

Report to: West Yorkshire Combined Authority

Date: 27 June 2019

Subject: **Officer arrangements**

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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:	

1. Purpose of this report

- 1.1 To consider and approve amendments to the Combined Authority's Officer Delegation Scheme.

2. Information

- 2.1 In addition to minor amendments for updating and clarification purposes, the following substantive amendments are proposed to the Combined Authority's Officer Scheme of Delegation, and highlighted in the attached **Appendix 1**:

Section	Proposed amendments
General delegations:	<ul style="list-style-type: none"> • Minor amendments for clarification and updating • Insert reference to Conflicts of Interest Policy and Protocol • Insert requirement for officer decision-making to comply with the Leeds City Region Assurance Framework • Clarify definition of a Key Decision, by reference to the Access to Information Annex

	<ul style="list-style-type: none"> Amend delegations relating to officer appointments, to facilitate swift filling of vacancies arising on the approved structure
Managing Director (MD)	Update the delegation to the MD by removing the reference to the Transport Committee, further to the amendments to the Terms of Reference for that Committee.
Head of Legal and Governance Services	Extend the existing delegation to provide for the Head of Legal and Governance Services to confirm any appointment (made in accordance with a nomination by the relevant partner council) to fill any vacancy for a co-opted local authority representative arising during the municipal year on any committee of the Combined Authority, provided that the appointment has no impact on the political balance for the committee ¹ . This will expedite the filling of any vacancies. (Currently, appointments are confirmed by the Combined Authority and so often subject to delay).
Table A	<ul style="list-style-type: none"> Minor amendments for clarification Insert a reference to joint voluntary partnership agreements, for consistency with other arrangements under the Transport Act 2000.

2.2 As set out in the introduction to the Officer Delegation Scheme, all officers are required to comply with the Combined Authority’s Code of Conduct for officers, and a Gifts and Hospitality Policy. Both are currently under review, and the Combined Authority will be asked to consider any proposed amendments in the near future, further to consultation with the Trade Unions. For noting, the Authority’s employee grievance procedure is also being reviewed in consultation with the Trade Unions with a view to clarifying roles and responsibilities where the grievance extends to members of the Senior Leadership team.

3 Inclusive Growth Implications

3.1 None.

4. Financial Implications

4.1 None.

5. Legal Implications

5.1 The Combined Authority must publish its Officer Delegation Scheme.

¹ The Head of Legal and Governance Services will report any appointment confirmed under this delegated authority to the Combined Authority as soon as reasonably practicable.

6. Staffing Implications

- 6.1 The Officer Delegation Scheme provides that any officer may sub-delegate their functions to another officer of suitable experience and seniority.

7. External Consultees

- 7.1 None.

8. Recommendations

- 8.1 That the Combined Authority approves the Officer Delegation Scheme attached as Appendix 1 to this report.

9. Background Documents

- 9.1 None.

10. Appendices

Appendix 1 – Officer Delegation Scheme