
Report to: Transport/Infrastructure Scrutiny Committee

Date: 22 September 2021

Subject: **Scrutiny and governance arrangements**

Director: Angela Taylor, Corporate and Commercial Services

Author: Hannah Scales, Scrutiny Support Officer

1. Purpose of this report

- 1.1 To note scrutiny and governance arrangements pertaining to the Overview and Scrutiny function in general and the Transport/Infrastructure Scrutiny Committee in particular.
- 1.2 To note terms of reference, scrutiny standing orders, quorum and substitute rules and meeting dates.

2. Information

Terms of Reference - Transport Scrutiny Committee

- 2.1 At the Annual Meeting the Combined Authority resolved to appoint the terms of reference for the Transport/Infrastructure Scrutiny Committee, in its new name and as attached as **Appendix 1**.

Scrutiny Standing Orders and Constitution

- 2.2 The Combined Authority has a constitution and [Scrutiny Standing Orders](#) to manage and govern the rules and processes that Scrutiny is subject to. These are attached as **Appendix 2**.

Quorum and meeting dates

- 2.3 As in previous years, four meetings have been agreed for each scrutiny committee for the 2022/23 municipal year, once every two months. Furthermore, one meeting has been designated as a dedicated Mayors Question Time session. The meeting dates are as follows:
 - 22 September 2022
 - 17 November 2022
 - 19 January 2023 – Mayors Question Time

- 9 March 2023

2.4 The **quorum is set by legislation at two-thirds of voting members** and cannot be reduced. No formal decision, recommendation or resolution may be taken by an inquorate meeting. The quorum for a 16-member committee is 11. A member must be physically present to be counted in the quorum.

Membership

2.5 Legally speaking, a combined authority overview and scrutiny committee must reflect “so far as reasonably practicable the balance of political parties prevailing among the *constituent councils*¹ when taken together”.

2.6 The political balance requirements were recalculated following the 2022 local elections. The political balance remained somewhat the same as previous years with little change overall. As there are three scrutiny committees, the political balance is calculated across the three committees to allow for the greatest level of representation of all parties which qualified. Of the 48 scrutiny members; 27 are Labour, 12 are Conservative, 6 are Liberal Democrat, 2 are Green and 1 is from an Independent Group (Morley Borough Independents).

2.7 All scrutiny members must be formally appointed at the Combined Authority’s annual meeting, in accordance with the nominations put forward by each council. Changes in scrutiny membership between Combined Authority meetings can be ratified by delegated responsibilities given to the Monitoring Officer.

2.8 The Transport & Infrastructure Scrutiny Committee members this year are as follows:

Member	Council	Party
Joanne Dodds	Bradford	Labour
Caroline Firth	Bradford	Labour
Anna Watson	Bradford	Green
Tina Benton	Calderdale	Conservative
Dot Foster	Calderdale	Labour
Amanda Parsons-Hulse	Calderdale	Liberal Democrat
Harry McCarthy	Kirklees	Labour
Andrew Pinnock	Kirklees	Liberal Democrat
Mark Thompson	Kirklees	Conservative
Kayleigh Brooks	Leeds	Labour
Robert Finnigan	Leeds	MBI
Jessica Lennox	Leeds	Labour
Jackie Ferguson	Wakefield	Labour
Tony Hames	Wakefield	Conservative
Stan Bates	Wakefield	Labour
Ian Cuthbertson	York	Liberal Democrat

¹ Meaning West Yorkshire councils

- 2.9 The committee welcomes the following as new members:
1. Andrew Pinnock, previously a substitute
 2. Joanne Dodds
 3. Caroline Firth
 4. Anna Watson
 5. Tina Benton
 6. Harry McCarthy
 7. Mark Thompson
 8. Kayleigh Brooks, previously on economy scrutiny
 9. Jessica Lennox
 10. Tony Hames
 11. Stan Bates
 12. Ian Cuthbertson
- 2.10 Current legislation requires a Scrutiny Chair to be from a different political party to the Mayor or the party that “has the most representatives among the members of the constituent councils on the combined authority”. The current Mayor Tracy Brabin represents the Labour Party and therefore a Scrutiny Chair cannot be a member of the Labour Party.
- 2.11 Cllr Amanda Parsons-Hulse was -nominated and re-appointed by the Combined Authority as Chair of the Transport Scrutiny Committee and Cllr Andrew Pinnock was newly nominated and appointed as new Deputy Chair.
- 2.12 Scrutiny Standing Order 1 allows members of one scrutiny committee to substitute for members of other scrutiny committees, from the same party and district. Substitutes count in the quorum and can vote on behalf of the member they are substituting for. Members who do not have a member from the same party and district on another committee to substitute for them, may appoint a full-time substitute – this year, these members are;
1. Amanda Parsons-Hulse, Lib Dem, Calderdale – substitute is James Baker
 2. Andrew Pinnock, Lib Dem, Kirklees – substitute to be confirmed
 3. Robert Finnigan, Morley Borough Independents, Leeds – substitute to be confirmed

Code of conduct for members and declaring pecuniary interests

- 2.13 All members and substitutes are bound by the [Code of Conduct for Members](#) and have a legal responsibility to complete a Declaration of Pecuniary Interests form within 28 days of being appointed to the committee.
- 2.14 Other relevant information and documents relating to members (accessible on the Combined Authority’s website) include:
- [Members’ Allowance Scheme](#)
 - [Member and Officer Protocols](#)
 - [Conflicts of Interest Policy](#)
 - [Procedure Standing Orders](#)

Statutory scrutiny guidance

2.15 The last statutory guidance ([‘Overview and scrutiny: statutory guidance for councils and combined authorities’²](#)) was issued by the government in May 2019. [Scrutiny Standing Order 16](#) obligates the Overview and Scrutiny Committee and the Combined Authority to have regard to any guidance issued by the Secretary of State.

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

4.2 It is proposed that each decision-making committee continues to designate an Inclusivity Lead. This will ensure that equality, diversity and inclusion is fully embedded in the objectives of the committees

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 There are no financial implications directly arising from this report.

7. Legal Implications

7.1 There are no legal implications directly arising from this report.

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

10.1 That the Transport Scrutiny Committee notes the scrutiny and governance arrangements for 2021/22.

² <https://www.gov.uk/government/publications/overview-and-scrutiny-statutory-guidance-for-councils-and-combined-authorities>

11. Background Documents

[Scrutiny Standing Orders](#) (Part 4, Section 6- WYCA Constitution) (2021/22)

[Constitution, West Yorkshire Combined Authority](#)

All other governance documents for the Combined Authority and the Leeds City Region Enterprise Partnership (LEP) can be found [here](#).

[‘Overview and scrutiny: statutory guidance for councils and combined authorities’](#) (7 May 2019, Ministry of Housing, Communities and Local Government - MHCLG)

12. Appendices

Appendix 1 – Transport & Infrastructure Scrutiny Committee Terms of Reference

Appendix 2 – Scrutiny Standing Orders