



West Yorkshire Combined Authority (the Authority) Written record of an officer decision

Please forward this form to **Angie Shearon, Governance Services Manager** when completed, as soon as possible, but at the latest:

- for **Key Decisions** which may be called-in, **to be received by midday on the second working day after the decision is made**, and
- for any **other decision, within 5 working days.**

Publish promptly - **you cannot implement any Key Decision open for call-in until midday on the 6th day after it has been published as a written record of officer decision.**

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| Decision-maker <i>(post title of the officer with authority to take the decision)</i> | Ben Still, West Yorkshire Combined Authority Managing Director/ Leeds City Region Enterprise Partnership Chief Executive |
| Title <i>(For a Key Decision, this should be the same as the subject or title provided on the Key Decision Notice)</i> | To approve of the annual update of the Leeds City Region Assurance Framework |
| Date decision taken | 28 February 2020 |
| Details of the decision (including any consultation carried out) | <p>To approve minor amendments made to the Leeds City Region Assurance Framework in consultation with the Combined Authority Chair (26 February 2020) and the LEP Chair (27 February 2020), as approved at the Combined Authority meeting on 6 February 2020 and the LEP Board meeting on 16 January 2020, including, but not limited to:</p> <ul style="list-style-type: none"> • Amended table of contents and page numbers in the Executive Summary on pgs. 4-5 • Amended typos and formatting changes throughout • Improved visibility of the CA's compliance to the requirements of the National Assurance Framework, e.g. section 1 pg. 12 and Appendix 3 pgs. 70-71 • Addition of new hyperlinks to committee minutes and decisions to improve transparency on pg.22 • Minor amendments to Section 4.2 on pg. 31, following further input from the Policy Team following the LEP Board meeting on 16 January • Minor clarifications to the Value for Money language in section 6.3.3 on pg. 49 • The name of the Leeds City Region amended throughout for consistency. <p>The amendments are shown as tracked changes on the attached Appendix 1. Outcome of the consultation: the Combined Authority Chair and the LEP Board Chair endorsed the proposed changes.</p> |

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| Reasons for the decision | To ensure that the annual review of the Assurance Framework is completed in line with the requirements of the National Local Growth Assurance Framework and that the Local Assurance Framework is up to date and fit for purpose. | | |
| Any alternative option(s) considered and rejected | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, provide details: | |
| Is this a Key Decision? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, date notice of the Key Decision was published / whether an exception was relied on: | |
| Is the decision eligible for call-in by Scrutiny? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If yes, start of call-in period (date of publication) | <i>(Governance Services to insert)</i> |
| | | If yes, end of call-in period: | <i>(Governance Services to insert)</i> |
| If the decision is not eligible for call-in by Scrutiny but is a Key Decision, state why the decision is urgent | N/A | | |
| Appendices attached to this written record <i>(List and identify any which contain confidential or exempt information)</i> | <i>Appendix 1 – Leeds City Region Assurance Framework with tracked changes</i> | | |
| Background documents to be published with the written record <i>(List and identify any which contain confidential or exempt information)</i> | None | | |
| Name of any Member who declared a conflict of interest in relation to the decision | None. | | |
| Contact Officer <i>(for members of the public)</i> | Name: Julia Radianec | | |
| | Post-title: Programme Development Manager | | |
| | Telephone number: 0113 348 1804 | | |
| | E-mail: Julia.Radianec@westyorks-ca.gov.uk | | |
| Authority for Decision | | | |

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| <p>The decision-maker was authorised to make the decision by:</p> <ul style="list-style-type: none">• the Combined Authority or a committee resolution, OR• the Officer Delegation Scheme, OR• the Officer Sub-Delegation Scheme | <p>The authority to make the delegated decision in consultation with the Combined Authority Chair and the LEP Board Chair was granted at the LEP Board meeting on 16 January 2020 and the Combined Authority meeting on 6 February 2020.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
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