

---

**Report to:** Overview and Scrutiny Committee

**Date:** 20 March 2020

**Subject:** **Scrutiny Work Programme**

---

**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 (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 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.

#### Working groups

- 2.6 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.
- 2.7 This year, the committee appointed two task and finish groups; one focusing on **climate change** and one on **business grants**.
- 2.8 The current memberships of the working groups are:
- *Climate change*: Councillors James Baker, Kayleigh Brooks, Dot Foster, David Jenkins.
  - *Business grants*: Councillors Stephen Baines, Stephen Fenton, David Jones, Geoff Winnard, Rosie Watson.
- 2.9 Councillor David Jones opted to join the Business Grants Working Group following the previous meeting on 17 January 2020.
- 2.10 Since the last committee meeting:
- **Business grants working group**: members have made a number of site visits to businesses who received grants in York, Bradford, Calderdale and Craven to discuss the programmes with them and gather evidence. The group will meet again to finalise conclusions, findings and recommendations soon.
  - **Climate Change working group**: members have arranged discussion and evidence sessions with executive/cabinet members and directors from West Yorkshire authorities responsible for leading on climate work also plan to speak to local civic groups, academic experts and the LEP's Green Economy Panel members in the coming weeks.
- 2.11 Lead Members, Cllr James Baker (climate change) and Cllr Stephen Baines (business grants), will update the committee verbally on any matters not included in this report.

#### Spokespersons

- 2.12 This standing item is an opportunity for spokespersons to update the committee on any of their activities in between meetings.

- 2.13 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.
- 2.14 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.
- 2.15 At the last meeting it was 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 instead of just the four corporate priorities and Councillor David Jones (Wakefield) was selected as skills spokesperson.
- 2.16 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
- 2.17 Full outline of current responsibilities are 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 Place (as appropriate)	Peter Harrand
Employment & skills	Employment and Skills	David Jones
Environment	Green Economy	James Baker
Transport	Transport Place (as appropriate)	Dot Foster

#### Key decisions and call in

- 2.18 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.
- 2.19 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.

---

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

- 2.20 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.
- 2.21 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 2**.
- 2.22 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

- 2.23 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.
- 2.24 The previous meeting took place on 6 February 2020 and the next meeting will take place on 16 April 2020.
- 2.25 The decision summary sheet of decisions taken at the last Combined Authority meeting on 6 February 2020 is available online at:  
<https://westyorkshire.moderngov.co.uk/ieListDocuments.aspx?CIId=133&MIId=837&Ver=4>
- 2.26 [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 are also published there.

#### Changes in membership

- 2.27 The following changes to membership have taken place since the last meeting:
- Councillor Olivia Rowley replaces Councillor Graham Isherwood as a Wakefield member.
  - Councillor Martyn Ward replaces Councillor Richard Forster as substitute to Councillor Olivia Rowley.

#### Actions for the Scrutiny Officer

---

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

2.28 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 the working group and spokespersons updates be noted.

7.3 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 plans of key decisions from 1 January 2020 onwards](#)

### **9. Appendices**

Appendix 1 – Scrutiny Work Programme 2019/20

Appendix 2 – Forward plan of key decisions from 1 March 2020