

Report to: Transport Committee

Date: 2 July 2021

Subject: **Governance Arrangements**

Director: Angela Taylor, Director of Corporate and Commercial Services

Author: Caroline Allen, Head of Legal & Governance

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:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

- 1.1 To advise Transport Committee of the Committee's terms of reference approved by the West Yorkshire Combined Authority (the Combined Authority) at the Annual Meeting on 24 June 2021, and of appointments to the Transport Committee.
- 1.2 To appoint District Consultation Sub-Committees, their members and Chairs.
- 1.3 To establish a Local Bus Working Group, and an Active Travel Working Group, and a Decarbonisation and Emissions Working Group.

2. Information

Transport Committee

- 2.1 As members will be aware, the Combined Authority at its April meeting agreed to retain Transport Committee in its current form pending review, reflecting the significance of the transport agenda going forward. The terms of reference

have been amended in the interim to reflect mayoral arrangements, (including the role of the Mayor in relation to the Local Transport Plan and bus franchising), and for consistency with the new thematic committees. Attached for information as **Appendix 1** to this report are the revised **terms of reference** for the Transport Committee, approved by the Combined Authority at its Annual Meeting.

- 2.2 The review of Transport Committee arrangements agreed by the Combined Authority at its April meeting will be undertaken expeditiously, and will report back at an early date. It is expected the review will:
- review the Terms of Reference of the Transport Committee and Transport Scrutiny Committee to ensure no overlap;
 - review membership and arrangements to ensure distinctive roles of the two committees, and make recommendations as to changes;
 - review the role of District Consultation Sub-Committees;
 - give options for when these changes could be brought into effect – but not impacting on any appointments made this year.
- 2.3 The Combined Authority at its Annual Meeting appointed Councillor Hinchcliffe as portfolio lead for transport. As portfolio lead, Councillor Hinchcliffe will chair this committee. However, given the significant pace of change, Councillor Groves has also been appointed as Lead Member, Public Transport (and will also discharge the role of Deputy Chair), and Councillor Kaushik as Lead Member, Active Travel.
- 2.4 The Combined Authority at its Annual Meeting also appointed Councillor Martyn Bolt as leader of the opposition on the committee.

Scrutiny arrangements

- 2.5 At the Combined Authority meeting on 9 March 2021, the Combined Authority considered and approved a proposal to replace existing scrutiny arrangements with three overview and scrutiny committees to cover corporate, economic and transport scrutiny. It was considered important to increase scrutiny and involve more members to broaden the engagement. The three scrutiny committees were appointed by the Combined Authority at its Annual Meeting.

District Consultation Sub-Committees

- 2.6 It is proposed that Transport Committee re-appoint the five advisory District Consultation Sub-Committees, each acting as a conduit for consultation in respect of each of the five Constituent Council areas. It is proposed that each Local Authority Co-optee from a Constituent Council on the Transport Committee is appointed as a voting member of the relevant Sub-Committee. Members of the public are also invited to attend and speak as public representatives, and other elected Members from Constituent Councils also regularly attend. **Appendix 2** to this report sets out proposed **terms of reference** for the District Consultation Sub-Committees. The Transport Committee is also asked to appoint a **Chair** for each committee.

- 2.7 **Dates of meetings** for the Sub-Committees are set out in **Appendix 3**, together with Transport Committee meeting dates.

Local Bus Services Working Group

- 2.8 In previous years, the Transport Committee has also established a Local Bus Services Working Group to provide oversight of the application of the criteria for the supported local bus services and input into the procurement process for tendered services. It is proposed that this Working Group is re-established for this municipal year. **Appendix 4** to this report sets out the arrangements including the **terms of reference** for the Working Group, with minor amendments for updating and clarification highlighted.

Active Travel Working Group

- 2.9 It is proposed that an Active Travel Working Group is established for this municipal year, replacing the Cycling and Walking Working Group. **Appendix 5** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group, which follow those for the Cycling and Walking Working Group, with minor amendments for updating and clarification.

Decarbonisation and Emissions Working Group

- 2.10 It is proposed that a Decarbonisation and Emissions Working Group is established jointly with the new Climate, Energy and Environment Committee. **Appendix 6** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group, which follow those for the Zero Carbon Working Group, with minor amendments for updating and clarification.

3. Tackling the Climate Emergency Implications

- 3.1 The work of the Decarbonisation and Emissions Working Group will be directed at tackling the Climate Emergency.

4. Inclusive Growth Implications

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

5. Equality and Diversity Implications

- 5.1 There are no equality and diversity implications directly arising from this report.

6. Financial Implications

- 6.1 The positions of Lead Member, leader of the opposition and chair of a District Consultation Sub-Committee attract an allowance under the Combined Authority's Members' Allowances Scheme. The Allowances Scheme was

revised and approved at the Annual Meeting to reflect the new Lead Member positions.

7. Legal Implications

- 7.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), apply to meetings of the District Consultation Sub-committees. These provisions do not apply to Working Groups.
- 7.2 Political balance requirements do not apply to the appointment of co-optees to an advisory sub-committee.

8. Staffing Implications

- 8.1 There are no staffing implications directly arising from this report.

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

That the Transport Committee:

- 10.1 Notes the **terms of reference** for **Transport Committee** attached as **Appendix 1** to this report.
- 10.2 Notes the following **appointments** made by the Combined Authority:
- Councillor Hinchcliffe as Chair of Transport Committee,
 - Councillor Groves as Lead Member, Public Transport,
 - Councillor Kaushik as Lead Member, Active Travel
 - Councillor Bolt as leader of the opposition on Transport Committee.
- 10.3 Establishes a **District Consultation Sub-Committee** for the municipal year 2021/22 for each Constituent Council area, with the **terms of reference** set out in **Appendix 2** to this report.
- 10.4 **Appoints** to the relevant **District Consultation Sub-Committee** each Local Authority Co-optee on the Transport Committee from a Constituent Council, as a voting member.
- 10.5 Appoints a **Chair** for each **District Consultation Sub-Committee**.
- 10.6 Notes the meeting dates of Transport Committee, and agrees the dates for each District Consultation Sub-Committee set out in **Appendix 3** to this report.

- 10.7 Re-establishes the **Local Bus Services Working Group** for the municipal year 2021/22, with terms of reference and arrangements as set out in **Appendix 4** to this report.
- 10.8 Establishes an **Active Travel Working Group** for the municipal year 2021/22, with the terms of reference and arrangements as set out in **Appendix 5** to this report.
- 10.9 Establishes with the Climate, Energy and Environment Working Group, a Decarbonisation and Emissions Working Group for the municipal year 2021/22, with the terms of reference and arrangements as set out in **Appendix 6** to this report.

11. **Background Documents**

None.

12. **Appendices**

Appendix 1 – Terms of Reference of Transport Committee

Appendix 2 – Terms of Reference for District Consultation Sub-Committees

Appendix 3 – Proposed meeting dates for District Consultation Sub-Committees

Appendix 4 - Terms of reference and arrangements for the Local Bus Services Working Group

Appendix 5 – Terms of Reference and arrangements for the Active Travel Working Group

Appendix 6 – Terms of Reference and arrangements for the Decarbonisation and Emissions Working Group