

Report to: West Yorkshire Combined Authority

Date: 24 June 2021

Subject: **Officer arrangements**

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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	

1. Purpose of this report

- 1.1 To approve the Officer Delegation Scheme for Non-Mayoral Functions at Appendix 1.
- 1.2 To approve the Officer Codes of Conduct set out in Appendix 2 and 3.

2. Information

- 2.1 **Appendix 1** to this report is the Combined Authority's Officer Delegation Scheme. This was updated on 7 May 2021 by the Head of Legal and Governance Services under her delegated authority, with the main amendments as follows:

- Inserting references to the Mayor,
- Inserting references to the new Constitution,
- Reflecting the revised officer structure approved by the Combined Authority (new Directors of Strategy, Communications and Policing, and Policy and Development).

- Deleting Table A (reserved functions), as this is now a separate document within Part 3 of the Constitution; see further the constitutional arrangements item on this agenda.
- 2.2 Further minor amendments for updating and clarification are now proposed, as highlighted on Appendix 1, as follows:
- to reflect the new post-title of the Director, Corporate and Commercial Services, and clarify the Director of Strategy, Communications and Policing's responsibility in relation to equality and diversity, and
 - to clarify the thresholds for settlements.
- 2.3 It is anticipated that the Mayor in due course will also approve delegations of Mayoral General Functions to officers. For simplicity, it is proposed that these delegations will be integrated into the same scheme, as indicated in italics. The Mayor has approved a separate delegation scheme in relation to PCC Functions – see further the later item on this agenda.
- 2.4 As set out in the introduction to the Officer Delegation Scheme, all officers are required to comply with the Combined Authority's Code of Conduct for officers, and a Gifts and Hospitality Policy. Attached as Appendix 2 to this report is the Combined Authority's Code of Conduct for officers. A separate Code of Conduct applies to staff in the Combined Authority's Policing and Crime team, who transferred from the Office of the Police and Crime Commissioner (OPCC) who carry out Police and Crime Commissioner Functions (PCC Functions) and this is attached as Appendix 3. It is proposed to update Appendix 2 in respect of officers who now advise on PCC Functions but who did not transfer from the OPCC. Proposed amendments are highlighted on the appendix. Minor amendments are also proposed to Appendix 3 for clarification and updating purposes, also highlighted and this will now be published as part of the Combined Authority's Constitution.

3. Tackling the Climate Emergency Implications

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

4. Inclusive Growth Implications

- 4.1 There are no inclusive growth implications directly arising from this report.

5. Equality and Diversity Implications

- 5.1 The proposed amendment to the Officer Delegation Scheme reflects the role of the Director of Strategy, Communications and Policing as Diversity Champion.

6. Financial Implications

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

7. Legal Implications

7.1 The Combined Authority publishes its Officer Delegation Scheme in accordance with legal requirements, in Part 3 of the Constitution.

8. Staffing Implications

8.1 The Officer Delegation Scheme provides that any officer may sub-delegate their functions to another officer of suitable experience and seniority.

9. External Consultees

9.1 None.

10. Recommendations

10.1 That the Combined Authority approves the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to this report,

10.2 That the Combined Authority approves the Officer Codes of Conduct set out in Appendix 2 and 3 of this report.

11. Background Documents

11.1 None.

12. Appendices

- Appendix 1 - Officer Delegation Scheme (Non-Mayoral Functions)
- Appendix 2 – Code of Conduct for Officers
- Appendix 3 – Code of Conduct – Policing and Crime Team