
Report to: Overview and Scrutiny Committee

Date: 15 November 2019

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

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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 still underway.
- 2.6 No other formal reviews are ongoing or have been proposed at this time.

Agenda forward plan 2019/20

- 2.7 The agenda forward plan as it stands is outlined in the work programme in **Appendix 1**. A shortlist of topics not yet assigned meeting dates is also included.
- 2.8 At the last meeting, the Committee resolved to invite the Chair of the Transport Committee, Councillor Kim Groves, to a transport focused January 2020 scrutiny meeting.

Working groups

- 2.9 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.
- 2.10 This year, the committee has two task and finish groups; one focusing on **climate change** and one on **business grants evaluation**.
- 2.11 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.
- 2.12 The Climate Change and Business Grants working groups held their first sessions on 4 November and 6 November 2019 respectively.
- 2.13 It was not possible to include a written update for the committee before the publication deadline. Lead Members – Cllr James Baker and Cllr Stephen Baines – will update the committee on any key takeaways from the first sessions.

Spokespersons

- 2.14 This year, the Committee agreed that a cross-party group of members could act as 'leads' / 'spokespersons' for each of the Combined Authority/LEP's priority policy areas – economic growth / productivity, environment, transport and devolution / corporate & strategic issues.

- 2.15 Scrutiny spokespersons aim to remain briefed and abreast of developments, liaise with lead officers and periodically advise the Committee on any matter arising within their policy area.
- 2.16 The current spokespersons are:
- Cllr Stephen Baines: economic growth ('boosting productivity')
 - Cllr James Baker (Deputy): environment ('supporting clean growth')
 - Cllr Peter Harrand (Chair): devolution, corporate & strategic issues
 - Cllr Dot Foster: transport ('21st century transport')
- 2.17 This standing item is an opportunity for spokespersons to update the committee on any of their activities in between meetings. Since the last committee meeting scrutiny spokespersons have had briefings and held discussions with respective senior combined authority officers that lead on their policy areas.

Key decisions and call in

- 2.18 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.
- 2.19 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.
- 2.20 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.
- 2.21 The forward plan of key decisions is published on the [key decisions section of the Combined Authority's website](#). The forward plan is attached at **Appendix 3**.
- 2.22 The decision summary sheet of decisions taken at the last Combined Authority meeting (on 10 Oct) is attached at **Appendix 4**. All decisions taken by decision making committees (Combined Authority, Transport and Investment Committees) are published on [the meetings section of the Combined Authority website](#).

Matters to raise at the Combined Authority meeting on 12 December 2019

- 2.23 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.
- 2.24 The next Combined Authority meeting will take place on 12 December 2019.
- 2.25 A summary of the Combined Authority's draft agenda forward plan is outlined within the wider organisational forward plan attached in **Appendix 2**.
- 2.26 [Minutes and agendas from past meetings¹](#) 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

- 2.27 The following changes to membership have taken place since the last meeting:
- David Jones replaces Patricia Garbutt as member (Wakefield).
 - Yusra Hussain replaces Fazila Loonat as member (Kirklees)
 - Rob Walker replaces Manisha Kaushik as substitute (Kirklees)

Actions for the Scrutiny Officer

- 2.28 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.

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

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 November 2019

Appendix 4 – Decision Summary: Combined Authority meeting, 10 Oct 2019