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**Report to:** Overview and Scrutiny Committee

**Date:** 11 September 2020

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

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

- 1.1 To note or amend the 2020/21 work programme and 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.

### **Referrals to scrutiny**

- 2.3 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.
- 2.4 No referrals were made in writing to the scrutiny officer since the last meeting.

### **Reviews**

- 2.5 At the last meeting, the committee agreed to revisit the reviews from the previous municipal year, on the evaluation of business grants/support schemes and the response to the declaration of a climate emergency, which were interrupted by COVID-19.
- 2.6 No other formal reviews are ongoing or have been proposed at this time.

### **Agenda items and forward plan 2020/21**

- 2.7 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 COVID-19 recovery efforts, including on budget/corporate performance, economic services and programme delivery.
- 2.8 The agenda forward plan as it stands is outlined in **Appendix 1**.

### **Working groups**

- 2.9 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 support the scrutiny process.
- 2.10 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.
- 2.11 This year, the committee appointed two task and finish groups focusing on two major elements of the programme of work to make the Combined Authority 'mayor ready' by May 2021; one on **governance & scrutiny reform** and one on **finances & corporate matters**.
- 2.12 The current memberships of the working groups are:
- **Governance & Scrutiny:** *Councillors James Baker, Dot Foster, Peter Harrand, Andrew Hollyer, Yusra Hussain and David Jones.*
  - **Finances & Corporate:** *Councillors Stephen Baines, Stephen Baines, Paul Davies, Jacob Goddard, Peter Harrand, Olivia Rowley, Rosie Watson, and Geoff Winnard*
- 2.13 Since the last committee meeting, a general work plan has been agreed by each working group and meeting dates throughout September and October 2020 have been arranged.
- 2.14 Lead Members, Cllr James Baker (governance & scrutiny) and Cllr Stephen Baines (finances & corporate), will update the committee verbally on any matters not included in this report.

### **Spokespersons**

- 2.15 This standing item is an opportunity for spokespersons to update the committee on any of their activities in between meetings.
- 2.16 Last 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 key policy areas.
- 2.17 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.
- 2.18 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

### **Key decisions and call in**

- 2.19 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.
- 2.20 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.
- 2.21 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.
- 2.22 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**.
- 2.23 All decisions eligible for call-in taken by decision making committees (Combined Authority, Transport Committee and Investment Committee) are published on [the meetings section of the Combined Authority website under each committee](#).

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

## **Matters to raise at the Combined Authority meeting**

- 2.24 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.
- 2.25 The previous meeting took place on 27 July 2020 and was attended by the Deputy Chair in the Chair's absence. There is also a meeting taking place on 4 September 2020, after the publication of this report but before the date of this meeting. The next meeting is on 10 November 2020.
- 2.26 The decision summary sheet of decisions taken at the Combined Authority meeting on 4 September 2020 will be available, after that date, online at: <https://westyorkshire.moderngov.co.uk/ieListDocuments.aspx?CId=133&MId=1046&Ver=4>
- 2.27 [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**

- 2.28 The following changes to membership have taken place since the last meeting:
- Councillor Rachel Melly replaces Councillor Pete Kilbane as a York member.

## **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 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**

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

6.1 No external consultations have been undertaken.

## **7. Recommendations**

7.1 That the work programme be noted or amended.

7.2 That any 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 this month onwards](#)

## **9. Appendices**

Appendix 1 – Scrutiny Work Programme 2020/21

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