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**Report to:** West Yorkshire Combined Authority

**Date:** 10 October 2019

**Subject:** **Governance issues**

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**Director:** Angela Taylor, Director of Corporate Services

**Author(s):** Caroline Allen, Head of Legal and Governance Services

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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 the Combined Authority of:

- appointments to Combined Authority committees and panels, further to the annual meeting, and
- minor amendments to governance documents

1.2 To appoint an additional independent member to the Governance and Audit Committee.

1.3 To endorse an amendment to the quorum of the Governance and Audit Committee in Procedure Standing Orders.

1.4 To endorse a minor amendment to representation on the Business Innovation and Growth Panel.

## 2. Information

### Appointments to Combined Authority committees and panels

- 2.1 Appointments awaiting confirmation by partner councils at the date of the Combined Authority's annual meeting in June have now been confirmed by the Combined Authority's Head of Legal and Governance Services under delegated authority, in accordance with the nominations received from the relevant councils. Appendix 1 to this report sets out these appointments.

### Appointment of Governance & Audit Committee Independent Member

- 2.2 The Combined Authority previously approved in principle the appointment of a further independent member for the Governance and Audit Committee. Following a recruitment process, the Governance and Audit Committee is recommending the appointment of Joanna Wardman, who is a qualified internal auditor and currently works for the Government Internal Audit Agency.

### Amendment to Procedure Standing Orders

- 2.3 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, requires that the quorum of the Governance & Audit Committee is no less than two-thirds of the total number of members. The appointment of an additional independent member, as detailed in paragraph 2.2 above, requires that the quorum of the Committee be increased from 3 to 4 members and it is recommended that Procedure Standing Orders be amended accordingly.

### Minor amendments to governance documents

- 2.4 The Head of Legal and Governance Services has approved minor amendments to the Combined Authority's Members' Code of Conduct and the Conflicts of Interest Protocol for clarification. The amendment to the Members' Code of Conduct clarifies that Members should take into account the **cumulative totals** of gifts and hospitality when deciding whether to declare these. The Conflicts of Interest Protocol was amended to:

- clarify that the protocol applies to **substitutes** as well as Members, that members' interests include those of their spouse and partner, and the steps to be taken by businesses in relation to conflicts of interest.
- insert a reference to **trustees** for clarification and completeness.
- remove a reference to Combined Authority employees (any potential conflicts of interest being addressed by separate Combined Authority procedures).

- 2.5 Representation on the Business Innovation and Growth (BIG) Panel

At its Annual Meeting, the Combined Authority approved the appointment of a non-voting member on the Business Innovation and Growth Panel to represent the digital health sector. The appointment was restricted to a

representative from the Digital Health Enterprise Zone. A minor amendment to this arrangement is proposed to widen the remit to provide for representation from the health-tech/digital health sector.

### **3. Clean Growth Implications**

3.1 There are no clean growth implications directly arising from this report.

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

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

### **5. Financial Implications**

5.1 There are no financial implications directly arising from this report.

### **6. Legal Implications**

6.1 The Head of Legal and Governance Services has delegated authority under the Officer Delegation Scheme to make amendments to governance documents of the Combined Authority, for clarity.

### **7. Staffing Implications**

7.1 There are no staffing implications directly arising from this report.

### **8. External Consultees**

8.1 The LEP Chair was consulted on the proposed amendment to the Conflicts of Interest Protocol which is jointly approved by the Combined Authority and the LEP.

### **9. Recommendations**

9.1 That the Combined Authority notes the appointments to panels and committees confirmed as set out in Appendix 1.

9.2 That the Combined Authority approve the appointment of Joanna Wardman as an independent member of the Governance & Audit Committee for the 2019/20 municipal year.

9.3 That, further to the recommendation to appoint an additional independent member of the Governance & Audit Committee and to comply with legislation, the Combined Authority endorse the amendment of Procedure Standing Orders to increase the quorum of the Committee from 3 to 4 members.

9.4 That the Combined Authority notes the amendments to the Members' Code of Conduct and the Conflicts of Interest Protocol made by the Head of Legal and Governance Services.

9.5 That the Combined Authority endorse a minor amendment to membership of the Business Innovation and Growth Panel to facilitate the appointment of a non-voting member from the wider health-tech/digital health sector as set out in paragraph 2.5 above.

**10. Background Documents**

There are no background documents.

**11. Appendices**

Appendix 1 : Appointments to committees and panels since the Annual Meeting