and housing development areas and will help to create about 20,000 new jobs over the next 10 years. These strategic transport projects will be delivered to facilitate the growth priorities identified in the Leeds City Region Economic plan.
- 4.78 The scheme involves the roundabout at the junction of the A6120 Leeds ring road and the A660 Otley Road.
- 4.79 The junction currently has a range of issues, including:
- Poor safety record, with particularly high cyclist casualties



- Poor provision for cycling and walking, with no signalled crossings
- Poor provision for buses, with no facility for bus priority

4.80 The objectives of the scheme are to:

- Improve transport network safety for all users
- Facilitate modal shift towards walking/wheeling
- Facilitate modal shift towards cycling
- Improve bus journey times
- Improve punctuality of bus services

4.81 A previous scheme proposal considered removing the roundabout and replacing it with a signalised crossroads. During 2019 the scheme was reviewed in relation to its wider strategic fit including a public consultation. This review resulted in the scheme being paused and the objectives and options reviewed. The current scheme has emerged from this process and has been designed to address the existing issues at the roundabout, to fit with the existing strategic context, and to give due consideration to comments received during the consultation undertaken in 2018.

4.82 This scheme will signalise the roundabout and provide pedestrian and cycle crossings across all approaches. The traffic signal installation will include technology which will reduce traffic delays and be able to give priority to buses.

4.83 The impacts of the newly designed scheme on greenspace are much reduced from the previous scheme, with a maximum of three trees being removed and two being relocated where previously seventeen were to be removed and others were at risk.

4.84 The long-term strategic aim is to deliver a comprehensive scheme which covers the roundabout and the nearby Otley Road / Old Ottley Road junction. However, this is not affordable within the funds currently available.

4.85 The promoter therefore proposes a phased approach to the scheme as follows:

#### Phase 1

- Introduction of a signalised roundabout at the Lawnswood junction with technology which has the facility to provide priority to buses via communication with their onboard transponders.
- Introduction of signalised pedestrian and cycle crossing facilities at the Lawnswood junction
- Introduction of segregated cycle facilities on all approaches to the Lawnswood junction, and connecting the new crossing facilities

- Reduce speed limit on eastern arm of junction from national speed limit (70 miles per hour) to 40 miles per hour.

### Phase 2

- Introduction of a southbound bus lane on Otley Road, on the approach to the Lawnswood junction
- Introduction of traffic signals at the Otley Road / Otley Old Road junction, which prioritises bus travel.
- Introduction of signalised pedestrian crossing facilities at the Otley Road / Otley Old Road junction.
- Introduction of segregated cycle facilities southbound on Otley Road, between Otley Old Road and Lawnswood roundabout

4.86 A summary of the scheme's business case and location map is included in **Appendix 3**.

### **Outputs and Benefits**

4.87 The scheme outputs and benefits include:

#### Phase 1

- Signalisation of an existing roundabout including Microprocessor Optimised Vehicle Actuation (MOVA) control
- Introduction of bus priority at the new traffic signals
- Six signal controlled segregated pedestrian and cycle crossings at the roundabout
- Two toucan crossings at the roundabout
- 570m of segregated cycle track around the junction
- 50% reduction in road traffic collisions
- 50% increase in pedestrian volumes
- 50% increase in cycle traffic
- Reduction in bus journey time within the scheme boundary
- 20% reduction in standard deviation of bus journey times

#### Phase 2

- New signalised junction at A660 Otley Road / Otley Old Road junction, under MOVA control
- Six new toucan crossings at A660 Otley Road / Otley Old Road junction
- 810 metres of new 24-hour, bus, taxi and pedal cycle lane, southbound on Otley Road

- 130 metres of segregated cycle track, southbound on A660 Otley Road, between Otley Old Road and Grangewood Gardens
- 4.88 The scheme presents a benefit cost ratio (BCR) of 0.28:1, which is categorised as Poor value for money (VFM). The BCR is Poor is because of the highway disbenefits.
- 4.89 These disbenefits are delays to traffic resulting from signalisation of the roundabout, which is necessary to improve safety and prioritise cycling, walking and buses. Without these disbenefits the scheme would return a BCR of 1.72:1, which is categorised as Medium value for money.
- 4.90 The majority of highway disbenefits are associated with relatively small increases in travel times with approximately 85-90% of disbenefits associated with trips that experience increases in travel times of less than 60 seconds. The majority of the disbenefits occur outside of the peak periods.

### **Tackling the Climate Emergency Implications**

- 4.91 The scheme aims to contribute to tackling the climate emergency implications by:
- Providing new signalised crossing facilities across all arms of the roundabout will remove barriers to cycling and walking, thus promoting the shift away from car use to cycling and walking, reducing emissions.
  - The traffic signal installation will include technology which will reduce delays to buses and provide better consistency in bus journey times, which will help to maintain public transport as a realistic alternative to car use.
- 4.92 A stage 2 quantitative Carbon Impact Assessment (CIA) has been carried out in which the impacts of the scheme have been assessed over the 60 year appraisal period for the scheme:
- The capital carbon emissions which will be produced in construction of the scheme are +1,357 tonnes CO2 equivalent.
  - The operational savings in carbon over the appraisal period are -231 tonnes CO2 equivalent.
  - The Net total carbon impact is therefore an increase in emissions of +1,124 tonnes CO2 equivalent.
- 4.93 The scheme plays an important part in the wider efforts to transform the transport infrastructure in Leeds to deliver the significant shift from motorised transport to cycling and walking, which are targeted in the Connecting Leeds Transport Strategy.

### **Inclusive Growth Implications**

- 4.94 The scheme inclusive growth implications include:

- Providing signalised crossings across all arms of the roundabout and segregated pedestrian and cycle links will remove the barriers to cycling, walking and wheeling. These are currently presented by the very busy, high speed roads at this intersection. Accessibility to employment, education and retail/leisure opportunities by healthy low-cost cycling and walking is particularly important for those on low incomes who may not have access to a car.
- Introducing MOVA controlled traffic signals at the roundabout will allow buses to be given priority, reducing overall delays, maintaining bus use as a viable alternative to car use.

### **Equality and Diversity Implications**

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

4.96 The scheme provides benefits for several protected characteristic groups:

- Age – signalised pedestrian and cycle crossings and segregated links will make it easier and safer to cross the very busy roads at the junction and travel around the area. The junction is also very close to a school, providing better and safer access for young people.
- Carers – The safer environment provided by signalised crossings and segregated routes will be beneficial to carers of young people.
- Disability – signalised crossings and segregated links will have benefits for people with disabilities. Signalised crossings have specific facilities to help people with visual impairments. The cycle links will accommodate adapted cycles.
- Gender – statistically, women are less likely to have access to a car, so will be more likely to benefit from the improved cycling and walking facilities and bus related improvements.
- Race – the national travel survey indicates that people from ethnic minorities are more reliant on non-car modes of transport, so will be more likely to benefit from the connectivity improvements by cycling and walking and bus related improvements offered by the scheme.

### **Consultation and Engagement**

4.97 The promoters have undertaken four rounds of public consultation and engagement on the scheme and have also consulted with Key Stakeholders, including bus operators, Lawnswood School, University of Leeds, the Cycle Forum, Ward Members and groups representing disabled people. Details can be found at [Community Forum - Lawnswood Roundabout - Commonplace](#).

4.98 Further engagement with bus operators has been undertaken during 2023 to understand and address their concerns. Further direct engagement with bus operators is planned.

## Risks

4.99 A quantified risk assessment (QRA) has been carried out.

4.100 The scheme risks include:

- Cost estimates for statutory undertaking equipment diversions may be insufficient. This is mitigated by acquiring more robust estimates and trial holes were completed September 2023 with result outstanding. The design team are working closely with utilities companies and are looking for opportunities to minimise costs where possible.
- Costs increase due to inflation (more than anticipated in initial cost estimate). This is mitigated by monitoring the latest inflation forecasts as the project progresses so that the impact on the scheme can be regularly reassessed. The inclusion of this risk in the risk register provides protection against increases in inflation. Every effort will also be made to seek the earliest practicable start on site, in order to minimise impact of inflation on cost.

## Costs

4.101 The total scheme costs are £13,050,442 for phase 1.

4.102 The Combined Authority's contribution is currently £12,373,479, comprising £825,807 from the CIP2 fund and £11,547,672 from the CRSTS fund.

4.103 The remaining funding of £676,963 is expected from Leeds City Council Section 106 developer contributions.

4.104 Development costs of £825,807 were approved at decision point 2 (strategic outline case) from CIP2 for business case development.

4.105 The promoter now seeks an additional £964,484 of development funding from the CRSTS fund to take the scheme to FBC, bringing the total development funding allocation to £1,790,291.

4.106 The Combined Authority will need to enter into an amended funding agreement with Leeds City Council for expenditure of up to £1,790,291 from the CIP2 and CRSTS funds.

## Future Assurance Pathway and Approval Route

| Assurance pathway      | Approval route  | Forecast approval date |
|------------------------|---|------------------------|
| 4 (Full Business Case) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Chief Executive | 31/04/2024             |

|                      |  |            |
|----------------------|--|------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director | 30/09/2025 |
|----------------------|--|------------|

### Other Key Timescales

- Start on Site - September 2024

### Assurance Tolerances

4.107 While this scheme has been in development for many years and has been part of different programmes approved at committee, this approval is the first decision point for the scheme at committee. The assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority costs remain within +10% of those outlined in this report.               |
| Completion/service delivery date remains within +6 months of those outlined in this report. |
| Outputs remain within -10% of those outlined in this report                                 |

### Appraisal Summary

- 4.108 The scheme presents a good strategic fit, addressing policy at national, regional and local levels and there is a compelling case for change, with the drivers for investment being clearly explained. The need for intervention at this location has been understood for some years.
- 4.109 There have been several rounds of public consultation on this scheme including a previous version which featured a signalled crossroads replacing the roundabout.
- 4.110 The existing roundabout's poor collision record and lack of crossing facilities present real barriers to accessibility for local people, which have been clearly expressed in consultation feedback.
- 4.111 The substantial changes to the scheme which have taken place following extensive public consultation emphasise that the promoter has taken on board the views expressed and has produced a revised scheme which has demonstrable public support.
- 4.112 The nature of the interventions planned will cause increases in delays for general traffic and in highway schemes much of the monetised benefit is usually derived from journey time savings for motorists. So, it is understandable that the benefit cost ratio (BCR) which this scheme returns is poor.
- 4.113 The promoter has illustrated the significant difference to BCR that the highway user disbenefits make and will look to improve the accuracy of the modelling

forecasts in the next stage of scheme development, through ensuring that the traffic modelling presents a more accurate picture of the expected results of the scheme.

- 4.114 Overall, the BCR is poor but this is not uncommon in schemes which prioritise cycling, walking and public transport over general traffic. Existing Government guidance advises that the economic case is only one of the cases and the others can be given greater priority in the right circumstances.
- 4.115 Overall, the benefits to be achieved can be argued to outweigh the limited disbenefits which are mainly to motorist's journey times.
- 4.116 The scheme therefore provides sufficient assurance to recommend that the OBC be approved and the promoter be allowed to commence work on the FBC, which will provide a clearer picture of the overall benefits of the scheme.

### **Recommendations**

4.117 The Combined Authority approves that:

- (i) The A660 Lawnswood Roundabout scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) An indicative approval to the Combined Authority's contribution of £12,373,479 is given. The total scheme value is £13,050,442.
- (iii) 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.
- (iv) The Combined Authority enters into an addendum to the existing Funding Agreement with Leeds City Council for expenditure of up to £1,790,291.
- (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. Where required, any future committee level approvals are delegated to the Transport Committee.

|                       |                             |
|-----------------------|-----------------------------|
| <b>Project Title</b>  | <b>Dawsons Corner</b>       |
| <b>Stage</b>          | 2 (scheme development)      |
| <b>Decision Point</b> | Change request (activity 3) |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.118 This scheme will be funded from the Department for Transport (DfT) Major Road Network (MRN) fund and the West Yorkshire plus Transport Fund.
- 4.119 The West Yorkshire plus Transport Fund is a £1 billion fund, covering West Yorkshire and York. The objectives of the West Yorkshire plus Transport Fund are to enable key employment and housing development areas and will help to create about 20,000 new jobs over the next 10 years. These strategic transport projects will be delivered to facilitate the growth priorities identified in the Leeds City Region Economic plan.
- 4.120 The Dawsons Corner is at the junction of the Outer Ring Road with the A647/B6157 Bradford Road. It is a four-arm signal-controlled roundabout with a dedicated slip lane from south to west, from the A647 Stanningley Bypass to the A647 Bradford Road. It is a key junction not only for those using the Ring Road, but also for vehicle trips between Leeds and Bradford (including public transport trips).
- 4.121 The proposals for Dawsons Corner are to provide a fully remodelled and enlarged signalised junction of Dawsons Corner, utilising third party land to the southwest of the existing junction, which provides:
- More capacity on each approach arm.
  - Pedestrian crossing facilities and footways to provide better connections with New Pudsey station.
  - Enhanced at-grade cycle facilities for the Leeds-Bradford Cycle Superhighway.
  - Landscaping and other “green streets” features.



- 4.122 In December 2018 the Department for Transport (DfT) introduced specific new funding stream which was dedicated to improvements on the Major Road Network (MRN). Leeds City Council (LCC) saw this as an opportunity to bridge the funding gap for Dawsons Corner with the inclusion of Stanningley Bypass increasing the scope of the original scheme.
- 4.123 LCC submitted the MRN Outline Business Case (OBC) in April 2022 to DfT, approval and programme entry into the MRN programme was achieved in February 2023 and LCC are now progressing a Full Business Case (FBC) submission to DfT for early 2024.
- 4.124 The DfT require a minimum of 15% local contribution to their schemes so Dawsons Corner junction improvement and Stanningley Bypass scheme is seeking local\third party contribution of £8,480,000.
- 4.125 The current WYCA development funding approval is £2,607,000 with £401,466 remaining to allow the major land purchase, progress planning discharge of conditions and early contractor involvement. Within the current budget the MRN FBC can be progressed, however the other elements are not affordable.
- 4.126 LCC are seeking to purchase the land required for the scheme from a charity, which has meant that a lengthy process had to be followed, including gaining approval from the Charities Commission. The length of time taken from the original land valuation in 2017 meant that the land had to be revalued to comply with Charity Commission rules and the valuation of the land has increased from £1,000,000 to £1,400,000.
- 4.127 The DfT have agreed to contribute two thirds of the FBC development work excluding the land purchase which amounts to £698,000. The request from LCC is to increase the current Combined Authority development funding which will allow for all the remaining activities to take place.

### **Outputs and Benefits**

- 4.128 The scheme outputs and benefits include:
- Junction capacity improvement to reduce delays at Dawsons Corner roundabout, which is one of the most congested junctions in Leeds.
  - The scheme will reduce delays on the A647 between Leeds and Bradford which is a critical route for freight.
  - Improved journey time reliability, including buses using the key route from Bradford to Leeds.
  - Reduced transport emissions from reducing delays.
  - New bus lane in both directions on A647 Bradford Road.
  - Improved highway network resilience and road safety by eliminating the causes of frequent maintenance work and lane closures to Stanningley Bypass.

- Replacement of 109 joints on Stanningley Bypass, which are a major cause of uneven surfacing which can result in emergency maintenance works.
- Full carriageway resurfacing and replacement of gullies on Stanningley Bypass between Dawsons Corner and A647 Stanningley Road.
- Provision of new signalled pedestrian and cycle crossings at the Dawsons Corner junction will reduce the severance effect of the busy roads at this junction., providing better connectivity to New Pudsey Station by cycling and walking.

### **Tackling the Climate Emergency Implications**

- 4.129 Dawsons Corner is one of the most congested junctions in Leeds. Reduction of delays at the improved roundabout will reduce transport emissions.
- 4.130 New and signalled crossing facilities for walking and cycling will encourage a shift from car use.
- 4.131 Works to Stanningley Bypass will eliminate the need for emergency maintenance works which frequently result in lane closures, delays and reduced network reliability.
- 4.132 A Carbon Impact Assessment has not yet been completed for this scheme. Both stage 1 and 2 will be undertaken for the full business case.

### **Inclusive Growth Implications**

- 4.133 The scheme inclusive growth implications include:
- The Dawsons Corner roundabout improvements include new signalled pedestrian crossing facilities and cycle crossing facilities which provide improved connectivity for these low cost, healthy methods of travel which are particularly important to those on low incomes who may not have access to a car.
  - The new crossings provide improved connectivity to the nearby New Pudsey rail station.
  - The junction improvement provides a new bus lane in both directions on A647 Bradford Road and the capacity improvements will provide improved bus journey times and reliability, enhancing the attractiveness of public transport and ensuring it remains a viable alternative to car use.
  - The Stanningley Bypass works will remove long standing issues which require frequent maintenance works including lane closures and delays which reduce the reliability of the road network.

### **Equality and Diversity Implications**

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

- 4.135 The signalised crossings which will be provided will include specific facilities for people with visual impairments.
- 4.136 The new crossings will be of particular benefit to people with mobility impairments.
- 4.137 The new crossings will be of benefit to older and younger people who may experience difficulty in crossing the very busy roads at this location.

### **Consultation and Engagement**

- 4.138 The promoters have undertaken 2 rounds of public consultation and engagement on the scheme and have also consulted with Key Stakeholders, including community organisations, hard to reach groups, cycling forums and Network Rail. Details can be found at ([Community Forum - Bradford To Leeds Route - Commonplace](#)).

### **Risks**

- 4.139 The scheme risks include:

- Inflation is higher than forecast in the scheme cost estimates for labour, equipment, staff. This is mitigated by robust inflation allowance included in scheme cost; however, this risk is influenced by external factors and cannot be fully mitigated.
- Charity land acquisition agreement is delayed. This is mitigated by an agreement having been reached with the land owners, LCC is undertaking a change request process in order to purchase key piece of land.
- The climate emergency policy might raise expectations which are hard to meet through current scope of works. This is mitigated by proactive engagement at LCC level on climate and sustainable travel, and considerations of carbon in design and communications.
- Excessive traffic disruption during construction. This is mitigated by the development of a traffic management plan to minimise impacts. Liaison between buildability contractor, Leeds City Council network management and lead consultant to understand network restrictions and refine phasing plans will also support mitigation.

### **Costs**

- 4.140 The total scheme costs are £51,925,824.
- 4.141 The Combined Authority's contribution is £8,480,000 from the Corridor Improvement Programme (CIP).
- 4.142 The remaining funding is £43,445,824 from the Department for Transport's Major Route Network (MRN) fund. The DfT are providing £698,000 of development funding for Full Business Case development.

- 4.143 The current development funding allocation is £2,607,000.
- 4.144 The promoter now requests a further £1,493,000 of development funding which includes land purchase, subject to appropriate clawback conditions should the scheme not proceed. This takes total development funds to £4,100,000.
- 4.145 If the land purchase cannot be processed in the current calendar year, a further revaluation may be necessary which could increase costs further. Increasing the overall development funds required. The land purchase will cost £1,400,000.
- 4.146 The Combined Authority will need to enter into a funding agreement with Leeds City Council for expenditure of up to £4,100,000 from the Corridor Improvement Programme.

### Future Assurance Pathway and Approval Route

| Assurance pathway      | Approval route  | Forecast approval date |
|------------------------|---|------------------------|
| 4 (full business case) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority's Chief Executive | 01/05/2024             |
| 5 (Delivery Closure)   | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director          | 19/12/2025             |

### Other Key Timescales

- Contractor tender – August 2023
- Submission of MRN FBC- Feb 2024
- Approval of MRN FBC – May 2024
- Start of construction – Summer 2024
- Substantial completion – Winter 2025

## Assurance Tolerances

4.147 The previous approvals and assurance tolerances set are outlined below:

| Control area          | Baseline Tolerance approved by the CA at DP3 | Baseline Approval by the CA at DP3 | (Requested) Change Request Approval | Within tolerance? |
|-----------------------|--|------------------------------------|-------------------------------------|-------------------|
| Date                  | 05/12/18                                     |                                    |                                     |                   |
| Total Cost            | £20,159,000                                  |                                    | £51,925,824                         |                   |
| CA Funding            | 10%  | £19,000,000                        | £8,480,000                          | Y                 |
| Completion Date (DP5) | 3 months                                     | 25/06/21                           | 31/12/25                            | N                 |
| Outputs & Benefits    | N/A  | N/A                                | N/A                                 | N/A               |

4.148 The revised assurance tolerances for the recommended approval in this report are:

| Assurance tolerances  |
|---|
| Combined Authority costs remain within +10% of those outlined in this report.               |
| Completion/service delivery date remains within +6 months of those outlined in this report. |

## Appraisal Summary

4.149 The scheme demonstrates a good strategic fit, which is not altered by this request. The case for change by including the Stanningley Bypass into the overall scheme is well set out, with the current poor state of repair meaning emergency repairs are sometimes needed resulting in delays to motorists and disruption to the highway network, reducing its resilience.

4.150 The Dawsons Corner scheme presented a benefit cost ratio (BCR) of 11.00:1 at OBC, which was categorised as representing Very High value for money (VfM).

4.151 The MRN Outline Business Case BCR was 4.26:1 however the current estimate for the BCR is approx. 2:1 to 3:1 due to speed limit reductions from national speed limit to 50mph along Stanningley Bypass. This would still be categorised as offering High value for money.

4.152 The overall estimated cost of the Dawsons Corner element of the new scheme is estimated at £34,270,000, which is a 70% increase on the £20,159,000 which was reported in the OBC.

- 4.153 The promoter explains that the construction cost estimates are still similar, but the DfT bid requires a more cautious approach to risk, contingency and inflation allowances and it is in these areas where costs have increased.
- 4.154 Although the design of the scheme precedes the requirements of current design standards for walking and cycling infrastructure, the promoter is engaged in discussions with Active Travel England to ensure the scheme is as well aligned as possible with current standards.
- 4.155 Overall, the promoter has explained why there is a need for the additional development funding now that the scheme has increased in scope and land acquisition costs have increased. It should also be noted that the CA contribution remains unaltered by this change request. The change request therefore provides sufficient assurance to recommend approval.

### **Recommendations**

- 4.156 The Combined Authority approves:
- (i) 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.
  - (ii) An indicative approval to the Combined Authority's contribution of £8,480,000 is given. The total scheme value is £51,925,824.
  - (iii) 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.
  - (iv) The Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £4,100,000.
  - (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. Where required, any future committee level approvals are delegated to the Transport Committee.

|                       |                             |
|-----------------------|-----------------------------|
| <b>Project Title</b>  | <b>Heckmondwike Bus Hub</b> |
| <b>Stage</b>          | 2 (scheme development)      |
| <b>Decision Point</b> | 4 (full business case)      |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

## Background

- 4.157 This package will be funded through the Department for Transport's Transforming Cities Fund (TCF). As part of the Government's Industrial Strategy and the National Productivity Investment Fund, the TCF aims to drive up productivity through improved connections between urban centres and suburbs. To do this, the TCF provides a significant opportunity to invest in infrastructure to improve public and sustainable transport connectivity in some of England's largest cities. This scheme will be funded through Tranche 2 of the fund, which received Department for Transport's approval in March 2020.
- 4.158 The TCF programme is organised into three themes which focus on, improving public transport and cycling corridors, improving accessibility to key locations, and improving transport hubs and Interchange facilities. This scheme supports the TCF programme's objectives to encourage an increase in journeys made by low-carbon and sustainable modes of transport.
- 4.159 Currently, the Bus Hub lacks operating capacity which leads to buses queuing at the entrance, late arrivals at bus stops and less time for passengers to get on and off. The resulting reliability and limited facilities create accessibility problems for passengers, reducing the attractiveness of bus travel in the area.
- 4.160 The scheme will replace the existing traffic island with a new station building. Improved facilities for passenger will comprise waiting facilities, real time passenger information (RTPI), passenger toilets facilities including Changing Place. Outside the new building passengers will benefit from improved cycling facilities and enhanced footway improvements. Bus operators will also benefit from the addition of a bus operator office, toilets, and drivers mess room.
- 4.161 Improvements to bus services will be achieved with an increase in the number of bus stands from four to six and one layover bay. There is investment in blue and green infrastructure, security measures and the surrounding public areas.

- 4.162 The aim of the scheme is to encourage a shift from private car to bus improving passenger satisfaction. This will encourage increased bus patronage and support local sustainable economic growth.
- 4.163 This scheme received indicative approval at the strategic outline case (decision point 2) as part of the Transforming bus and active travel opportunities between Dewsbury and Bradford (A638) scheme at the Investment Committee on 01 September 2020. Of the programme's indicatively approved funds, £3,000,000 was allocated for Heckmondwike Bus Hub. A further £320,000 was allocated in principle from the TCF Carbon Mitigation Fund (Aug 2021).
- 4.164 The Place, Regeneration and Housing Committee approved the OBC on 07 February 2022 and gave approval to indicative total scheme costs of £4,970,541.
- 4.165 Since this scheme received indicative approval at outline business case, costs have increased significantly to £8,666,152. Whilst some of this increase is down to inflation, there are other more significant factors: Uplift in costs since the OBC stage can be attributed to
- Base construction costs have increased, up by circa £2,500,000 due in part to construction inflation, but more significantly due to changes in the scope and specification of planned works, following inputs from key stakeholders, and more detailed planning investigations.
  - Professional fees have increased by circa £1,100,000 due in part to inflation over the period of programme planning, and an initial under-factoring of certain components at outline business case.
  - Overall inflation outside of these factors has increased costs by circa £300,000 due to an increased rate and an under-factoring at outline business case.
- 4.166 A summary of the scheme's business case and location map is included in Appendix 4.

### **Outputs and Outcomes**

- 4.167 The scheme outputs to be delivered by December 2024 are:
- Replacing the existing traffic island and four surrounding bus stops with a new 124m<sup>2</sup> bus station building including a waiting area, accessible toilet, changing places facility, Arriva office, drivers mess room, staff toilet, server and switch rooms, glazed bus stand canopy and south entrance canopy and a bin store.
  - Increase in operational bus stands from 4 to 6.
  - Cycling facilities including an 8 space cycle shelter and 5 cycle parking spaces.
  - Real time passenger information.



- Blue and green infrastructure, including a sustainable urban drainage system (SUDS), air source heat pumps, a living green wall, green roofs and Photovoltaic panels.
- 1231m<sup>2</sup> new functional landscaping and improved public space.
- CCTV.

4.168 The scheme outcomes are:

- An enhanced and inclusive experience for passengers moving through the Bus Hub, achieving a 15% increase in customer satisfaction by 2028.
- Increase bus patronage levels at Heckmondwike Bus Hub by 5-10% on numbers observed in 2019, by 2028.
- To enhance the office space offer within the facility, increasing overall revenue generation by 5- 10% over the five years after initial occupation of the office space.
- Increase bus stand capacity at Heckmondwike Bus Hub by at least 25% and increase operational service resilience by delivering a layover bay by 2024.

4.169 The value for money assessment reflects a benefit cost ratio (BCR) of 0.71:1. This is categorised as poor value for money.

4.170 Many of the benefits of the scheme are difficult to monetise such as the providing a dedicated building, access improvements and provision of cycle and walking improvements. It is also expected that the scheme will act as a catalyst for urban regeneration initiatives in the town centre, while addressing urgent congestion and operational issues identified by bus operators.

### **Tackling the Climate Emergency Implications**

4.171 The climate emergency implications have been assessed in terms of the change in the emissions of greenhouse gases associated with the construction and use of the scheme. These have been calculated as tonnes of carbon dioxide equivalent emissions (tCO<sub>2</sub>e) over the 60 year appraisal period:

- The construction of the scheme will involve emitting 1014 tCO<sub>2</sub>e.
- The scheme includes a photovoltaic array on the roof and this should save 129 tCO<sub>2</sub>e over the 60 year appraisal period.
- The emissions associated with operating the facility have not been quantified but are likely to be modest.
- The scheme will encourage a shift away from private car use towards the more sustainable bus and cycle, which should result in a reduction in emissions of 142 tCO<sub>2</sub>e using the 'core' appraisal assumptions.

4.172 The scheme is therefore calculated to result in an increase in carbon emissions of 743 tCO<sub>2</sub>e over the 60 year appraisal period using the 'core' appraisal assumptions.

4.173 Other features of the design which should have a modest beneficial carbon impact but were not considered as part of the calculations referenced above include tree planting (though the scheme also includes tree removal), a sustainable urban drainage system and a sedum green roof. These measures are funded through the Carbon Mitigation Fund and are expected to have a beneficial impact on carbon.

### **Inclusive Growth Implications**

4.174 The scheme inclusive growth implications are:

- The increased capacity and facility enhancements, delivering more inclusive and sustainable transport connectivity.
- Improved bus reliability will make travel by bus a more viable option for residents to travel to places of training, education, employment, and health care.
- The upgraded walking and cycling facilities are supportive of active modes, which are highly inclusive, and low-cost forms of transport, promoting health and well-being.
- The benefits of this scheme to the wider community are further enhanced by the A638 Dewsbury-Cleckheaton Sustainable Travel Corridor scheme, which to strengthen inclusivity benefits for local residents currently not well served by private car travel alternatives.

### **Equality and Diversity Implications**

4.175 A Stage 2 Equality Impact Assessment (EqIA) has been undertaken for the scheme and equality and diversity impacts taken account of as part of the development of the scheme and the business case development. The assessment highlights:

4.176 Age (elderly & children) will be more attracted due to the public realm enhancements which aim to be a visual improvement on the current site through the provision of planting, greenery (including a green roof and living wall), seating and new paving. The new facility will aim to improve the safety of the site as it will be a secure, covered area with CCTV, also providing internal seating and staff offices, with better lighting in the facility also. It also aims to be more accessible for those with mobility issues and also accessibility for those with prams/buggies, including ramped access where required. 16–18-year-olds will gain better access to education resulting from the Hub facility and bus reliability improvements.

4.177 Disability and Pregnancy / Maternity groups will benefit from larger covered waiting facilities and seating, mobility improvements including ramped access where required, improved toilets and new changing places which will provide larger and more accessible facilities particularly for those with mobility issues, and real time passenger information (RTPI).

4.178 Other protected characteristics groups are not disproportionately impacted.

## Consultation and Engagement

4.179 There has been consultation with key stakeholders (2021, 2022 & 2023), including Bus Operators, Ward Councillors, and Accessibility groups. The promoter has undertaken two rounds of public consultation. The first was five weeks in summer 2021. Details can be found at [A638 Dewsbury - Cleckheaton Sustainable Travel Corridor | Your Voice \(westyorks-ca.gov.uk\)](https://www.westyorks-ca.gov.uk/a638-dewsbury-cleckheaton-sustainable-travel-corridor-your-voice). The second was in summer 2022, specifically for protected characteristic groups.

## Risks

4.180 The scheme risks and mitigations are:

- That there are unexpected increases in the scheme costs due to inflation; increasing material, construction and labour costs, and programme delays leading to stand down charges and additional resource costs.

Mitigation - An inflation adjustment has been applied, a VE exercise provides an approx. £250,000 saving, and it is anticipated the Target Cost meeting will reduce the scheme total.

- That the tight timeframe to construction start (end of Jan 2024) is missed due to delays with key pre-construction activities.

Mitigation – To avoid delays activities have been planned: in Nov 2023 enabling works, BT diversion works, and Target Cost meeting; in Dec 2023 Stage 2 contract award, and Jan 2024 mobilisation.

- That there are additional construction costs because of inaccurate ground information.

Mitigation – enabling works will include detailed site surveys, including the exact position of a redundant server.

## Costs

4.181 The total scheme costs are £8,666,152, which is funded entirely by the Combined Authority' from the Transforming Cities Fund. This includes £320,000 from the fund's allocation for carbon mitigation.

4.182 This scheme received indicative approval at the strategic outline case (decision point 2) as part of the Transforming bus and active travel opportunities between Dewsbury and Bradford (A638) scheme at the Investment Committee on 01 September 2020. Of the programme's indicatively approved funds, £3,000,000 was allocated for Heckmondwike Bus Hub. A further £320,000 was allocated in principle from the TCF Carbon Mitigation Fund (Aug 2021).

4.183 The Place, Regeneration and Housing Committee approved the OBC on 07 February 2022 and gave approval to indicative total scheme costs of £4,853,000.

4.184 Since this scheme received indicative approval at outline business case, costs have increased significantly by £3,813,152 to £8,666,152. Whilst some of this increase is down to inflation, there are other more significant factors: Uplift in costs since the OBC stage can be attributed to

- Base construction costs have increased, up by circa £2,500,000 due in part to construction inflation, but more significantly due to changes in the scope and specification of planned works, following inputs from key stakeholders, and more detailed planning investigations.
- Professional fees have increased by circa £1,100,000 due in part to inflation over the period of programme planning, and an initial under-factoring of certain components at outline business case.
- Overall inflation outside of these factors has increased costs by circa £300,000 due to an increased rate and an under-factoring at outline business case.

4.185 The Combined Authority will need to enter into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £8,666,152 from the TCF Fund.

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director | 31/12/2024             |

### Other Key Timescales

- Stage 2 Award – 18/12/2023.
- Mobilisation start – 08/01/2023.
- Start of delivery – 31/01/2024.
- Completion date – 20/12/2024

## Assurance Tolerances

4.186 The previous approvals and assurance tolerances set are outlined below:

| Control area          | Baseline Tolerance approved by the CA at DP2 | Baseline Approval by the CA at DP2 | TCF Programme Review | Approval at DP3 | CA Inflation Review |
|-----------------------|--|------------------------------------|----------------------|-----------------|---------------------|
| Date                  | 04/09/2020                                   |                                    | 24/06/2021           | 07/07/2022      | 08/12/2022          |
| Total Cost            | £3,000,000                                   |                                    | £4,000,000           | £4,853,000      | £4,853,000          |
| CA Funding            | 10%  | £3,000,000                         | £4,000,000           | £4,853,000      | £4,853,000          |
| Completion Date (DP5) | 6 months                                     | 31/03/20223                        | 31/03/2023           | 01/07/2023      | 01/08/2024          |
| Outputs & Benefits    | n/a  | n/a                                | n/a                  | n/a             | n/a                 |

| Control area          | Change Request Approval | Requested Approval at DP4 | Within tolerance ? |
|-----------------------|-------------------------|---------------------------|--------------------|
| Date                  | 29/08/2023              | 07/12/2023                |                    |
| Total Cost            | £4,853,000              | £8,666,152                |                    |
| CA Funding            | £4,853,000              | £8,666,152                | N                  |
| Completion Date (DP5) | 27/11/2024              | 20/12/2024                | N                  |
| Outputs & Benefits    | -10%                    | -10%                      | Y                  |

4.187 The revised assurance tolerances for the recommended approval in this report are:

| Assurance tolerances   |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.<br>Completion/service delivery date remains within +6 months of those outlined in this report.<br>Outputs remain within -10% of those outlined in this report. |

## Appraisal Summary

4.188 The scheme aligns to several Kirklees Council, Combined Authority and national transport policies and strategies.

- 4.189 There is a strong case for change. The lack of operating capacity leads to congestion on the A638. Bus reliability issues are due to delays accessing stops and dwell time. Limited facilities create accessibility issues which reduce its attractiveness.
- 4.190 The scheme complements the A638 Corridor scheme (bus, cycling and walking improvements), and the connectivity improvements from Heckmondwike town centre to the Greenway and Ringway off road cycle routes.
- 4.191 The Consultation Report states most respondents were positive to the proposals due to the current lack of existing facilities, and most agreed with the proposals.
- 4.192 The Stage 2 EQIA is positive and no protected characteristic groups appear to be negatively impacted by the scheme.
- 4.193 The scheme has a poor BCR but schemes such as this provide modest utilitarian transport benefits and are therefore difficult to fully assess using standard appraisal guidance. The scheme provides other less tangible benefits that are difficult to quantify and monetise, these include the 'transformational'; building design, the wider benefits of investment in Heckmondwike town centre and the significant investment in blue and green infrastructure embedded into the building design.
- 4.194 A Stage 2 CIA has been undertaken; the scheme calculates a net increase in carbon emissions of 743 tCO<sub>2</sub>e over the 60-year appraisal period using the core appraisal assumptions.
- 4.195 A Quantity Surveyor has undertaken a review of the scheme costs to ensure they are in line with current market rates and a value engineering exercise has resulted in a £253,400 saving, to remove or reduce component specifications.
- 4.196 A robust governance structure is in place.
- 4.197 The Risk Register is detailed, including the Quantified Risk Assessment, and a 4% risk allocation. All Risks appear to have sufficient mitigation in place.
- 4.198 The Monitoring & Evaluation plan is in line with DfT guidance and the TCF M&E Framework.

### **Recommendations**

- 4.199 The Combined Authority, subject to the conditions set by the Programme Appraisal Team approves that:
- (i) The Heckmondwike Bus Hub scheme proceeds through decision point 4 (full business case) and work commences on activity 5 (delivery).
  - (ii) 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.
- (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.

### **Projects in Stage 3: Delivery and Evaluation**

4.200 There are no schemes to review at this stage.

### **Tackling the Climate Emergency implications**

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

## **5 Inclusive Growth implications**

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

## **6 Equality and Diversity implications**

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

## **7 Financial implications**

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

## **8 Legal implications**

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

## **9 Staffing implications**

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

## **10 External consultees**

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

## **11 Recommendations (Summary)**

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

11.1 The Combined Authority approves that:

- (i) 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)
- (ii) An indicative approval to the Combined Authority's contribution of £4,600,000 is given. The total scheme value is £5,520,000.
- (iii) 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.
- (iv) The Combined Authority enters into an addendum to the existing Funding Agreement with Kirklees Council for expenditure of up to £117,000.
- (v) 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**

11.2 The Combined Authority, approves that:

- (i) The Leeds Rail Station Platform Extension scheme proceeds through Strategic Outline Case (Decision Point 2) to Activity 3 (Outline Business Case).
- (ii) 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.
- (iii) 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.
- (iv) 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**

11.3 The Combined Authority approves that:

- (i) The A660 Lawnswood Roundabout scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).
- (ii) An indicative approval to the Combined Authority's contribution of £12,373,479 is given. The total scheme value is £13,050,442.
- (iii) 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.
- (iv) The Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £1,790,291.
- (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. Where required, any future committee level approvals are delegated to the Transport Committee.

## **Dawsons Corner**

11.4 The Combined Authority approves that:

- (i) 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.
- (ii) An indicative approval to the Combined Authority's contribution of £8,480,000 is given. The total scheme value is £51,925,824.
- (iii) 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.
- (iv) The Combined Authority enters into an addendum to the existing funding agreement with Leeds City Council for expenditure of up to £4,100,000.
- (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. Where required, any future committee level approvals are delegated to the Transport Committee.

## **Heckmondwike Bus Hub**

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

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

## **12 Background Documents**

12.1 None as part of this report.

## **13 Appendices**

[Appendix 1 - CRSTS Kirklees Enhanced Electric Vehicle Residential Charging and Support Programme – Business Case Summary](#)

[Appendix 2 - Leeds Station Platform Extension – Business Case Summary](#)

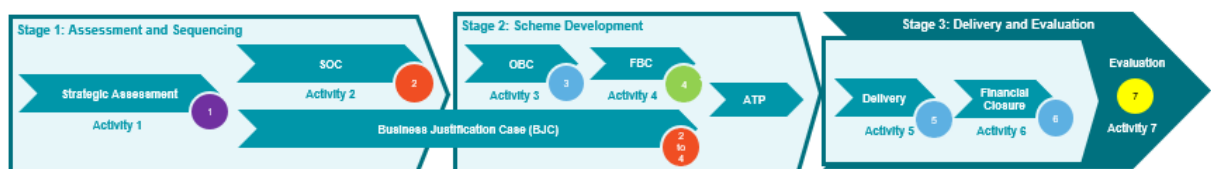
[Appendix 3 - A660 Lawnswood Roundabout – Business Case Summary](#)

[Appendix 4 - Heckmondwike Bus Hub – Business Case Summary](#)

|                   |  |
|-------------------|--|
| <b>Report to:</b> | Combined Authority   |
| <b>Date:</b>      | 7 December 2023  |
| <b>Subject:</b>   | <b>LEEDS 2023 Year of Culture Project Approvals - Investment Priority 6 – Creative Industries, Culture, Heritage and Sport</b> |
| <b>Director:</b>  | Felix Kumi-Ampofo, Director Inclusive Economy, Skills & Culture  |
| <b>Author:</b>    | Craig Taylor, Head of Strategic Portfolio Office   |

## 1 Purpose of this Report

- 1.1 To report on proposals for the progression of, and funding for projects under Investment Priority 6 – Creative Industries, Culture, Heritage and Sport, within the West Yorkshire Investment Strategy (WYIS), that have been considered at stages 1, 2 and 3 of the Combined Authority’s assurance process.



- 1.2 The recommendations can be found in Section 12 of this report.

## 2 Report

- 2.1 This report presents proposals for the progression of schemes through the Combined Authority’s assurance process in line with the Combined Authority’s Assurance Framework. Further details on the schemes summarised below can be found as part of this report.

## 3 Investment Priority 6 (IP6) –Creative Industries, Culture, Heritage and Sport

- 3.1 The West Yorkshire Investment Strategy (WYIS) sets out the Investment Priorities for the period 1 April 2021 to 31 March 2024 across six areas. In each, a number of priority project / programme areas have been identified that are the focus for intervention.

- 3.2 Investment Priority 6 will deliver a range of programmes and schemes which focus on:

- Embedding culture within all place-based work and place planning
- Culture being recognised and developed for its role in supporting the visitor economy.
- Cultural and creative businesses and their supply chains are developed and supported to maximise their potential.

- More people being actively engaged in cultural activity.
- Increase in employment in culture, sport and arts roles
- Developing and promoting cultural activity that promotes clean growth and sustainability.

3.3 The Culture, Heritage and Sport Framework will deliver Investment Priority 6 through:

#### **Theme 1 People**

- Culture, heritage and sport is threaded through the lives of people in West Yorkshire so that it is relevant, enjoyable and supports our sense of well-being. It is shaped, produced and participated in by all parts of our population.

#### **Theme 2 Place**

- We will invest in culture, heritage and sport activity and assets that tell the story of who we are.
- We will collaborate with anchor institutions, including universities and libraries, to increase cultural participation in our communities.

#### **Theme 3 Skills**

- We will invest in organisations and activities that offer training opportunities for staff, volunteers and participants.
- We will work with schools to promote possibilities and pathways for careers in the creative industries, heritage and sport sectors, and to recognise the value of transferable creative skills in the wider business sector.

#### **Theme 4 Business**

- 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.

#### **Evaluation**

3.4 Both schemes, seeking approval via this report, have an Evaluation Plan in place, which has been devised in consultation with the Combined Authority's Culture, Heritage and Sport evaluation lead, and both schemes have been issued with evaluation data requirements. The evaluation data requirements for these schemes are governed by the Combined Authority's Culture, Heritage and Sport Evaluation Framework and aligned to the Combined Authority's Evaluation Strategy, which in turn is based on the Magenta Book – which sets out central government's approach to evaluation. The Evaluation Strategy is a component of the Combined Authority's Assurance Framework, which has recently been updated.

## **Publicity and Acknowledgement**

- 3.5 The West Yorkshire Combined Authority logo, and the Tracy Brabin Mayor of West Yorkshire logo, will be used to acknowledge the support of the Combined Authority in all activities it funds or part-funds.
- 3.6 It is also a standard term of the Combined Authority grant contract that the recipient agrees to participate in and co-operate with reasonable promotional activities relating to the project, and each party shall comply with all reasonable requests from the other party to facilitate visits, provide reports, statistics, photographs and case studies that will assist the other party in its promotional and fundraising activities relating to the project.

## **British Library North**

- 3.7 At the Combined Authority meeting on 29 July 2021, approval was granted for the Strategic Outline Case (SOC) for the British Library North project, including an indicative approval of £25 million (to be funded through the Combined Authority's devolution deal) and approval of £5.350 million development costs to progress the scheme to decision point 3 (outline business case).
- 3.8 The project is extremely complex and since SOC approval, partners - including the British Library, Leeds City Council, the Combined Authority, and CEG (as owner of Temple Works, the indicative location for the project) – have been working hard to determine the best route to safely access the building to undertake the necessary feasibility work and surveys.
- 3.9 As a result, the project milestones are currently beyond the time tolerances approved in July 2021. A detailed update will be provided at a future meeting of the Culture, Heritage and Sport Committee, including a Change Request to update the time tolerances, and potentially a request to update the criteria for the previously approved development funding.

## Scheme Summaries

|  |  |
|--|--|
| <p><b>LEEDS 2023: Women of the World, Women of West Yorkshire</b></p> <p>Leeds</p> | <p><b><u>Scheme description</u></b></p> <p>The LEEDS 2023: Women of the World, Women of West Yorkshire (WOW) scheme was a unique cultural project under the broader LEEDS 2023 programme. This initiative promoted gender equality in the construction industry and engaged women, girls, and non-binary participants from the West Yorkshire region. The peak of this initiative was the grand barn raising event on the 30 April 2023, an ambitious 24-hour endeavour that brought together 300 participants working in shifts of 50 at a time.</p> <p>The promoters are requesting to extend the scope of the project to build upon the momentum generated by the WOW project and further benefit priority areas. This change aims to extend and expand the project's duration and impact by introducing "The Gifting and Northern Dreaming."</p> <p>The scheme is to be delivered through the Single Investment Fund (SIF), Investment Priority 6 gainshare allocation.</p> <p><b><u>Impact</u></b></p> <p>The additional projects build on the previous project objectives, which were built around improving skills for women, girls and non-binary individuals, and bring in impacts focused on inclusivity in cultural events for deprived communities, to make culture accessible to all and to improve children's literacy and access to cultural events.</p> <p>Due to the nature of the scheme, no benefit cost ratio (BCR) has been calculated.</p> <p><b><u>Decision sought</u></b></p> <p>Approval to expand the scope of the LEEDS 2023 WOW scheme to include 'The Gifting' and 'Northern Dreaming', to extend the completion date to 29 February 2024, to increase the Combined Authority funding by £150,000 and that work continues on activity 5 (Delivery).</p> <p>Total value of the scheme - £2,226,384</p> <p>Total value of Combined Authority funding - £ 1,650,000</p> <p>Funding recommendation sought - £150,000</p> <p>A decision by the Combined Authority is sought as part of this report</p> |
|--|--|

- 3.10 Since the Combined Authority's meeting on 12 October 2023, no decision points or change requests have been assessed in line with the Combined Authority's assurance process and approved through the agreed delegation to the Culture, Heritage and Sport Committee.

## 4 Information

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

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

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

### **Additional Approvals – delegation to the Director of Inclusive Economy, Skills & Culture**

4.3 Approval is sought through this report, for the delegation of authority to the Director of Inclusive Economy, Skills and, to approve, in accordance with the Assurance Framework, a change request to the You Can Make It Here - Skills and Business Support for Culture scheme.

4.4 The change request is seeking approval to accept and spend up to £520,000 from the Department for Culture Media and Sport's Create Growth Programme. The project is also requesting a change in scope to accommodate the new funding, and some reallocation of funds previously approved for this scheme.

4.5 This delegation is sought to maintain programme delivery and spend targets and so that the approval to the project change request can be considered by the Director of Inclusive Economy, Skills & Culture.

4.6 The Combined Authority approves that:

- (i) Approval of the change request for the You Can Make It Here - Skills and Business Support for Culture scheme, to accept and spend up to £520,000 from the Department for Culture Media and Sport's Create Growth Programme, a change in scope to accommodate the new funding and some reallocation of funds previously approved, is delegated to the Director of Inclusive Economy, Skills & Culture.

|   |   |
|---|---|
| <p><b>You Can Make It Here</b><br/>West Yorkshire</p> | <p><b><u>Scheme description</u></b></p> <p>This scheme will deliver a range of creative industry skills and business support across all five West Yorkshire districts, increasing opportunities for West Yorkshire residents to build a career in the creative, culture or sport industries.</p> <p>Approval is sought for a change request to accept additional funding of up to £520,000 from the Department for Culture Media and Sport's Create Growth Programme, to make changes to scope, and to reallocate already approved funds.</p> <p><b><u>Impact</u></b></p> <p>The additional funding will allow the programme to make changes to scope and to reallocate funds under the Create Catalyst strand. This will be used to support creative industry exports, and the establishment of the West Yorkshire music sector network. The change request also includes a further iteration of the West Yorkshire Young Poets Laureate Programme following the successful pilot which completed in Sept 2023. This will be funded by the Creative New Deal allocation.</p> |
|---|---|

### **Projects in Stage 1: Assessment and Sequencing**

4.7 There are no schemes to review at this stage.

### **Projects in Stage 2: Scheme development**

4.8 There are no schemes to review at this stage.



### Projects in Stage 3: Delivery and Evaluation

|                       |   |
|-----------------------|---|
| <b>Project Title</b>  | LEEDS 2023: Women of the World, Women of West Yorkshire |
| <b>Stage</b>          | 3 (delivery and evaluation)                             |
| <b>Decision Point</b> | Change request (activity 5)                             |

|   |   |  |
|---|---|--|
| Is this a key decision?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |  |
| Are there implications for equality and diversity?                                      | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

### Background

- 4.9 This scheme will be funded by the Combined Authority’s Gainshare Fund as part of the gainshare funding envelope for the Combined Authority’s Investment Priority 6 – Creative Industries, Culture, Heritage and Sport. This investment priority aims to recognise and develop the role Culture plays in supporting the visitor economy, thereby maximising the potential for cultural and creative businesses and their supply chains and increasing employment into the sector.
- 4.10 The LEEDS 2023 programme continues to promote Leeds and the wider region’s identity locally, nationally and internationally; celebrating and enhancing the region as a great place to live, work, visit and invest. As a forerunner of the region’s Years of Culture 2023-25, its impacts and legacy will be built upon across West Yorkshire well beyond 2023.
- 4.11 The Women of the World, Women of West Yorkshire scheme engaged women, girls, and non-binary participants from the West Yorkshire region to promote gender equality in the construction industry. The peak of this initiative was the grand barn raising event on 30 April 2023, an ambitious 24-hour endeavour that brought together 300 participants working in shifts of 50 at a time.
- 4.12 Following the barn raising event, the Women of the World (WOW) Barn became a hub for various activities including talks, debates, and performances. These activities served to foster creativity and skills development among the participants and emphasised the importance of imagination and innovation.

- 4.13 The WOW project legacy continues as the barn structure has been moved to a new, permanent home – Kirkstall Valley Farm. This enables Kirkstall Valley Farm to utilise the barn as a venue for their learning and engagement programmes.
- 4.14 Approval is now sought for additional funding of £150,000 and an increase in project scope to include the year of culture’s closing event ‘The Gifting’. This will build upon the momentum generated by the WOW project and further benefit our priority areas. This change aims to extend and expand the project's duration and impact by introducing "The Gifting and Northern Dreaming."
- 4.15 The Gifting is the closing event of the LEEDS 2023 year of culture. It will feature and build upon the WOW project both as part of the performance, and in the approach to reaching audiences that are often excluded from cultural events. Over a seven-day period 'The Gifting' will be a large-scale promenade show, featuring 20 live performances, original songs, and visual art installations in a non-theatre space (Versa Studios in Holbeck).
- 4.16 Northern Dreaming is a collaborative publication by LEEDS 2023 and the British Library. This book, intended for every child born in Leeds in 2023, contains a collection of poems and stories contributed by both emerging and established writers and is intended to enhance children's literacy. It is a key element of a comprehensive creative learning and engagement initiative. This program includes storytelling sessions tailored for young children and educational workshops conducted in 40 schools and community groups. These sessions, led by experienced facilitators and artists, aim to foster creativity in community settings, making it accessible to those that do not have easy access to other such enriching activities.
- 4.17 The additional funding sought will bridge a financial viability gap and fund measures necessary to make the performance more accessible. Measures that will be funded include the provision of discounted tickets, thereby removing a financial barrier to participation to groups including young people, students, local residents and residents on lower incomes. It will also be used to fund accessibility measures for the event, including the implementation of essential features such as chill-out areas, an accessibility viewing area, captioned performances, and British Sign Language (BSL) interpretation. These accommodations are crucial in ensuring that a diverse and inclusive audience can fully engage with the event, regardless of individual needs and preferences.

### **Outputs and Outcomes**

- 4.18 The expansion of the scope will include additional outputs to those of the original WOW Barn project:

#### WOW Barn Outputs

- 1,135 women and girls have taken part in upskilling, training and volunteering opportunities (including schools programme).
- 2,000 women-led businesses have taken part in the marketplace.

- 8,000 women and girls have attended the programme and learned.
- 500 women and girls have taken part in physical activity/sports (partnership with Park Run or with Leeds Marathon which will take place over the same period and pass the WOW Barn).

#### The Gifting & Northern Dreaming Outputs

- Through a commitment to accessibility, 7,000 individuals attending “The Gifting” will have enriched experiences, as they will be able to fully engage with the event without any barriers or limitations.
- 300 volunteers will acquire valuable experience and develop skills in the creative sector whilst actively contributing to the success of “The Gifting”.
- 2,000 children and young people will participate in 40 creative learning and engagement sessions in schools, libraries and community settings.

### **Tackling the Climate Emergency Implications**

- 4.19 The WOW Barn project has undertaken a carbon impact assessment. This assessment will be expanded upon and updated to account for ‘The Gifting’. This update will ensure that the carbon footprint associated with The Gifting is thoroughly examined and incorporated into the existing assessment, maintaining a complete and up-to-date record of the WOW Barn (including The Gifting) project’s environmental impact. LEEDS 2023 has partnered with Sustainable Arts in Leeds (SAIL), and the year’s events have been delivered in line with SAIL’s Carbon Road Map. An officer from SAIL has been co-located in the LEEDS 2023 office to monitor progress of the Sustainable Action Plan throughout the lifespan of LEEDS 2023.
- 4.20 Learnings from this approach to minimising impact will be shared with the sector and so will assist other cultural organisations nationally to meet the aims within their local Climate Commission’s net zero strategies. The resources and tools generated through LEEDS 2023 and SAIL’s partnership will be transferred to partners across West Yorkshire as part of LEEDS 2023’s legacy.
- 4.21 LEEDS 2023 is:
- Rolling out carbon literacy training to the project team and partners.
  - Undertaking a Sustainability Audit to identify key impact areas and mitigations. Monitoring and reporting on activities are set against sustainability targets and use national and international standards such as ISO 20121 Sustainable events.
  - Working with their Sustainability Oversight panel for programme feasibility work and incorporating recommendations and actions into project delivery plans.
  - Limiting carbon intensive travel and ensuring its use only for significant moments of collaboration and project delivery.

## **Inclusive Growth Implications**

- 4.22 The implementation of this change request extends the reach of "The Gifting" to a wider and more diverse audience through free and discounted ticket initiatives.
- 4.23 By hosting the event in Holbeck, the project aims to foster community engagement, with a sense of pride and ownership. Versa Studios in Holbeck, situated near to Leeds City Centre, was chosen for its central, accessible location within a diverse community. This area is home to residents with lower levels of income, contributing to lower rates of engagement with cultural events.
- 4.24 The "Northern Dreaming Anthology" book will be distributed to babies born in Leeds in 2023 in collaboration with 37 local libraries, registrars, NHS, and parent / baby groups, forming deep connections within the local communities of Leeds. This approach ensures that the project's benefits will also reach and enrich the community in which it is situated.

## **Equality and Diversity Implications**

- 4.25 Leeds City Council's Equality Diversity Cohesion and Integration (EDCI) screening has been undertaken for the WOW Barn and updated for 'The Gifting' and 'Northern Dreaming'. Equality and diversity impacts have been taken account of as part of the development of the scheme and the business case development.
- 4.26 Under the grant agreement between Leeds City Council and Leeds Culture Trust for LEEDS 2023, the Trust is required to have in place a policy for and report on Equality and Inclusion. The policy covers all employees, trustees, freelance contractors, external consultants, volunteers, interns, casual or agency workers.
- 4.27 "The Gifting" is designed to be fully accessible. Facilitates for those with disabilities include captioned performances, British Sign Language (BSL) interpretation and audio description. Chill-out areas will be available for sensory breaks, which is of particular benefit to those who are neurodiverse. Those with mobility issues will have access to a Changing Places toilet unit, and a designated accessibility viewing area.
- 4.28 Access and inclusion will be closely monitored by LEEDS 2023's in-house access and inclusion officer. Additionally, LEEDS 2023 operates a paid Access Advisory Group, which reviews access audits produced by the LEEDS 2023 access and inclusion officer in conjunction with the supporting producing teams.

## **Risks**

- 4.29 The scheme risks and mitigations are:

- The risk that the project may not be attended by a wide range of participants from all social economic groups. To mitigate this the project team will incorporate embedded design features, such as accessible pricing and accommodations. The team are implementing targeted engagement strategies with priority communities, establishing a long-term engagement plan that has extended throughout the year.
- As the project nears its conclusion, there may be a reduction in staff levels, either due to contract expiration or other factors, which could potentially disrupt the project's final stages. This is mitigated by appropriate notice periods in staff contracts. This will provide the project with the necessary time to address potential staffing changes and ensure a smooth transition. The project may consider cross-training and succession planning to mitigate the impact of staff reductions and maintain project continuity.

### **Costs**

- 4.30 The total scheme costs are £2,226,384 which includes the WOW Barn, the Gifting and Northern Dreaming.
- 4.31 The Combined Authority's contribution is £1,650,000 from the Gainshare fund.
- 4.32 The original LEEDS 2023 WOW scheme received full approval to total scheme costs of £1,500,000 from the Culture, Heritage and Sport Committee on 26 January 2023.
- 4.33 Approval is now sought for an additional £150,000 of Combined Authority funding, to contribute to The Gifting and Northern Dreaming, to be funded from the Single Investment Fund (SIF), Investment Priority 6 gainshare allocation.
- 4.34 The total cost of The Gifting and Northern Dreaming is £726,348. The remaining funding of £518,348 has been sourced from other third-party funders as shown below:
- |                                  |          |
|----------------------------------|----------|
| • British Library                | £90,000  |
| • Leeds City Council             | £135,220 |
| • National Lottery Heritage Fund | £143,128 |
| • Arts Council England           | £150,000 |

The remaining £58,000 is expected to be earned from the event through tickets and other sales.

- 4.35 The Combined Authority will need to enter into a funding agreement with Leeds City Council for additional expenditure of up to £150,000 from the Gainshare fund.
- 4.36 The Combined Authority has also provided additional funding of £633,000 for LEEDS 2023 from the Gainshare capacity fund Tranche 2. An additional request of £1,656,000 from Tranche 3 of the Gainshare capacity fund is

currently being considered by the Combined Authority. This would bring funding for LEEDS 2023 to £3,939,000.

### Future Assurance Pathway and Approval Route

| Assurance pathway    | Approval route   | Forecast approval date |
|----------------------|--|------------------------|
| 5 (Delivery Closure) | Recommendation: Combined Authority's Programme Appraisal Team<br>Decision: Combined Authority Director | 29/02/2024             |

### Other Key Timescales

- 22 December 2023 - The Gifting performances begin.
- 31 December 2023 - The Gifting performances end.

### Assurance Tolerances

| Assurance tolerances   |
|--|
| Combined Authority funding remain within +10% of those outlined in this report.<br>Completion/service delivery date remains within +6 months of those outlined in this report.<br>Outputs remain within -10% of those outlined in this report. |

### Appraisal Summary

- 4.37 The proposed change to the project expands the scope and increases the original reach of the WOW Barn project to a larger and more diverse audience. The additional projects build on the previous project objectives, which were built around improving skills for women, girls and non-binary individuals, and bring in impacts focused on inclusivity in cultural events for deprived communities, to make culture accessible to all and to improve children's literacy and access to cultural events.
- 4.38 The additional projects seek to address a gap identified in inequality in access to education, literacy and cultural activities and the additional funding bid for would also ensure improved inclusion is fully supported.
- 4.39 It is noted by the appraiser that the change request submission does not supply evidence for the identified market failure or that the identified options would be effective in addressing the market failure. It is therefore uncertain if the case for change for this project has been sufficiently established.
- 4.40 A benefit cost ratio (BCR) has not been calculated for this project and a value for money position has also not been established it is therefore not possible to determine whether the preferred option is the most viable or best value for money.

- 4.41 The budget information provided by the promoter shows that the cost of the projects is £726,348 and that funding has been sourced of £518,348, with £58,000 expected to be earned from the event through tickets and other sales. This leaves a funding gap of £150,000. It therefore appears that the main economic incentive to support this project is due to a viability gap in the finances, particularly where the additional incentives to support inclusivity led to an additional cost which would impact on the financial viability.
- 4.42 The promoters wish to extend the original project timelines for the WOW Barn to meet the timelines for the additional projects. This extension is suitable and would align the project with the timelines for the additional projects as well as the completion timelines for LEEDS 2023.

### **Recommendations**

- 4.43 The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approves that:
- (i) 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.
  - (ii) 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.
  - (iii) 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.
  - (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.

## **5 Tackling the Climate Emergency implications**

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

## **6 Inclusive Growth implications**

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

## **7 Equality and Diversity implications**

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

## **8 Financial implications**

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

## **9 Legal implications**

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

## **10 Staffing implications**

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

## **11 External consultees**

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

## **12 Recommendations (Summary)**

### **Additional Approvals – Delegation to the Culture, Heritage and Sport Committee**

12.1 The Combined Authority approves that:

- (i) Approval of the change request for the You Can Make It Here - Skills and Business Support for Culture scheme, to accept and spend up to £520,000 from the Department for Culture Media and Sport's Create Growth Programme, a change in scope to accommodate the new funding and some reallocation of funds previously approved, is delegated to the Director of Inclusive Economy, Skills & Culture.



## **LEEDS 2023: Women of the World, Women of West Yorkshire**

- 12.2 The Combined Authority, subject to the conditions set by the Programme Appraisal Team, approves that:
- (i) 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.
  - (ii) 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.
  - (iii) 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.
  - (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.

## **13 Background Documents**

- 13.1 None as part of this report.

## **14 Appendices**

- 14.1 None.

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|                   |   |
|-------------------|---|
| <b>Report to:</b> | West Yorkshire Combined Authority                               |
| <b>Date:</b>      | 7 December 2023   |
| <b>Subject:</b>   | <b>West Yorkshire Business Board</b>                            |
| <b>Director:</b>  | Felix Kumi-Ampofo, Director Inclusive Economy, Skills & Culture |
| <b>Author:</b>    | Sarah Bowes, Head of Business Support                           |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

## 1. Purpose of this Report

- 1.1 To confirm the proposed way forward for the evolution of the LEP Board.
- 1.2 To seek feedback into proposals to strengthen private sector engagement more broadly.

## 2. Information

- 2.1 The outcome of the LEP review and the changes to statutory requirements has provided an opportunity to review how the Mayor and the Combined Authority engage with the private sector.
- 2.2 The LEP Board has provided a key convening role over the years to ensure the voice of the private sector is heard, particularly around business issues. The thematic committees also provide this strong connection with the private sector, ensuring the private sector voice is heard across a range of agendas and within the decision making process.
- 2.3 The proposals below set out how we can strengthen and build on this engagement through improvements to both formal and informal means.

### New West Yorkshire Business Board

- 2.4 Earlier this year, the LEP Board discussed its evolving role with an emphasis on ensuring that the strong partnership between the public and private sector is further strengthened.
- 2.5 Since these discussions, extensive engagement has taken place with new and existing 'LEP Board' members and business representative groups to inform and shape a new public private partnership. This engagement culminated in a private sector engagement event on 15<sup>th</sup> November in which the following recommendations were proposed:
- The LEP Board from here on in will become known as **the West Yorkshire Business Board (WYBB)**.
  - Some meetings of the Board are to be held in **private** to allow for more informal discussions and debates. Supporting notes will be prepared to support these meetings. Reports will be taken to committees and the Combined Authority on the outcome of these discussions. In line with the current requirements of Article 10 of the Constitution, the Board will hold a minimum of one meeting each year in public.
  - The WYBB will provide **thought leadership** on a range of regional issues, focusing on business and the economy.
  - Members to have **specific portfolios** and areas of expertise within which to support the Mayor and Mayor's Business Advisor including participating in events and roundtables on behalf of the Combined Authority.
  - Provide a key route for **commissioning research** to support activities, for example by the Yorkshire & Humber Policy Engagement & Research Network (Y-PERN) and the West Yorkshire Scientific Advisory Group (WYSAG).
- 2.6 It should be noted that although the Board will become known as the West Yorkshire Business Board, the West Yorkshire Combined Authority Order 2014 as modified by West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 ("the WYCA Order") still makes reference to the "Leeds City Region Local Enterprise Partnership" for the purpose of West Yorkshire Combined Authority membership . The legal position will only change when the current legislation is amended so that reference to the LEP is no longer required.
- 2.7 To support the above, a new Mayoral Business Advisor (MBA) has been appointed to provide leadership and advice on a range of business issues. Mandy Ridyard, as new MBA will also chair the West Yorkshire Business Board meetings.
- 2.8 To further strengthen the new West Yorkshire Business Board, a number of new members have been appointed by the Mayor and Combined Authority Chief Executive:

- Annette Joseph MBE – Digital and tech
- Jane Atkinson CBE – Energy/ Climate
- Sherin Matthew – Digital and tech
- Aaron Holt – Manufacturing
- Lisa Johnson- Digital and tech
- Natalie Sykes – Transport
- Nicky Chance -Thompson – Culture/Heritage (formerly co-opted member)
- Asma Iqbal – Professional Services (formerly co-opted member)
- Fara Butt – Manufacturing (formerly co-opted member)

They join the existing private sector members of the Board who are:

- Mandy Ridyard (Chair and Mayor’s Business Advisor) – Manufacturing
- Kully Thiarai – Culture
- Kamran Rashid – Third sector
- Professor Shirley Congdon – Higher Education

#### Public/Private Partnership Arrangements

- 2.9 The model of partnership between the public and private sector in West Yorkshire is held up at a national level as good practice. It is important that this model of deep partnership continues to evolve. The private sector will remain represented within the Mayoral Combined Authority and its committees and will continue to be a fundamental partner in decision-making and delivery (see item 10). Nominations to the Combined Authority and its thematic committees are made annually as part of the annual meeting process which provides an opportunity for the WYBB to review nominations going forward.

#### New Mayoral Council

- 2.10 To ensure the Mayor and the Combined Authority are maximising engagement channels with a range of larger business and thought leaders, it is proposed to establish a Mayor’s Council. Chaired by the Mayor, it is proposed that this will convene some of the largest and most influential businesses and stakeholders in the region to provide the voice of large business in the region:
- Support international activity including trade visits and foreign direct investment activity.
  - Influence mayoral and Combined Authority policy and programmes (along with the WYBB).
  - Ensure the Combined Authority understands big business challenges in the region and can utilise appropriate levers to support these employment intensive businesses.

- In time, develop a partnership of ambassadors and champions for West Yorkshire, lobbying for and promoting West Yorkshire.

#### A Framework for Business Engagement – Stronger Together

- 2.11 In addition to this new public private partnership to replace the LEP Board, and the new Mayoral Council, a Business Engagement Framework is being developed to further strengthen all engagement with the private sector.
- 2.12 Whilst formal and informal business engagement does already take place, current arrangements do not always allow business views/insights to be used in a way that can support policy and programme development across the whole range of CA agendas.
- 2.13 In addition, current business engagement does not always represent the entire business population and reflect the views of a cross-section of West Yorkshire businesses.
- 2.14 More diverse business engagement not only results in better policy design and programme development aligned to the needs of all our communities, it also provide the opportunity to develop and own a shared narrative across the public and private sectors for West Yorkshire.
- 2.15 At the private sector engagement event on 15 November 2023, this was discussed and the following recommendations/principles proposed. These will be developed and discussed further with the West Yorkshire Business Board.

#### Areas of focus include:

- Providing clear reasoning as to why businesses should engage with the Combined Authority e.g. key sector strengths, economic health of the region.
- Look to existing networks and strengthen our connections rather than begin everything from scratch.
- Appreciate the value of building relationships with the third sector, academic institutions and government departments.
- Learning lessons from the successes and challenges of previous iterations of regional private sector engagement.
- Developing a clear value proposition and “elevator pitch” for the region for business leaders, ambassadors and other allies to promote West Yorkshire.
- Making sure there are workable actions for both the Combined Authority and private sector representatives.

- 2.16 In parallel, consideration is being given to the strategic relationship between the Combined Authority and the Voluntary, Community and Social Enterprise Sector, with discussion ongoing. A Memorandum of Understanding will be explored with the sector to define and agree roles and responsibilities and ways of working.

### **3. Tackling the Climate Emergency Implications**

- 3.1 Tackling the climate emergency will remain a key priority for the new Board.

### **4. Inclusive Growth Implications**

- 4.1 Inclusive growth will remain a key priority for the new Board.

### **5. Equality and Diversity Implications**

- 5.1 The focus on equality and diversity within the LEP constitution and EDI will remain a key priority for the new Board and Council.
- 5.2 The Combined Authority intends to ensure that both the West Yorkshire Business Board and new Mayoral Council represent West Yorkshire's diverse population and business community.

### **6. Financial Implications**

- 6.1 It should be noted that core funding from Government for LEPs nationwide will be withdrawn from April 2024.

### **7. Legal Implications**

- 7.1 The 2014 Order does not require the Combined Authority's LEP Member or their substitute to be a private sector representative. However, private sector representation secures direct private sector input into the Combined Authority membership.
- 7.2 By law, the Combined Authority's LEP Member must be non-voting. However, the voting Combined Authority Members may resolve that this provision does not apply.

### **8. Staffing Implications**

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

### **9. External Consultees**

- 9.1 No external consultations have been undertaken.

## **10. Recommendations**

10.1 That the Combined Authority approves the proposed changes to the LEP.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

There are no appendices to this report.



|                   |  |
|-------------------|--|
| <b>Report to:</b> | West Yorkshire Combined Authority                        |
| <b>Date:</b>      | 7 December 2023  |
| <b>Subject:</b>   | <b>Committee Governance and Membership</b>               |
| <b>Director:</b>  | Alan Reiss, Chief Operating Officer                      |
| <b>Author:</b>    | Angie Shearon, Committee and Governance Services Manager |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

## 1. Purpose of this Report

- 1.1 To note a change in name of the LEP Board and the appointment of the Mayor's Business Advisor and Chair of the West Yorkshire Business Board.
- 1.2 To appoint the Leeds City Region Local Enterprise Partnership Combined Authority Member ("the LEP Member") and Substitute LEP Member to the Combined Authority.
- 1.3 To appoint deputy chairs to the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee.
- 1.4 To appoint an independent member to the Finance, Resources & Corporate Committee.
- 1.5 To grant voting rights to the LEP Member and Substitute on the Combined Authority, to LEP member deputy chairs of thematic committees and to the independent member of the Finance, Resources and Corporate Committee.
- 1.6 To note changes to partner Council nominations to committees which have been approved under officer delegation.
- 1.7 To approve the minor amendments and rebranding to Part 5, Section 5.1 – Members' Code of Conduct.

## 2. Information

### West Yorkshire Business Board

- 2.1 At its meeting on 7 September, the Combined Authority received a paper detailing the steps being taken to transition LEP functions into the Combined Authority and strengthen the relationship with the private and third sectors including the appointment of new LEP Board members.
- 2.2 The LEP Board met on 29 November and, in recognition of the changing role of LEPs, approved a change in name to the West Yorkshire Business Board (WYBB). It should be emphasised that, although the Board will become known as the West Yorkshire Business Board, the West Yorkshire Combined Authority Order 2014 as modified by West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 (“the WYCA Order”) references the “Leeds City Region Local Enterprise Partnership” for the purpose of West Yorkshire Combined Authority membership. The legal position will only change when the current legislation is amended so that reference to the LEP is no longer required. Therefore, for legal purposes the Board may still be referred to as the “Leeds City Region Local Enterprise Partnership”
- 2.3 Following an open and transparent recruitment process, Mandy Ridyard was appointed as the Mayor’s Business Advisor and Interim Chair of the West Yorkshire Business Board with effect from 1 November 2023.

### LEP (WYBB) Member and Substitute Member of the Combined Authority

- 2.4 The WYCA Order requires that the Combined Authority appoint a member of the LEP, nominated by the LEP, to be a Combined Authority Member, together with a substitute LEP Member to act in their absence. Following a recommendation of the Board, the Combined Authority are asked to appoint the following:

|                   |  |
|-------------------|--|
| <b>Member</b>     | Chair of the West Yorkshire Business Board – Mandy Ridyard |
| <b>Substitute</b> | Asma Iqbal   |

### Thematic Committee Deputy Chairs

- 2.5 Further work is ongoing to ensure representation of the private sector within the Combined Authority’s committee framework. The thematic committees, except for Transport Committee, are currently chaired by a member of the Combined Authority, with the deputy chair being a private sector member of the Board. However, there have been vacancies for deputy chairs on the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee since the term of office of the previous post-holders came to an end.

- 2.6 The Board have now recommended that the Combined Authority appoint the following member as Deputy Chair of the Business, Economy & Innovation Committee:

| Committee                                | Deputy Chair |
|--|--------------|
| Business, Economy & Innovation Committee | Asma Iqbal   |

The Board are still to agree nominations to the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee and have delegated agreement and confirmation of such nominations to the Mayoral Business Advisor in consultation with the Mayor for subsequent future appointment by the Combined Authority.

Finance, Resources & Corporate Committee and Transport Committee

- 2.7 The LEP have previously been invited by the Combined Authority to nominate members to the Finance, Resources & Corporate Committee and the Transport Committee. The LEP member nominated to the Finance, Resources & Corporate Committee also previously acted as Deputy Chair. However, it is proposed that in future the Deputy Chair position will be held by the Deputy Mayor (currently the Leader of Leeds City Council). Following a recommendation of the Board, the Combined Authority are asked to appoint the following:

| Committee                                | Private Sector Representative |
|--|-------------------------------|
| Finance, Resources & Corporate Committee | Mandy Ridyard                 |

The Board nomination to the Transport Committee is still to be agreed.

Independent Member – Finance, Resources & Corporate Committee

- 2.8 At the Combined Authority meeting on 12 October, Members resolved to recruit an independent member to sit on the Finance, Resources & Corporate Committee with experience and expertise in matters of corporate and financial performance and controls to provide valuable check and challenge to the Committee.
- 2.9 An open and transparent recruitment drive took place during November and applicants for the role were interviewed by the Chief Executive and Chief Operating Officer. The preferred candidate has a wealth of public sector board non-executive experience, has held a number of relevant positions and has a good grasp of financial and corporate governance matters, and experience of providing challenge and scrutiny at Board level.
- 2.10 The Combined Authority are recommended to co-opt Jocelyn Manners-Armstrong to the Finance, Resources & Corporate Committee on a term of 3 years commencing from the date of this meeting.

2.11 At its meeting in October, the Combined Authority agreed the level of remuneration for the role at a rate of £1,000 per annum (£250 per day for 4 days work). Based on time commitment to attend meetings, read and research papers, provide expert knowledge and advice and enable appropriate briefing and activity in between meetings of the Committee enabling the member to play a full and effective role, it is proposed that an additional 6 days commitment is required on top of the 4 which were originally agreed to prepare for and attend meetings. Members are therefore asked to approve that the independent member be remunerated for a total of 10 days work per year at a total cost of £2,500.

### Voting Rights

2.12 The **LEP Member** on the Combined Authority is non-voting unless the voting Combined Authority Members resolve otherwise. It is proposed that the LEP Member continues to be granted voting rights exercisable at any Combined Authority meeting (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 (the West Yorkshire Transport Strategy 2040<sup>1</sup>) which relate specifically to the Combined Authority's area (West Yorkshire)

2.13 For the avoidance of doubt, the voting Combined Authority Members are also asked to resolve that the **Substitute LEP Member** may exercise any voting rights exercisable by the Member for whom they substitute, in the absence of that Member.

2.14 In relation to the **thematic decision-making committees**, it is proposed that the LEP Board Member co-optee who is **Deputy Chair**<sup>2</sup> will be a voting member. By law, other private sector representatives on these committees must be non-voting, as are representatives of other bodies appointed ex-officio.

2.15 In relation to the **LEP Members** on the **Finance, Resources and Corporate Committee** and the **Transport Committee**, it is proposed that they are voting members.

2.16 It is proposed that any **Independent Member** of the Finance, Resources and Corporate Committee will also be a voting member of that Committee.

### Appointments to Committees Made Under Officer Delegation

2.17 In between the ordinary cycle of committee meetings, Wakefield, Bradford and Kirklees Councils have provided notice of changes to their committee nominations as set out in the table below.

---

<sup>1</sup> The West Yorkshire Transport Strategy 2040 is the Combined Authority's statutory Local Transport Plan.

<sup>2</sup> For clarification, the position of Deputy Chair on Transport Committee will be held by a Constituent Council co-optee and not a LEP Board member.

- 2.18 The Combined Authority is asked to note that the nomination changes detailed below were approved by the Deputy Director of Legal, Governance & Compliance under the delegation conferred on them by the Combined Authority to facilitate changes to nominations in between the ordinary cycle of meetings and enable the timely continuation of business.

| <b>Committee</b>                         | <b>Nomination</b>  |
|--|--|
| <b>Wakefield Council nominations</b>     |  |
| Business, Economy & Innovation Committee | Michael Graham to replace Jo Hepworth                            |
| Employment & Skills Committee            | Jo Hepworth to replace Michael Graham                            |
| <b>Bradford Council nominations</b>      |  |
| Transport Committee                      | Mohsin Hussain to replace Taj Salam as Transport Engagement Lead |
| Transport Committee                      | Caroline Firth to replace Mohsin Hussain                         |
| <b>Kirklees Council nominations</b>      |  |
| Employment & Skills Committee            | Elizabeth Reynolds to replace Graham Turner                      |

- 2.19 On 29 November, Kirklees Council provided formal notification of further changes to nominations to Committees of the Combined Authority. The Combined Authority are asked to approve the following appointments:

| <b>Committee</b>                        | <b>Nomination</b>                   |
|---|-------------------------------------|
| Transport Committee                     | Moses Crook to replace Masood Ahmed |
| Place, Regeneration & Housing Committee | Moses Crook to replace Masood Ahmed |

### Amendments to Constitution

- 2.20 It is proposed that minor amendments are made to the Members' Code of Conduct to reflect the change in job title of the now Deputy Director of Legal, Governance and Compliance and recent branding changes. In addition there is an amendment as a point of clarification that Members with an other registrable interest may take part in any discussion if the public is also permitted to do so.
- 2.21 Members should note approval of any revision to the Members' Code of Conduct, even if minor, are reserved to the Combined Authority by law.

## **3. Tackling the Climate Emergency Implications**

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

#### **4. Inclusive Growth Implications**

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

#### **5. Equality and Diversity Implications**

5.1 The West Yorkshire Business Board aims to reflect the diverse communities, business and geography of West Yorkshire and EDI will remain a key priority for the new Board.

#### **6. Financial Implications**

6.1 The proposed increase in the remuneration of the independent member of the Finance, Resources and Corporate Committee will result in a small increase in the members' allowances budget.

#### **7. Legal Implications**

7.1 The West Yorkshire Combined Authority Order 2014 sets out membership arrangements for the Combined Authority.

#### **8. Staffing Implications**

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

#### **9. External Consultees**

9.1 No external consultations have been undertaken.

#### **10. Recommendations**

10.1 That the Combined Authority note the appointment of the Mayor's Business Advisor and Chair of the West Yorkshire Business Board.

10.2 That the Combined Authority appoint the "LEP" Member and "LEP" Substitute Member to the Combined Authority as set out in paragraph 2.4 above.

10.3 That the Combined Authority appoint 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 above.

10.4 That the Combined Authority appoint members to the Finance, Resources and Corporate Committee and to the Transport Committee as set out in paragraph 2.7 above.

- 10.5 That the Combined Authority appoint Jocelyn Manners-Armstrong as an independent member of the Finance, Resources and Corporate Committee for a term of 3 years from the date of this meeting.
- 10.6 That the Combined Authority agree 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.
- 10.7 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 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).
- 10.8 That the co-opted Deputy Chairs of the thematic committees, shall be voting members of the respective committee (and of any sub-committee to which they may be appointed by that committee).
- 10.9 That the LEP Members on the Finance, Resources and Corporate Committee and the Transport Committee be voting members.
- 10.10 That the Independent Member of the Finance, Resources and Corporate Committee will be a voting member of that Committee.
- 10.11 That the Combined Authority note the changes to partner Council nominations to committees which have been approved under officer delegation as detailed in paragraph 2.18 above.
- 10.12 That the Combined Authority approve the change in nominations by Kirklees Council as detailed in paragraph 2.19 above.
- 10.13 That the Combined Authority approve 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 above.

## **11. Background Documents**

There are no background documents referenced in this report.

## **12. Appendices**

There are no appendices to this report.

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|                   |  |
|-------------------|--|
| <b>Report to:</b> | West Yorkshire Combined Authority      |
| <b>Date:</b>      | 7 December 2023                        |
| <b>Subject:</b>   | <b>Minutes for Information</b>         |
| <b>Director:</b>  | Alan Reiss, Chief Operating Officer    |
| <b>Author:</b>    | Ben Kearns, Committee Services Officer |

|   |   |
|---|---|
| Is this a key decision?   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is the decision eligible for call-in by Scrutiny?                                       | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information or appendices?               | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1: |   |
| Are there implications for equality and diversity?                                      | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

## 1. Purpose of this Report

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

## 2. Information

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

- Finance, Resources and Corporate Committee held on 7 June 2023
- LEP Board held on 13 June 2023.
- Climate, Energy and Environment Committee held on 11 July 2023.
- Employment and Skills Committee held on 13 July 2023.
- Culture, Heritage and Sport Committee held on 21 July 2023.
- Governance and Audit Committee held on 24 July 2023.
- Business, Economy and Innovation Committee held on 26 July 2023.
- Place, Regeneration and Housing Committee held on 31 August 2023.
- Economy Scrutiny Committee held on 15 September 2023.
- Transport Committee held on 19 September 2023.

- Corporate Scrutiny Committee held on 22 September 2023.
- Transport and Infrastructure Scrutiny Committee held on 29 September 2023.

### **3. Tackling the Climate Emergency Implications**

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

### **4. Inclusive Growth Implications**

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

### **5. Equality and Diversity Implications**

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

### **6. Financial Implications**

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

### **7. Legal Implications**

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

### **8. Staffing Implications**

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

### **9. External Consultees**

9.1 No external consultations have been undertaken.

### **10. Recommendations**

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

### **11. Background Documents**

There are no background documents referenced in this report.

### **12. Appendices**

None.