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**Report to:** Overview and Scrutiny Committee

**Date:** 17 January 2020

**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 (July 2019 – July 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

- 2.1 Under Scrutiny Standing Order 10, any Combined Authority Member and 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.
- 2.2 No referrals were made in writing to the scrutiny officer since the last meeting.

### Reviews

- 2.3 A review of current scrutiny arrangements following the publication of new statutory scrutiny guidance by the government in 2019 (and accompanying 'Good Scrutiny Guide' by the Centre for Public Scrutiny) is still underway.
- 2.4 No other formal reviews are ongoing or have been proposed at this time.

#### Agenda items and forward plan 2019/20

- 2.5 The agenda forward plan as it stands is outlined in **Appendix 1**. A shortlist of topics not yet assigned meeting dates is also included.
- 2.6 Some scrutiny members have proposed that, due to recent flooding in West Yorkshire, an additional committee session be arranged to revisit the flood review – and that the lead chief executive for flooding (Robin Tuddenham – Chief Executive, Calderdale Council) be invited to discuss the issues. If diaries prove difficult in arranging an additional full session, it is proposed that the item be added to next municipal year's (July 2020 – July 2021) forward plan.

#### Working groups

- 2.7 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.
- 2.8 This year, the committee appointed two task and finish groups; one focusing on **climate change** and one on **business grants**.
- 2.9 The current memberships of the working groups are:
- *Climate change*: James Baker, Kayleigh Brooks, Dot Foster, David Jenkins.
  - *Business grants*: Stephen Baines, Stephen Fenton, Geoff Winnard, Rosie Watson.
- 2.10 The Business Grants working group has held two sessions on 6 November and 29 November 2019. Three further sessions are planned in 2020 (31 January, 21 February and 3 March) in addition to some site visits to discuss the grants schemes with local businesses. The group's agreed terms of reference are attached at **Appendix 2**.
- 2.11 The Climate Change working group has held one session on 4 November 2019. The group is planning further evidence sessions in January - March 2020. The group's agreed terms of reference are attached at **Appendix 3**.
- 2.12 Both working groups initially hoped to report back their findings and conclusions at the 20 March 2020 meeting of the Overview and Scrutiny Committee – depending on progress of evidence gathering by that time.
- 2.13 Lead Members – Cllr James Baker (climate) and Cllr Stephen Baines (business grants) – will update the committee on any matters not included in this report.

## Spokespersons

- 2.14 This standing item is an opportunity for spokespersons to update the committee on any of their activities in between meetings.
- 2.15 Earlier this year, the Committee agreed that a cross-party group of members should act as leads or spokespersons for each of the Combined Authority and LEP's priority policy areas – economic growth / productivity, environment, transport and devolution / corporate & strategic issues.
- 2.16 Scrutiny spokespersons aim to remain briefed and abreast of developments, liaise with senior officers on behalf of the committee and periodically advise scrutiny members on any matter arising within their policy area.
- 2.17 It is proposed that the distribution of portfolios amongst spokespersons be altered to better align with the scope of the Combined Authority and LEP's key advisory panels and committees:
- Business Innovation and Growth Panel
  - Employment and Skills Panel
  - Green Economy Panel
  - Place Panel
  - Inclusive Growth & Public Policy Panel
  - Transport Committee
  - Governance & Audit Committee
  - Combined Authority / LEP Board
- 2.18 It is also proposed that Cllr David Jones (Wakefield) be selected as skills spokesperson.
- 2.19 The amended list of spokespersons and their areas of focus are:
- Cllr Stephen Baines: business growth
  - Cllr James Baker (Deputy Chair): environment
  - Cllr Peter Harrand (Chair): corporate & strategic issues
  - Cllr Dot Foster: transport
  - Cllr David Jones: employment and skills
- 2.20 It is proposed that 'Inclusive Growth' be covered by the 'business growth' spokesperson and that 'Place' (and planning) issues be considered by 'corporate & strategic issues' and 'transport' spokespersons as appropriate for the time being.
- 2.21 Full outline of current responsibilities is as follows:

<b>'Portfolio'</b>	<b>Panels / priorities</b>	<b>Spokesperson</b>
Business growth	Business Innovation & Growth Inclusive Growth	Stephen Baines
Corporate & strategic issues	Governance & Audit Combined Authority / LEP Board	Peter Harrand

	Place (as appropriate)	
Employment & skills	Employment and Skills	David Jones
Environment	Green Economy	James Baker
Transport	Transport Place (as appropriate)	Dot Foster

### Key decisions and call in

- 2.22 Five members of the Overview and Scrutiny Committee – including at least one member from two different constituent councils (in West Yorkshire) – may call-in any decision of the Combined Authority, a decision-making committee<sup>1</sup> and any key decisions taken by an officer (except for 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.
- 2.23 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.
- 2.24 Members 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 meet, scrutinise the decision and make any recommendations. Further information is set out in Scrutiny Standing Order 13.
- 2.25 The forward plan of key decisions is published on the [key decisions section of the Combined Authority’s website](#). The forward plan of key decisions is attached at **Appendix 4**.
- 2.26 All decisions eligible for call-in taken by decision making committees (Combined Authority, Transport and Investment Committees) are published on [the meetings section of the Combined Authority website under each committee](#).

### Matters to raise at the Combined Authority meeting on 6 February 2020

- 2.27 The 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. The Scrutiny Deputy Chair may also deputise for the Chair as an observer.
- 2.28 The previous meeting took place on 9 January 2020 and the next Combined Authority meeting will take place on 6 February 2020.
- 2.29 The decision summary sheet of decisions taken at the last Combined Authority meeting on 9 Jan 2020 will be available online at:

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<sup>1</sup> Transport Committee and Investment Committee (as of 21019)

<https://westyorkshire.moderngov.co.uk/ieListDocuments.aspx?CId=133&MId=836&Ver=4>.

- 2.30 [Minutes and agendas from past meetings<sup>2</sup>](#) 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

- 2.31 The following changes to membership have taken place since the last meeting:
- Councillor Paul Davies was appointed to fill a vacancy as the Kirklees member

#### Actions for the Scrutiny Officer

- 2.32 As outlined in Scrutiny Standing Order 16, the statutory scrutiny officer provides support to the Overview and Scrutiny Committee and all 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 an additional special committee session on flooding be considered for this municipal year or if this is not possible, the item be added to next municipal year's forward plan (June 2020-June 2021).
- 7.3 That the climate change and business grants working group terms of reference be noted or amended.

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<sup>2</sup> <https://westyorkshire.moderngov.co.uk/ieListMeetings.aspx?Committeeld=133>

- 7.4 That the selection of Cllr David Jones as employment and skills spokesperson be ratified and spokesperson updates be noted.
- 7.5 That the forward plan of upcoming key decisions be noted.

**8. Background Documents**

[Scrutiny Standing Orders](#)

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

[Forward plan of key decisions from 1 January 2020](#)

**9. Appendices**

Appendix 1 – Scrutiny Work Programme 2019/20

Appendix 2 – Business Grants Working Group Terms of Reference

Appendix 3 – Climate Change Working Group Terms of Reference

Appendix 4 – Forward plan of key decisions from 1 January 2020