
Report to: Transport Committee

Date: 5 July 2019

Subject: **Governance 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 advise Transport Committee of the Committee's terms of reference approved by the West Yorkshire Combined Authority (the Combined Authority) at the Annual Meeting, and of appointments to the Transport Committee.
- 1.2 To appoint District Consultation Sub-Committees, their members and Chairs.
- 1.3 To re-establish the Local Bus Working Group and the Cycling and Walking Working Group.

2. Information

Transport Committee

- 2.1 Attached for information as **Appendix 1** to this report are revised **terms of reference** for the Transport Committee, approved by the Combined Authority at its Annual Meeting on 27 June 2019. The terms of reference have been amended to simplify them and ensure they are comprehensive by making a general delegation of transport functions to the committee, rather than delegating specified functions as has been the practice to date. The

delegation remains subject to the exception of functions currently reserved to the Combined Authority as set out in the Officer Delegation Scheme. A reference has also been inserted to securing “clean growth”, to reflect revised corporate priorities. The Transport Committee will continue to progress any scheme under the Leeds City Region Assurance Framework within the Integrated Transport Block of the Capital Programme for which the cumulative total of the financial approval and tolerance threshold is £3 million or under.

2.2 The Combined Authority at its Annual Meeting also appointed:

- Councillor Groves as Chair of the committee,
- Councillor Kaushik as Deputy Chair of the committee,
- Councillor Bolt as leader of the opposition on the committee.

District Consultation Sub-Committees

2.3 It is proposed that Transport Committee re-appoint the five advisory District Consultation Sub-Committees, each acting as a conduit for consultation for one of the five constituent council areas. It is proposed that each member of the Transport Committee co-opted from a constituent council is appointed as a voting member of the relevant Sub-Committee. Members of the public are also invited to attend and speak as public representatives, and elected Members from constituent councils also regularly attend. **Appendix 2** to this report sets out proposed **terms of reference** for the District Consultation Sub-Committees (unchanged from last year). The Transport Committee is also asked to appoint a **Chair** for each committee.

2.4 Proposed **dates of meetings** for the Sub-Committees are set out in **Appendix 3**.

Local Bus Services Working Group

2.5 In previous years, the Transport Committee has also established a Local Bus Services Working Group to provide oversight of the application of the criteria for the supported local bus services and input into the procurement process for tendered services. It is proposed that this Working Group is re-established for this municipal year. **Appendix 4** to this report sets out the arrangements including the **terms of reference** for the Working Group, with minor amendments for updating and clarification highlighted.

Cycling and Walking Working Group

2.6 It is also proposed that the Cycling and Walking Working group is re-established for this municipal year. **Appendix 5** to this report sets out the arrangements including the **terms of reference** for the Working Group.

Zero Emission Transport Working Group

- 2.7 At the May 2019 meeting, Transport Committee resolved to form a joint Zero Emission Transport Working Group comprising members of the Transport Committee and Green Economy Panel. The **terms of reference** for the Working Group were approved by the May Transport Committee.

Officer Delegations

- 2.8 In previous municipal years, Transport Committee were asked to delegate some functions to the Managing Director. However, these functions are now delegated directly to the Managing Director under the Combined Authority's Officer Delegation Scheme, in consequence of the changes to the terms of reference for this committee. No proposals are therefore put forward this year in respect of any delegations to be made by the Committee.

3. Financial Implications

- 3.1 The post of chair of a District Consultation Sub-Committee attracts a special responsibility allowance under the Combined Authority's Members' Allowances Scheme.

4. Legal Implications

- 4.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), apply to meetings of the District Consultation Sub-committees. These provisions do not apply to Working Groups.
- 4.2 Political balance requirements do not apply to the appointment of co-optees to an advisory committee or sub-committee.

5. Staffing Implications

- 5.1 There are no staffing implications directly arising from this report.

6. External Consultees

- 6.1 No external consultations have been undertaken.

7. Recommendations

That the Transport Committee:

- 7.1 Notes the **terms of reference** for **Transport Committee** attached as **Appendix 1** to this report.
- 7.2 Notes the following **appointments** made by the Combined Authority:
- Councillor Groves as Chair of Transport Committee,

- Councillor Kaushik as Deputy Chair of Transport Committee,
- Councillor Bolt as leader of the opposition on Transport Committee.

7.3 Establishes a **District Consultation Sub-Committee** for the municipal year 2019/20 for each constituent council area, with the **terms of reference** set out in **Appendix 2** to this report.

7.4 **Appoints** to the relevant **District Consultation Sub-Committee** each Transport Committee member co-opted from a constituent council as a voting member.

7.5 Appoints a **Chair** for each **District Consultation Sub-Committee**.

7.6 Agrees that each District Consultation Sub-Committee meets on the **dates** set out in **Appendix 3** to this report.

7.7 Re-establishes the **Local Bus Services Working Group** for the municipal year 2019/20, with terms of reference and arrangements as set out in **Appendix 4** to this report.

7.8 Re-establishes the **Cycling and Walking Working Group** for the municipal year 2019/20, with the terms of reference and arrangements as set out in **Appendix 5** to this report.

8. **Background Documents**

None.

9. **Appendices**

- Appendix 1 – Terms of Reference of Transport Committee
- Appendix 2 – Terms of reference for District Consultation Sub-Committees
- Appendix 3 – Proposed meeting dates for District Consultation Sub-Committees
- Appendix 4 - Terms of reference and arrangements for the Local Bus Services Working Group
- Appendix 5 – Terms of Reference and arrangements for the Cycling and Walking working group