
Report to: Transport Committee

Date: 1 July 2022

Subject: **Governance 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:	
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 23 June 2022, and of appointments to the Transport Committee
- 1.2 To set out the agreed roles of Transport Committee members.
- 1.3 To establish 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 agreed changes to Transport Committee at its meeting on 17 March 2022, including a new membership framework and member roles. At its Annual Meeting on 23 June 2022, the Combined Authority appointed Members to the Committee on the terms of reference attached as **Appendix 1**. Role profiles for the membership

of Transport Committee were also agreed by the Combined Authority on 17 March, and these are attached as **Appendix 2**.

2.2 The Combined Authority at its Annual Meeting appointed the following Members:

2.2.1 Councillor Susan Hinchcliffe as Chair, and Portfolio Lead for transport

2.2.2 Councillor Peter Carlill and Councillor Manisha Kaushik as the two Deputy Chairs

2.2.3 A Transport Engagement Lead from each of the Constituent Councils as follows:

Constituent Council	Transport Engagement Lead
Bradford	Councillor Taj Salam
Calderdale	Councillor Colin Hutchinson
Kirklees	Councillor Aafaq Butt
Leeds	Councillor Lou Cunningham
Wakefield	Councillor Kevin Swift

2.3 In accordance with the agreed membership framework, the relevant transport portfolio from each Constituent Council were also co-opted onto Transport Committee as a voting member, as follows:

Constituent Council	Transport Portfolio Holder
Bradford	Councillor Alex Ross-Shaw
Calderdale	Councillor Jane Scullion
Kirklees	Councillor Eric Firth
Leeds	Councillor Helen Hayden
Wakefield	Councillor Matthew Morley

Scrutiny arrangements

2.4 The Combined Authority appointed three scrutiny committees at its Annual Meeting; scrutiny of the Combined Authority’s transport functions falls within the remit of the Transport/Infrastructure Scrutiny Committee.

Role and duties of the Deputy Chairs

2.5 The role profiles set out at **Appendix 2** define the roles of the Deputy Chairs.

2.6 The role profile identifies that on an annual basis the thematic role for each Deputy Chair will be agreed, and the duties and responsibilities set out in the role profile will be shared, with the objective of securing a balanced and manageable workload for each.

- 2.7 The thematic roles and duties of each of the Deputy Chairs will be reported to Transport Committee when these have been agreed with the newly appointed role holders.

Role and activities of the Transport Engagement Leads

- 2.8 The role profiles set out at **Appendix 2** define the roles of the Transport Engagement Leads.
- 2.9 Arrangements for the open local transport forums in each Constituent Council area will be agreed and reported to next meeting of Transport Committee, including a schedule. Main issues raised at the local transport forums will be reported back to Transport Committee.

Working Groups

- 2.10 It is proposed to establish two working groups, as set out below.
- 2.11 In addition, ah-hoc workshops are held with Transport Committee members on specific matters (e.g. transport policy development). In common with the working groups, such workshops are advisory only and held in private.
- 2.12 There are no sub-committees.

Active Travel Working Group

- 2.13 It is proposed that an Active Travel Working Group is re-established for this municipal year. **Appendix 3** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group.

Decarbonisation and Emissions Working Group

- 2.14 It is proposed that a Decarbonisation and Emissions Working Group is re-established jointly with the Climate, Energy and Environment Committee. **Appendix 4** to this report sets out the proposed arrangements including the **terms of reference** for the Working Group.

3. Tackling the Climate Emergency Implications

- 3.1 Like all committees, the terms of reference for the Transport Committee include a commitment to tackling the climate emergency.
- 3.2 The terms of reference for Transport Committee include a further commitment to liaise with the Climate, Energy and Environment Committee and the Place, Regeneration and Housing Committee to secure the decarbonisation of transport infrastructure including planning for sustainable development and flood risk management.

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

4. Inclusive Growth Implications

4.1 The terms of reference require this, and all committees, to promote inclusive growth in its actions.

4.2 A lead committee member on inclusivity will be identified. The inclusivity lead will be responsible for ensuring that the regional priority of enabling inclusive growth is fully considered in all decisions and that new opportunities are considered and implemented where appropriate and where they can add value to the agenda of the Committee.

5. Equality and Diversity Implications

5.1 The terms of reference require this, and all other committees, to consider equality and diversity in its actions and decision making.

5.2 The diversity of the committee will be kept under review and steps will be taken, in future recruitment campaigns, to ensure as far as possible that the membership is representative of the population we serve.

6. Financial Implications

6.1 The positions of Ordinary member, Transport Engagement Lead and Deputy Chair 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 positions.

7. Legal Implications

7.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), do not apply to Working Groups.

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, and the **role profiles** for committee members set out at **Appendix 2**.

- 10.2 Notes the **appointments** made by the Combined Authority, as set out at paragraphs 2.2 and 2.3.
- 10.3 Establishes an **Active Travel Working Group** for the municipal year 2022/23, with the terms of reference and arrangements as set out in **Appendix 3** to this report.
- 10.4 Establishes a **Climate, Energy and Environment Working Group** for the municipal year 2022/23, with the terms of reference and arrangements as set out in **Appendix 4** to this report.

11. **Background Documents**

None.

12. **Appendices**

Appendix 1 – Terms of Reference of Transport Committee

Appendix 2 – Transport Committee role profiles

Appendix 3 – Terms of Reference and arrangements for the Active Travel Working Group

Appendix 4 – Terms of Reference and arrangements for the Decarbonisation and Emissions Working Group