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**Report to:** Overview and Scrutiny Committee

**Date:** 10 July 2020

**Subject:** **Governance arrangements for 2020/21**

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## **1. Purpose of this report**

- 1.1 To note the governance arrangements still in place pertaining to the Overview and Scrutiny Committee.

## **2. Information**

### The Committee's Terms of Reference

- 2.1 There were no changes to the Overview and Scrutiny Committee's terms of reference. These are attached as **Appendix 1**.

### Amendments to Scrutiny Standing Orders

- 2.2 There were no changes to the Scrutiny Standing Orders. These are attached at **Appendix 2**.

### Quorum and meeting dates

- 2.3 Standing Orders require the committee to hold at least four *quorate* meetings a year. Six meetings have been agreed by the Combined Authority for the 2020/21 municipal year, once every two months. A list of meeting dates (all beginning at 11am) are as follows:
- 10 July 2020
  - 11 September 2020
  - 13 November 2020
  - 22 January 2021
  - 19 March 2021
  - 21 May 2021

- 2.4 The **quorum is set by legislation at two-thirds of voting members** and cannot be reduced. Formally appointed substitutes are included in the quorum. No formal decision or resolution may be taken by an inquorate meeting.
- 2.5 Last year, apart from the two meetings cancelled due to COVID-19, all four meetings which were held were quorate.

### Membership

- 2.6 A combined authority overview and scrutiny committee must reflect “so far as reasonably practicable the balance of political parties prevailing among the *constituent councils*<sup>1</sup> when taken together”.
- 2.7 Due to the 2020 local elections being cancelled due to COVID-19, the political balance requirements remain as they were following the 2019 local elections. For a committee of 18 members (3 from each authority) for this municipal year, the political balance requirement is met by appointing 11 Labour, 4 Conservative and 3 Liberal Democrat members. The political balance will next be recalculated following local elections in May 2021.
- 2.8 All scrutiny members must be formally appointed at the Combined Authority’s annual meeting, in accordance with the nominations put forward by each council. Substitutes may only substitute for the member they are designated. Due to COVID-19, not all local authorities were able to hold annual councils in May 2020 as usual, and therefore membership of committees as appointed at the 2019 annual meeting are rolled over to this municipal year.
- 2.9 The scrutiny members and substitutes this year as follows:

<b>Member</b>	<b>Substitute</b>	<b>Council</b>	<b>Party</b>
Stephen Baines	<i>Scott Benton</i>	Calderdale	<b>Con</b>
James Baker	<i>Ashley Evans</i>	Calderdale	<b>LD</b>
Paul Davies	<i>Rob Walker</i>	Kirklees	<b>Lab</b>
Stephen Fenton	<i>Anne Hook</i>	York	<b>LD</b>
Dot Foster	<i>Steve Sweeney</i>	Calderdale	<b>Lab</b>
Jacob Goddard	<i>David Jenkins</i>	Leeds	<b>Lab</b>
Peter Harrand	<i>Neil Buckley</i>	Leeds	<b>Con</b>
Andrew Hollyer	<i>Simon Daubeney</i>	York	<b>LD</b>
Yusra Hussain	<i>James Homewood</i>	Kirklees	<b>Lab</b>
David Jones	<i>Harry Ellis</i>	Wakefield	<b>Lab</b>
Peter Kilbane	<i>Claire Douglas</i>	York	<b>Lab</b>
Christine Knight	<i>Kayleigh Brooks</i>	Leeds	<b>Lab</b>
Sarfraz Nazir	<i>Joanne Dodds</i>	Bradford	<b>Lab</b>
Betty Rhodes	<i>Lynne Whitehouse</i>	Wakefield	<b>Lab</b>
Olivia Rowley	<i>Martyn Ward</i>	Wakefield	<b>Lab</b>
Richard Smith	<i>Michael Watson</i>	Kirklees	<b>Con</b>
Rosie Watson	<i>Carol Thirkill</i>	Bradford	<b>Lab</b>
Geoff Winnard	<i>Naveed Riaz</i>	Bradford	<b>Con</b>

<sup>1</sup> Meaning West Yorkshire councils

- 2.10 The current committee chair, Councillor Peter Harrand, remains chair for this coming year. Current legislation requires the scrutiny chair to be from a different political party to the party that “has the most representatives among the members of the constituent councils on the combined authority”.
- 2.11 The committee welcomes the following new members appointed since the last committee meeting:
- Cllr Andrew Hollyer, York
  - Cllr Olivia Rowley, Wakefield
- 2.12 The following members who served on the committee in the previous municipal year are no longer members of this committee:
- Cllr Graham Isherwood, Wakefield
  - Cllr Edward Pearson, York

#### Code of conduct for members and declaring pecuniary interests

- 2.13 All members and substitutes are bound by the [Code of Conduct for Members](#) and have a legal responsibility to complete a Declaration of Pecuniary Interests form within 28 days of being appointed to the committee.
- 2.14 The [Conflicts of Interest Policy and Protocol](#) also apply to members and have also been circulated separately.
- 2.15 Other relevant information relating to meetings procedure, internal officer decision making and wider democratic and corporate governance (accessible on the Combined Authority’s website) include:
- [Members’ Allowance Scheme](#)
  - [Procedure Standing Orders](#)
  - [Officer Delegation Scheme](#)
  - [Annual Governance Statement](#)
  - [Corporate Governance Code](#)

#### New statutory scrutiny guidance

- 2.16 New statutory guidance ([‘Overview and scrutiny: statutory guidance for councils and combined authorities’<sup>2</sup>](#)) was issued by the government in May 2019. Scrutiny Standing Order 15<sup>3</sup> obligates the Overview and Scrutiny Committee and the Combined Authority to have regard to any guidance issued by the Secretary of State.

### **3. Financial Implications**

- 3.1 There are no financial implications directly arising from this report.

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<sup>2</sup> <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

<sup>3</sup> Previously Standing Order 14, before the inclusion of new section Standing Order 9

#### **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 Overview and Scrutiny Committee notes the governance arrangements for 2020/21.
- 7.2 That new members be welcomed and parting members be thanked for their service and contributions over the years.

#### **8. Background Documents**

All other governance documents for the Combined Authority and the Leeds City Region Enterprise Partnership (LEP) can be found [here](#).

[‘Overview and scrutiny: statutory guidance for councils and combined authorities’](#) (7 May 2019, Ministry of Housing, Communities and Local Government - MHCLG)

#### **9. Appendices**

Appendix 1 – Overview and Scrutiny Committee Terms of Reference  
Appendix 2 – Scrutiny Standing Orders