
Report to: Overview and Scrutiny Committee

Date: 13 September 2019

Subject: **Scrutiny Work Programme 2019/20**

Director: Angela Taylor, Corporate Services

Author(s): Khaled Berroum, Scrutiny Officer

1. Purpose of this report

- 1.1 To note or amend the work programme for 2019/20 – including agenda items, formal referrals, reviews, key decisions, matters to raise at the next Combined Authority meeting and any other issues.

2. Information

- 2.1 The scrutiny work programme details the issues the Overview and Scrutiny Committee plans to undertake, investigate further and focus on in the current municipal year (June 2019 – June 2020) within the resources, remit and powers available to it.
- 2.2 The work programme is set at the beginning of the year and considered at each meeting where it can be amended and changed as the year progresses.

Referrals to scrutiny

- 2.3 Under Scrutiny Standing Order 10, any Member of the Combined Authority Member or any elected Member of a West Yorkshire (or City of York) council may formally refer a matter to scrutiny for consideration. The referral must be in writing to the Scrutiny Officer. The Committee must consider and discuss the referral and respond to the referrer explaining whether or not it will consider the matter further and why.
- 2.4 No referrals were made in writing to the scrutiny officer since the last meeting.

Reviews

- 2.5 A review of current scrutiny arrangements following the publication of new statutory scrutiny guidance by the government, and accompanying 'Good Scrutiny Guide' by the Centre for Public Scrutiny, is currently underway.
- 2.6 It is proposed that a workshop for scrutiny members to consider conclusions and recommendations be arranged at an appropriate time as the review progresses.
- 2.7 No other formal reviews are ongoing or have been proposed at this time.

Agenda forward plan 2019/20

- 2.8 The agenda forward plan as it stands is outlined in the work programme in **Appendix 1**.
- 2.9 The planned agenda for the 15 November 2019 meeting, pending availability of the Combined Authority Chair and Employment and Skills Panel Chair, is currently:
1. Local Industrial Strategy:
 - 3rd and final session – consideration of final draft strategy
 2. Employment & Skills, apprenticeships and Skills Commission – consideration of:
 - What powers and remit the Combined Authority / LEP have, in the absence of devolution, with regards to skills
 - The work and aims of the ongoing Skills Commission led by the Combined Authority Chair, Cllr Susan Hinchcliffe
 - How the Skills Commission is tackling the issues and concerns regarding apprenticeships and jobs raised by scrutiny at the January 2019 meeting
 - How the Skills Commission aims to make the case for more local accountability of skills and devolution of skills policy and funding to regions.
 - Ongoing work regarding apprenticeships, opportunities from channel 4 HQ and digital skills
- 2.10 A shortlist of topics added to the work programme at the last meeting but not yet assigned meeting dates is included in **Appendix 1**.

Working groups

- 2.11 Under Scrutiny Standing Order 7, the Overview and Scrutiny Committee may appoint working groups to consider matters more closely, fulfil 'tasks', make recommendations and otherwise inform the scrutiny process.
- 2.12 At the last meeting on 12 July 2019, the committee proposed appointing two task and finish groups; one focusing on **climate change** and another focusing on **business grants evaluation**. These will replace the two working groups focusing on transport and the LEP review which were in place last year.

- 2.13 The current membership of the working groups are:
- *Climate change*: James Baker, Kayleigh Brooks, Dot Foster, David Jenkins.
 - *Business grants*: Stephen Baines, Stephen Fenton, Jacob Goddard, Geoff Winnard, Rosie Watson.
- 2.14 At their first sessions, working groups will formalise their terms of reference and a scope for their work and report back these back to the Committee. The first sessions of both working groups are expected to be in late October / early November 2019.
- 2.15 The Committee will be kept up to date on the work of each working group periodically throughout the year.

Scrutiny Member Leads / Spokespersons

- 2.16 At the last meeting, the Committee agreed that a cross-party group of members could act as 'leads' or 'spokespersons' for each of the Combined Authority/LEP's priority policy areas.
- 2.17 These leads/spokespersons would have a primary responsibility to remain briefed and abreast of developments, liaise with lead officers and periodically advise the Committee on any matter arising within their assigned policy area.
- 2.18 A number of members were nominated at the last meeting and since then there has been one change in nominees. The current member leads/spokespersons are as follows:
- Cllr Stephen Baines: 'boosting productivity' (economic growth)
 - Cllr James Baker: 'supporting clean growth' (environment)
 - Cllr Peter Harrand: devolution, governance and corporate issues
 - Cllr Dot Foster: '21st century transport' (transport)
- 2.19 Since the last committee meeting:
- The Scrutiny Chair informed the Managing Director of the appointment of scrutiny leads/spokespersons and the Combined Authority has assigned lead officers to support each lead/spokesperson in remaining briefed on developments in their area. A response to this letter is appended to the "Chair's update" item on this meeting's agenda.
 - Scrutiny leads/spokespersons for economic growth and the environment have held discussions with the Scrutiny Officer in preparation for the first sessions of respective working groups (outlined in paragraphs 2.11 – 2.15).

Key decisions and call in

- 2.20 Members of the Overview and Scrutiny Committee may call in any decision of the Combined Authority, a decision-making committee and any key decisions taken by an officer (with the exception of urgent decisions). Key decisions are

defined as any decision incurring a financial cost or saving of £1 million or more, or a decision likely to have a significant effect on two or more wards.

- 2.21 Decision makers have two days to publish notice of a decision, at which point scrutiny members have five working days to call in the decision, delaying its implementation, and formally requiring the decision maker to reconsider. Scrutiny members are notified by email of decisions.
- 2.22 Five members of the Overview and Scrutiny Committee – including at least one member from two different constituent councils (West Yorkshire) – may call-in a decision by notifying the Scrutiny Officer in writing by 4.00 pm on the fifth working day following publication. The Committee then has 14 days to scrutinise the decision and make recommendations. Further information is set out in Scrutiny Standing Order 13.
- 2.23 The latest key decisions and forward plans of key decisions are published on the [key decisions section of the Combined Authority's website](#).
- 2.24 On 24 July 2019, the Chair of Overview & Scrutiny was notified, under 'general exception' rules (outlined in Section 7C of the Access to Information Annex), of the late publication of a key decision notice for a decision to be taken by the Combined Authority on 1 August 2019 to spend £3 million relating to the Transforming Cities Fund bid. The decision was approved and the call-in period for scrutiny lapsed on 9 August 2019 at 12.00 pm.

Matters to raise at the Combined Authority meeting on 1 August 2019

- 2.25 The Chair (and Deputy Chair) of the Overview and Scrutiny Committee has a standing invitation to meetings of the Combined Authority as a (non-voting) observer in order to raise any scrutiny matters and convey any feedback from scrutiny members to the Combined Authority.
- 2.26 The next Combined Authority meeting will take place on 10 October 2019.
- 2.27 A summary of the Combined Authority's draft agenda forward plan is outlined within the wider organisational forward plan attached in **Appendix 2**.
- 2.28 [Minutes and agendas from past meetings](#)¹ of the Combined Authority can be accessed on the Combined Authority's website. Agendas and reports for future meetings will also be published there.

Changes in membership

- 2.29 Kirklees Council have informed the Combined Authority's governance services that Cllr Fazila Loonat has stepped down from the Committee and a replacement nomination is expected soon.

¹ <https://westyorkshire.moderngov.co.uk/ieListMeetings.aspx?Committeeld=133>

Actions for the Scrutiny Officer

- 2.29 As outlined in Scrutiny Standing Order 16, the statutory scrutiny officer provides support to the Overview and Scrutiny Committee and all of its members in exercising their duties and fulfilling their objectives.

3. Financial Implications

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

4. Legal Implications

- 4.1 There are no legal implications directly arising from this report.

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

- 7.1 That the work programme be noted or amended.
- 7.2 That a workshop for members to consider conclusions and recommendations of the review into scrutiny be arranged at an appropriate time as the review progresses.

8. Background Documents

[Scrutiny Standing Orders](#)

[Past agendas and minutes from meetings of the Combined Authority](#)

[Forward plan of key decisions from 1 September 2019](#)

['Overview and scrutiny: statutory guidance for councils and combined authorities'](#) (7 May 2019, Ministry of Housing, Communities and Local Government) and ['The Good Scrutiny Guide'](#) (June 2019, Centre for Public Scrutiny)

9. Appendices

Appendix 1 – Scrutiny Work Programme 2019/20

Appendix 2 – Combined Authority / LEP central forward plan

Appendix 3 – Forward plan of key decisions from 1 September 2019

