
Report to: Overview and Scrutiny Committee

Date: 10 July 2020

Subject: **Scrutiny Work Programme 2020/21**

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1. Purpose of this report

- 1.1 To approve the scrutiny work programme for 2020/21 following the scrutiny member workshop held on 26 June 2020.
- 1.2 To consider any additional agenda items, formal referrals to scrutiny, reviews, call in, matters to raise at the next Combined Authority meeting and any other tasks, issues or matters the Committee resolves to undertake or consider further.

2. Information

- 2.1 The Scrutiny work programme details the planned work the Overview and Scrutiny Committee has resolved to undertake, investigate further and focus on in the current municipal year (June 2020 – June 2021) 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.

Work programme workshop on 26 June 2020

- 2.2 Last year, the committee decided to approach work programming in workshop settings to allow members to have more time to consider the Combined Authority and LEP's plans for the year ahead in greater depth so they could select a more focused, strategic and balanced work programme that tackles key issues while maintaining a flexible overview of other issues as they arise.
- 2.3 During the workshop, Members discussed upcoming key areas of work and possible topics with support from the Combined Authority's Managing Director, senior leadership team and scrutiny officer – and considered the following:

- a set of work programming principles as suggested by government guidance, good practice and this committee's members in the past
- a summary of topics in last year's work programme and outstanding issues that could be carried onto this year
- a summary of the Combined Authority and LEP's priorities for 2020/21 provided by the senior leadership team (SLT) – most notably work being undertaken to ensure the Combined Authority is 'mayor ready' by May 2021.

2.4 Scrutiny was informed that an 'MCA Ready Programme Board' has been formed within the Combined Authority to oversee the delivery of the MCA Programme. The Board has ultimate oversight, accountability and decision-making authority for the programme and meets on a two weekly basis to receive regular updates from the workstream leads/project boards. It is hoped this approach will allow senior officers to keep track of the workstreams, ensure risks and issues are appropriately escalated and to make decisions at the strategic level.

2.5 The MCA Ready Programme has identified 20 MCA Ready workstreams – which the officer board will oversee. The MCA workstreams have been categorised as 'partnership workstreams' (1 & 2), 'organisational-ready workstreams' (3-11) and 'devolution deal workstreams' (12-20). The MCA workstreams are:

1. Learning from other MCAs
2. Deepening Partnerships
3. Electoral Preparations
4. Decision making and committee arrangements
5. Organisational systems (HR, ICT, Finance)
6. Accommodation and buildings
7. Workforce planning
8. Finance & programme management
9. PCC preparation
10. Mayoral Order Implementation
11. Assurance Framework
12. Adult Education Budget
13. LCR Transforming Cities Fund
14. WY Mass Transit
15. Bus franchising
16. Housing pipeline
17. Green infrastructure Trial
18. Innovation Network
19. Digital Skills Partnership
20. Heritage Fund

2.6 Scrutiny members expressed the view that mayoral devolution is the biggest change to the Combined Authority since its establishment in 2014 and scrutiny has a clear responsibility to scrutinise and maintain oversight of mayor ready preparations this year. The public, central government and local authority partners will also expect that appropriate scrutiny and oversight of devolution and its implementation will take place. Scrutiny has also been advised that

scrutiny's input into governance & decision-making arrangements, scrutiny arrangements, the assurance process & framework, financial arrangements & strategy and organisational planning in particular might be productive.

- 2.7 Scrutiny Members also expressed the view that although devolution is an important area of priority for scrutiny to consider closely, there are also other organisational priorities, projects, services and key performance indicators that scrutiny might also consider maintaining an overview of in some capacity. Most notably, areas affected by COVID-19 such as business growth, transport services, and the budget – and work being undertaken to help the region and its economy recover from the aftermath of COVID-19.

Proposed work programme 2020/21

- 2.8 It was agreed that this year the Overview & Scrutiny Committee focus mostly on mayoral devolution preparations and the implementation process – while maintaining an overview of other organisational developments, such as COVID-19 recovery plans, through a standing performance monitoring item.
- 2.9 The 2020/21 scrutiny work programme attached in **Appendix 1** is proposed for approval.

Working groups

- 2.10 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.
- 2.11 Working groups are smaller groups of members that undertake scrutiny work outside of committee meetings and then report back to the main committee either through periodic updates at committee meetings and/or with a final end-of-task report when their work is complete.
- 2.12 Following discussions at the workshop, under advice that that current resources and capacity available to scrutiny can support up to two time limited working groups, it is proposed that the following two devolution focused time-limited working groups be appointed this year with the following membership:
1. Governance & Scrutiny
 2. Finances & Corporate

Name	Members	Objective and focus
Governance & Scrutiny	James Baker Dot Foster Jacob Goddard Peter Harrand Andrew Hollyer Yusra Hussain David Jones	<p>To scrutinise the development of new governance, decision-making, and scrutiny arrangements – including any matters relating to the Police & Crime Commissioner.</p> <p>To provide input into and make recommendations regarding:</p> <ul style="list-style-type: none"> • New governance structure • New scrutiny arrangements • New assurance framework

Finances & Corporate	Stephen Baines Paul Davies Peter Harrand Olivia Rowley Rosie Watson Geoff Winnard	<p>To scrutinise and maintain oversight of the development of new financial arrangements/strategies and organisational and corporate processes/systems – including workforce planning and any matters relating to the Police & Crime Commissioner.</p> <p>To provide input into and make recommendations regarding:</p> <ul style="list-style-type: none"> • Financial strategy and arrangements • Formation of business plans and budgeting • Any changes to corporate/organisational systems and processes
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- 2.13 Last year the committee agreed that working groups could form and amend their own terms of reference and the scope for their work as required – as long as changes are reported to committee meetings.

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 The current spokespersons and their areas of focus are:
- Cllr Stephen Baines: business growth
 - Cllr James Baker (Deputy Chair): environment
 - Cllr Peter Harrand (Chair): financial & strategic issues (incl devolution)
 - Cllr Dot Foster: transport
 - Cllr David Jones: employment and skills
 - Cllr Rosie Watson & Cllr Geoff Winnard: corporate issues

Reviews

- 2.18 Last year, the committee began two limited reviews of the evaluation of business grants/support schemes and the response to the declaration of a climate emergency. Both reviews were interrupted, firstly, by general election purdah and, secondly, by COVID-19 – which has also affected findings and conclusions. It is proposed that interim reports are written to outline the work that was completed for the committee to decide how to continue this work in the future.
- 2.19 No other reviews are ongoing or have been proposed at this time.

Referrals to scrutiny

- 2.20 Under Scrutiny Standing Order 10, any Member of the Overview and Scrutiny Committee, the Combined Authority or any elected Member of a West Yorkshire council (or the City of York Council) may formally refer a matter to the Committee for consideration. The referral must be in writing to the Scrutiny Officer. The Committee must then consider and discuss the referral and respond to the referrer explaining whether or not it will consider the matter further and why.
- 2.21 No formal referrals were made this year.

Key decisions and call in

- 2.22 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.
- 2.23 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.
- 2.24 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.
- 2.25 The latest key decisions and forward plans of key decisions are published and available for viewing on the [key decisions section of the Combined Authority's website](#).

Matters to raise at the next Combined Authority meeting on 27 July 2020

- 2.26 The Chair of the Overview and Scrutiny Committee has a standing invite 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.
- 2.27 The next Combined Authority meeting will take place on 27 July 2020.
- 2.28 [Minutes and agendas from past meetings](#)¹ of the Combined Authority can be accessed on the Combined Authority's website. Agendas and reports for future meetings will also be published there.

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

Actions for the Scrutiny Officer

- 2.29 As outlined in Scrutiny Standing Order 16, the statutory scrutiny officer provides support to the Overview and Scrutiny Committee's work programme and all of its members in exercising their scrutiny 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 Overview and Scrutiny Committee approves a work programme and appoints any working groups it deems necessary.

8. Background Documents

[Scrutiny Standing Orders](#)

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

[Forward plan of key decisions](#)

9. Appendices

Appendix 1 – Proposed Work Programme 2020/21