

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD REMOTELY ON TUESDAY, 9 MARCH 2021**

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**Present:**

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Andy D'Agorne (Substitute)	York Council
Councillor James Lewis	Leeds City Council
Councillor Stewart Golton	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Steven Leigh MBE	Calderdale Council
Roger Marsh OBE DL	Leeds City Region Local Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council

**In attendance:**

Councillor Kim Groves	Chair, Transport Committee
Councillor Peter Harrand	Chair, Overview & Scrutiny Committee
Dr Declan Hall	Independent Remuneration Panel
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Ian Smyth	West Yorkshire Combined Authority
Sarah Bowes	West Yorkshire Combined Authority
Alexander Clarke	West Yorkshire Combined Authority
Khaled Berroum	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

**92. Chair's Comments**

On behalf of the Combined Authority, the Chair congratulated Councillor James Lewis on becoming Leader of Leeds City Council and welcomed him to the meeting.

**93. Apologies for Absence**

Apologies for absence were received from Councillor Keith Aspden.

**94. Declarations of Disclosable Pecuniary Interests**

There were no pecuniary interests declared by Members at the meeting.

**95. Exclusion of the Press and Public**

There were no items on the agenda that required the exclusion of the press and public.

**96. Minutes of the Meeting of the Combined Authority held on 4 February 2021**

**Resolved:** That the minutes of the meeting of the West Yorkshire Combined Authority held on 4 February 2021 be approved.

**97. Covid-19 and Economic Recovery**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on COVID-19 and Economic Recovery.

The report provided an update on the work being undertaken to support the region to respond to COVID-19 and the development of products and services in response to the economic impacts of the pandemic.

Members discussed and noted the implications of the recent Budget which had included additional business support measures and welcomed the announcement that the UK's first infrastructure bank will be based in Leeds.

The Authority discussed and endorsed the Economic Recovery Plan attached at Appendix 1 which had been refreshed in light of the further impacts the pandemic had had on the economy. The update included the addition of a fifth proposition on Culture and Creative Industries which had been developed in partnership with culture leads across local authorities and details were attached at Appendix 2. It was noted that a summary version of the Economic Recovery Plan will also be produced.

It was noted that because no direct Government funding had yet been allocated to the Combined Authority to deliver the Economic Recovery Plan, the Authority had previously approved gainshare funding to support immediate priority recovery programmes. Members considered an additional three proposals which were aimed at creating jobs and new businesses which were outlined in the report – Entrepreneurship, Net Zero Carbon Pipeline and Health Innovation. The Authority supported the programmes in principle and Members discussed the proposal for approval to be given to the Investment Committee for programmes to pass through Decision Point 2, totalling no more than the £7 million revenue that remains unallocated from the Combined Authority's 2020-21 gainshare allocation. It was reported that this would enable the programmes to be implemented

without delay in the context of the pandemic, and Members were advised that all of the proposals are consistent with the themes set out in the Covid Economic Recovery Plan, the draft West Yorkshire Investment Strategy priorities and will be subject to the Combined Authority's Assurance Framework as appropriate.

**Resolved:**

- (a) That the Combined Authority supports in principle the programmes outlined in the submitted report.
- (b) That the Combined Authority delegates to the Investment Committee the approval for programmes to pass through Decision Point 2, totalling no more than the £7 million revenue that remains unallocated from the Combined Authority's 2020-21 gainshare allocation.
- (c) That the Combined Authority endorses the redrafted West Yorkshire Economic Recovery Plan, as contained in Appendix 1 and the related Culture and Creative Industries proposition, as contained in Appendix 2.
- (d) That progress on the delivery of products and services in response to the economic impacts of the pandemic be noted.

**98. The Single Investment Fund and the West Yorkshire Investment Strategy**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications and Director, Corporate Services on the Single Investment Fund and the West Yorkshire Investment Strategy.

It was noted that the Authority was required to create a Single Investment Fund (SIF) as part of the devolution deal for West Yorkshire. The report provided an update on progress made in the development of the SIF and the design of a new West Yorkshire Investment Strategy (WYIS) which outlines the funding priorities for the SIF. This will facilitate the creation of an ambitious set of projects and programmes, based on core objectives to achieve far reaching outcomes in carbon reduction, inclusive growth and the reduction of inequality, connectivity and infrastructure.

It was reported that the high level operating principles of the SIF had previously been agreed by the Authority on 27 July 2020 and these were attached at Appendix 1 and further detail on the draft investment priorities of the WYIS was attached at Appendix 2.

The Authority considered and endorsed the proposed approach to the SIF, the design of the West Yorkshire Investment Strategy and the proposed next steps which were detailed in the report. Further work would be undertaken to complete the Investment Strategy and this would be brought to a future meeting.

**Resolved:** That the approach to the Single Investment Fund (SIF), the design of the West Yorkshire Investment Strategy (WYIS) and the proposed next steps be endorsed.

## **99. West Yorkshire Business Accelerator Fund**

The Combined Authority considered a report of the Director, Economic Services on the West Yorkshire Business Accelerator Fund (WYBAF).

The Authority considered the proposed business case for the creation of a West Yorkshire Business Accelerator Fund (WYBAF), a new business loan facility to help deliver revenue, business growth and job creation in light of the COVID-19 pandemic.

It was reported that the LEP Board had supported the project to create a successor to the Growing Places Fund (GPF) using the returned GPF loans of c.£17 million, as core funding for the new loans.

Members discussed the proposed business case and noted the intention for the fund to be self-sustaining with initial modelling based on a ten year fund. It was agreed that up to £100,000 from the GPF development funding be approved for the establishment of a Business Accelerator Fund. This would be for external legal and tax consultants and specialist consultants to specify the fund, develop the business case, prepare for the governance, recruit the necessary resources and procure. This will go through the Assurance Framework and be brought to the Combined Authority for final approval.

A specialist Financial Conduct Authority (FCA) regulated Fund Manager would need to be appointed for an initial three year period and appropriate decision making and delegations would need to be put in place by the Authority.

**Resolved:** That up to £100,000 from the Growing Places Fund development funding be approved to expedite the establishment of a Business Accelerator Fund, for external legal and tax consultants and specialist consultants to specify the fund, develop the business case, prepare for the governance, recruit the necessary resources and that the Fund will go through the Assurance Framework and Combined Authority for final approval.

## **100. Carbon Impact Assessment**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Carbon Impact Assessment.

The report provided an update on progress in the development of a carbon impact assessment methodology to allow the impact of proposals on carbon emissions to be considered in decision making.

The project is divided into five phases and these were outlined in the report. Members were advised that the project was now part way through the assessment of existing projects (those currently going through the

assurance process) and detailed recommendations for how carbon impact should be considered at different stages in the assurance process have been received from the consultants. The methodology for carbon impact assessment has been developed and is likely to be refined further as it is used to assess existing projects.

The importance of collaborative working with partners was highlighted and it was noted that discussions and briefings have been held with Leaders, portfolio holders and officers from partner councils.

**Resolved:** That the report be noted.

#### **101. Inclusive Growth Framework**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Inclusive Growth Framework.

Members discussed the draft Inclusive Growth Framework, which was attached at Appendix 1 and noted the working draft data set attached at Appendix 2. The draft Framework had been developed through discussion and engagement with public, private and third sector stakeholders and had also informed the development of the West Yorkshire Economic and Transport Recovery Plans.

The importance of involving and working with the private sector was highlighted and it was reported that the LEP Board had endorsed the Inclusive Growth Framework for adoption as part of the wider Strategic Economic Framework. The LEP Board had also considered, in principle, 'early win' inclusive growth related interventions, noting that any future funding decisions would rest with the Combined Authority. A pipeline of potential interventions to drive inclusive growth in the region will be considered in a future report.

**Resolved:** That the Inclusive Growth Framework be adopted as part of the overall Strategic Economic Framework.

#### **102. Employment & Skills Plan Refresh**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Employment and Skills Framework.

The report provided an overview on the work being done to refresh the Employment and Skills Plan and summarised the key components. The strategic context, evidence base and objectives were provided in Appendix 1. Members discussed and endorsed the proposal for the revised Employment and Skills priorities and indicative actions to be published as a Framework, as part of the Strategic Economic Framework. This would set out the strategic aims of the Leeds City Region whilst allowing flexibility to produce further detail within specific plans.

The framework will be published later this year, following the Mayoral election.

**Resolved:** That the publication of the Employment and Skills Framework as part of the Strategic Economic Framework be endorsed.

### **103. Innovation Framework**

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Innovation Framework being developed as part of the Strategic Economic Framework.

A copy of the draft Leeds City Region Innovation Framework which builds on the work carried out for the Local Industrial Strategy was attached at Appendix 1. Public consultation on the Framework had taken place via the YourVoice platform and there had also been significant additional input from members of the West Yorkshire Innovation Network, Business Innovation & Growth Panel and the LEP Board.

Members discussed and endorsed the draft which will provide a new framework for activity and investment in innovation in the region in order to drive economic growth and societal benefit around a shared set of ambitions.

**Resolved:** That the Combined Authority endorses and approves the overarching vision and priorities of the innovation framework and its positioning as part of the Strategic Economic Framework.

### **104. MCA Preparations - governance arrangements**

The Combined Authority considered a report of the Director, Corporate Services on MCA preparations.

The report provided an update on work in relation to the governance arrangements for the Combined Authority as a mayoral combined authority (MCA).

Members considered the proposal that the Combined Authority adopt a formal Constitution to provide a robust and integrated governance framework. Details were outlined in the report and an indicative outline of the Constitution was attached at Appendix 1. It was noted that key arrangements for the Mayor will need to be in place at the start of the Mayor's term of office on 10 May 2021 and therefore there will be a phased approach to adopting the new Constitution.

Members considered key draft constitutional documents for the MCA's decision-making arrangements which were attached at Appendices 2-5. It was noted that these may be subject to revision as other elements of the new Constitution are developed and it was agreed that authority be delegated to the Head of Legal and Governance Services to make any further technical amendments. Arrangements for PCC functions are currently being developed and these will be brought to the next meeting.

The Constitution will be considered as a whole at the Combined Authority's Annual Meeting in June 2021.

**Resolved:**

- (a) That the Combined Authority notes that arrangements are being put in place for decision-making relating to new Non-Mayoral Functions.
- (b) That the Combined Authority notes the timeline set out in paragraph 2 of the report for approving revised governance documents for the MCA.
- (c) That the Combined Authority approves the governance documents attached as Appendices 2-5 to the report to be of effect from 10 May 2021, and authority be delegated to the Head of Legal and Governance Services to make any further technical amendments to these documents, should these be required as the Constitution is developed.

**105. Future Scrutiny Arrangements**

The Combined Authority considered a report of the Director, Corporate Services on a proposal for new and improved scrutiny arrangements for the mayoral combined authority.

Members discussed the proposal to increase the number of overview and scrutiny committees from one to three to cover corporate, economic and transport scrutiny. Councillor Harrand, Chair of the Overview & Scrutiny Committee advised that the Overview & Scrutiny Committee had reviewed scrutiny arrangements and a working group had been established to provide input and had made recommendations regarding a new governance structure and scrutiny arrangements which differed from the proposals in the report.

The Authority discussed the Overview & Scrutiny Committee's original recommendation and advice outlined in Appendix 1 and considered a proposal to replace the existing scrutiny arrangements with three overview and scrutiny committees to cover corporate, economic and transport scrutiny. As an MCA, it was considered important to increase scrutiny and involve more members to broaden the engagement and each Committee would comprise of 16 members, increasing the number of scrutiny members from 18 to 48.

Due to the proposed change in the scrutiny structure, terms of reference and membership numbers, it was agreed that an Independent Remuneration Panel (IRP) be convened to reassess the level of allowances paid to Combined Authority scrutiny chairs and members. A report would be brought to the next meeting.

It was noted that additional staff resource will be required to support the enhanced scrutiny structure and it was agreed that initially an additional support officer be appointed although this would be considered further as

part of a review of the new structure to take place 6 months after the annual meeting.

The Authority thanked the Overview & Scrutiny Committee and the working group for their review of scrutiny arrangements.

**Resolved:**

- (a) That the work undertaken by the Overview and Scrutiny Committee in reviewing scrutiny arrangements and the Committee's original recommendation and advice, as outlined in Appendix 1, be noted.
- (b) That the Combined Authority approves the proposal to replace the existing scrutiny arrangements with three overview and scrutiny committees, each consisting of 16 members (3 from each West Yorkshire constituent authority and 1 from the non-constituent authority York), and asks officers to progress developing governance arrangements to enable such appointments to be made at the annual meeting on 24 June 2021 as outlined in paragraphs 2.6 – 2.11 of the report.
- (c) That the Combined Authority approves the convening of an Independent Remuneration Panel to reassess the allowances to be paid to scrutiny chairs and members as outlined in paragraph 2.9 of the report.
- (d) That the Combined Authority approves the additional investment into the scrutiny function including additional staff resource and other potential associated costs as outlined in section 5 of the report.

**106. Governance Arrangements**

The Combined Authority considered a report of the Director, Corporate Services on governance arrangements.

Leeds City Council – Appointments

It was noted that Leeds City Council had advised of the following changes in their appointments to the Combined Authority:

- Councillor James Lewis to replace Baroness Judith Blake as the Combined Authority member.
- Councillor Debra Coupar to replace Councillor James Lewis as the substitute Combined Authority member.
- Councillor Helen Hayden to replace Councillor Lisa Mulherin as the ex-officio member of the West Yorkshire & York Investment Committee.

Notification had also been received for a change in Leeds City Council's nomination to the Place Panel, and the Authority agreed the appointment of Councillor Helen Hayden to the Place Panel.



### Employment & Skills Panel – Advisory Membership

It was reported that at its meeting held on 24 February 2021, the LEP Board had considered and recommended to the Authority, the appointment of a non-voting advisory representative from the TUC to the Employment & Skills Panel. The Authority approved this appointment.

### Governance & Audit Committee

The Authority noted the resignation of Andy Clayton, the independent member and current Chair of the Governance & Audit Committee. It was agreed that the Head of Legal & Governance Services be authorised to commence recruitment arrangements for the vacant position. It was noted that there was one remaining meeting scheduled in the current municipal year and it would be necessary for a current member of the Governance & Audit Committee to act as interim chair for that meeting.

#### **Resolved:**

- (a) That the Combined Authority notes Leeds City Council's change in appointments to the Combined Authority and the West Yorkshire & York Investment Committee as detailed in paragraphs 2.1 and 2.2 of the report.
- (b) That the Combined Authority approves the appointment of Councillor Helen Hayden to the Place Panel.
- (c) That the Combined Authority approves the appointment of a non-voting advisory representative from the TUC to the Employment & Skills Panel.
- (d) That the Combined Authority notes the resignation of Andy Clayton, independent member of the Governance & Audit Committee and the arising vacancy for both a member and chair.
- (e) That the Combined Authority authorises the Head of Legal & Governance Services to progress recruitment and appointment arrangements to the current independent member vacancy on the Governance & Audit Committee.
- (f) That, in respect of any future in-year vacancies, the Combined Authority delegates arrangements for convening an interview panel and making subsequent recommendations to the Authority to the Head of Legal & Governance Services.
- (g) That a current member of the Governance & Audit Committee acts as interim chair for the remaining meeting of the current municipal year.

### **107. Independent Remuneration Panel – West Yorkshire Mayor's Allowance**

The Combined Authority considered a report of the Director, Corporate Services on the report of the Independent Remuneration Panel in respect of the remuneration of West Yorkshire Combined Authority's Mayor.

Councillor Stewart Golton took no part in discussion of this item as he was the Liberal Democrat candidate for the role of West Yorkshire Mayor.

It was noted that the WYCA (Election of Mayor and Functions) Order 2021 specifies that a remuneration must be determined for the West Yorkshire Mayor and in setting this, the Combined Authority must consider a report by an independent remuneration panel (IRP).

The IRP review was undertaken in February 2021 by a Panel of three members, headed by Dr Declan Hall who was in attendance at the meeting to present the IRP's report which was attached at Appendix 1. The IRP recommended that the remuneration of the West Yorkshire elected Mayor be set at £105,000 and that it be indexed linked to the NJC index, namely the percentage annual cost of living salary increase as applied each year to staff. It was noted that the allowance paid by the Combined Authority should not exceed the amount specified in the recommendation of the IRP.

Dr Hall was thanked for chairing the review and attending the meeting.

**Resolved:**

- (a) That the report of the Independent Remuneration Panel be noted.
- (b) That the recommendations of the Independent Remuneration Panel's report in respect of remuneration for the West Yorkshire Mayor, including indexation, attached at Appendix 1, be approved.

**108. Minutes for Information**

The Combined Authority noted the minutes of the committees and panels that have been published on the West Yorkshire Combined Authority's website since the last meeting.

**Resolved:** That the minutes of the Combined Authority's committees and panels be noted.