

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 23 JUNE 2022 AT MEETING ROOM 1 -  
WELLINGTON HOUSE, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Matthew Morley (Substitute)	Wakefield Council
Councillor Stewart Golton (Substitute)	Leeds City Council
Councillor James Lewis	Leeds City Council
Mark Roberts	Leeds City Region Local Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Councillor Matthew Robinson	Leeds City Council
Councillor Andrew Waller	City of York Council

**In attendance:**

Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Ian Parr	West Yorkshire Combined Authority

**1. Membership of the West Yorkshire Combined Authority**

The Chair summarised the appointments of members to the Combined Authority, consisting of five West Yorkshire constituent council members, three political balance members, one member appointed by the non-constituent council, and their substitutes. The Chair also noted the continued appointment of Cllr James Lewis as Deputy Mayor.

The Chair noted the proposed appointment of Mark Roberts as the LEP Member of the Combined Authority and Mandy Ridyard as the substitute LEP Member.

**Resolved:** That the Combined Authority:

noted:

- the position of Mayor as Chair of the Combined Authority by virtue of that office,
- the ongoing appointment of the Deputy Mayor by the Mayor,
- the appointment of Constituent Combined Authority Members and their Substitutes by the Constituent Councils, and
- the appointment of the Non-Constituent Council Member and Substitute by York City Council, as set out in Appendix 1 to this report.

appointed:

- the LEP Member of the Combined Authority, and noted the Substitute LEP Member will be appointed in due course.

That the Non-Constituent Council Combined Authority Member may exercise one vote as follows:

- on the Leeds City Region Partnership Committee (an advisory committee), and
- at any other Combined Authority meeting (including any decision-making committee or sub-committee to which the Non-Constituent Council Combined Authority Member is appointed) only in respect of any decision which gives rise to a direct and significant financial liability for the Non-Constituent Council.

That the Substitute Non-Constituent Council Combined Authority Member may exercise the voting rights granted to the Non-Constituent Council Combined Authority Member, when acting in the absence of the Non-Constituent Council Member.

That the LEP Member may vote at any meeting of the Combined Authority (including any committee or sub-committee to which the LEP Member is appointed) on any decision, subject to the following exceptions: • decision-making in relation to budget and levy setting; and

- the adoption of any implementation plans appended to the Local Transport Plan which relate specifically to the Combined Authority's area (that is, West Yorkshire).

That the Substitute LEP Member (once appointed) may exercise the voting rights granted to the LEP Member, when acting in the absence of the LEP Member.

## **2. Apologies for Absence**

Apologies were received from Cllr Harrand, Cllr Holdsworth, Cllr Jeffery, Cllr Parsons-Hulse, Cllr Scullion, and Cllr Swift

## **3. Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

## **4. Exempt Information - Possible Exclusion of the Press and Public**

Appendix 3 of item 17, and appendix 1 of item 19 were identified as exempt.

## **5. Minutes of the Meeting of the Combined Authority held on 17 March 2022**

The minutes of the meeting held on 17 March 2022 were approved.

## **6. Mayor's Announcement**

The Chair provided an overview of the work undertaken in her first full year as the Mayor of West Yorkshire, working with councillors and West Yorkshire Combined Authority staff on key issues including pandemic recovery, improving the transport network, tackling the climate emergency, improving the safety of women and girls, and promoting culture and creative industries.

The Chair highlighted efforts to introduce a maximum single bus fare of £2 and a maximum day fare of £4.50. New lower emission buses, bus routes, and the Big Bus Conversations with communities will target the return of passengers after a difficult post-pandemic recovery.

The Chair noted that ongoing Arriva bus strikes have severely impacted areas across Wakefield, Dewsbury, Heckmondwike, Rothwell, Kippax and other parts of South Leeds, and expressed frustration that a deal had not yet been reached. The Chair in her role as Mayor informed members she had maintained dialogue with both sides and urged them to reach an agreement with a fair outcome for drivers.

The Chair acknowledged the ongoing rail strike which had affected travellers across the country, noting the need for the Government to do their part in reaching a resolution.

Significant progress has been made regarding the Climate with initiatives undertaken including installing solar panels and living roofs on Combined Authority assets; engaging over two-hundred businesses to find greener solutions; and piloting retrofitting programmes in some of the most in-need social housing in the region.

The first Climate and Environment Plan was launched in Autumn 2021, setting out actions for delivery over the next 3 years. The carbon impact of schemes will be assessed as a part of the Assurance Process to ensure that carbon impacts are measured, understood and form part of the decision-making process.

Other schemes will be delivered in the coming years including the addition of zero-emission buses to the fleet, and a number of support programmes for businesses. The Chair noted that there is still a large amount to be done to achieve the Combined Authority's ambitions, however it is a start to build upon towards that goal.

## **7. Committee Arrangements and Appointments**

The Chair outlined the purpose of the report to appoint the members to the various committees in the Combined Authority.

Officers directed members towards the appointments table included as an

appendix, and highlighted some key aspects, including revised terms of reference for the Transport Scrutiny Committee, becoming the Transport and Infrastructure Scrutiny Committee. The Culture, Arts and Creative Industries Committee will become the Culture, Heritage and Sport Committee, and new terms of reference for the Transport Committee were previously agreed by the Combined Authority under the Transport Committee Review.

Officers provided members with verbal amendments to the published papers as follows:

- Councillor Caroline Firth to replace Councillor Ruth Wood as the Bradford nominee to the Transport and Infrastructure Scrutiny Committee.
- Councillor Sinead Engel to replace Councillor Suhail Choudry as a Bradford member of the Transport Committee.
- Councillor Rachel Melly is nominated as the York nominee to the Corporate Scrutiny Committee.
- Professor Simon Pringle to step down from the Transport Committee, and a new private sector representative is to be confirmed.

**Resolved:** That the Combined Authority:

noted:

- the position of Mayor as Chair of the Combined Authority by virtue of that office,
- the ongoing appointment of the Deputy Mayor by the Mayor,
- the appointment of Constituent Combined Authority Members and their Substitutes by the Constituent Councils, and
- the appointment of the Non-Constituent Council Member and Substitute by York City Council,

as set out in Appendix 1 to this report.

appointed:

- the LEP Member of the Combined Authority, and note the Substitute LEP Member will be appointed in due course.

That the Non-Constituent Council Combined Authority Member may exercise one vote as follows:

- on the Leeds City Region Partnership Committee (an advisory committee), and
- at any other Combined Authority meeting (including any decision-making committee or sub-committee to which the Non-Constituent Council Combined Authority Member is appointed) only in respect of any decision which gives rise to a direct and significant financial liability for the Non-Constituent Council.

That the Substitute Non-Constituent Council Combined Authority Member may exercise the voting rights granted to the Non-Constituent Council Combined Authority Member, when acting in the absence of the Non-Constituent Council Member.

That the LEP Member may vote at any meeting of the Combined Authority (including any committee or sub-committee to which the LEP Member is appointed) on any decision, subject to the following exceptions:

- decision-making in relation to budget and levy setting; and
- the adoption of any implementation plans appended to the Local Transport Plan which relate specifically to the Combined Authority's area (that is, West Yorkshire).

That the Substitute LEP Member (once appointed) may exercise the voting rights granted to the LEP Member, when acting in the absence of the LEP Member.

## **8. Representation on Outside Bodies**

Officers outlined the report, seeking approval of appointments to the Transport for the North Board and its scrutiny committees, the Rail North Committee, the Rail North General Purposes Committee, and the Consortium of East Coast Main Line Authorities.

It was requested that members are updated with which member will represent on the Transport for the North Scrutiny Committee. It was agreed to provide update once the positions are confirmed.

**Resolved:** That the Combined Authority approved the appointments to the outside bodies for the municipal year 2022/23 as detailed in Appendix 1.

## **9. Officer Arrangements**

Officers noted the minor amendments to officer arrangements which are highlighted in the report. It was questioned if adequate staff resources will be provided to align with the change of officer responsibilities, officers confirmed that there would be officer support available.

**Resolved:** That the Combined Authority approved the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to this report.

## **10. Constitutional Arrangements**

The Chair introduced the report asking members to confirm the Combined Authority's constitutional arrangements.

Officers noted that most amendments are minor, but summarised two key changes. The first change allowing the use of e-signatures instead of handwritten signatures for contract standing orders, and the second change relates to the conflict of interest protocol, which will also cover non-voting private sector members on decision making committees. The amendment was supported at the LEP Board annual meeting, and the details will be raised with new committee members at the induction session.

**Resolved:** That the Combined Authority approved:

The minor amendments to Constitution documents as set out at Appendix 1,

The amendments to the Contracts Standing Orders, as attached at Appendix 2,

The amendments to the Conflicts of Interest Policy, as attached at Appendix 3, and,

The amended Conflicts of Interest Protocol – loans or grants to businesses, as attached as Appendix 4.

The remaining, unamended Constitution documents for the next municipal year

## **11. Corporate Governance Code and Framework**

Officers outlined the seven principles of the corporate governance code, and the changes that have been made to reflect the significant changes to governance in the Combined Authority. The changes were shared with the Finance, Resources and Corporate Committee, and the Governance and Audit Committee will oversee the progress against the principles set out.

**Resolved:** That the Corporate Governance Code and Framework was approved

## **12. Members' Allowances Scheme**

Officers explained the members' allowance scheme which is reviewed annually by the Combined Authority. Amendments relate to suggestions from the Independent Remuneration Panel regarding the introduction of indexation to co-optees allowances. The proposal is to increase the allowance annually on October 1, effective from 2023. The annual increase for the Mayor's allowance will occur on the anniversary of the appointment date.

Members questioned how the indexation would increase the total budget for the 2022/2023 financial year. Officers responded that the exact figure can be shared outside of the meeting, however the impact is relatively insignificant.

**Resolved:** That the Combined Authority adopted the Members' Allowances Scheme attached as Appendix 1 to this report, for the municipal year 2022 – 2023 as amended including the revisions highlighted in yellow at paragraphs 3 and 4 of the Scheme.

## **13. Scrutiny Annual Report 2021/2022**

The Chair expressed thanks to the members of the Scrutiny Committees for their work holding the Combined Authority and the Mayor to account, with processes that are well ahead of other Mayoral Combined Authorities.

Officers summarised the report which sets out why scrutiny is important, and

provides information on the work they have undertaken in the 2021/2022 municipal year. The report has been made available to the public for review.

**Resolved:** That the Combined Authority noted the appended annual report summarising the work undertaken by the Overview and Scrutiny Committee in 2021/22

#### **14. Calendar of Meetings 2022/2023**

Combined Authority members were presented with the proposed calendar of meetings for the 2022/2023.

**Resolved:** That the Combined Authority:

Noted the dates of meetings for the LEP Board as agreed by the LEP Board at its annual meeting, and

Approved the calendar of meetings of the Combined Authority and its committees for 2022-23 as detailed in Appendix 1.

#### **15. Capital Spending and Project Approvals**

Officers summarised four key schemes for progression through the assurance progress and approval of funding.

##### West Yorkshire zero emission bus programme

This scheme sets out to introduce between 179 and 245 zero-emission buses across West Yorkshire, increasing the percentage of zero emission vehicles from 2% to 19%. The project will be undertaken in stages for the different West Yorkshire regions, and will include the associated infrastructure for zero emission vehicles.

Members welcomed the addition of zero-emission vehicles, but questioned the vision for beyond 2025 for the remainder of the current fleet. Questions were also raised regarding the use of buses cross-boundary, and how it will be assured that buses are utilised on routes and would not be sitting idle for extended periods. Officers responded that further Government funding would be sought before 2025 and beyond which would allow for further development of the fleet. Agreements have been made with operators to ensure continuous use of the buses in the case of disruption to regular routes or future strike action. Agreements have also been made with neighbouring authorities that buses can be utilised across boundaries wherever necessary to minimise disruption.

It was questioned how the bus funding will be managed, and what the overall benefit will be for the passengers and also the Combined Authority. Officers explained that the funding scheme is operated by the Government, and will make up the difference between the cost of a diesel bus and a zero-emission bus. Operators will buy the buses and there are conditions attached to determine how the buses are used. There are still some issues to resolve to identify outcomes, though the initial benefit will be the reduction of carbon emissions across the network.

Members commented on the wide gap in support for London compared to other authority areas, and the need to continue to lobby for more equitable transport policies. Particular issues included the suitability of the geography outside of London to support electric vehicles, and the relative lack of existing infrastructure to meet the growing demand for electric vehicles.

Members requested further information regarding the Carbon Impact Assessment Tool Kit referenced in the report. Officers noted that the Tool Kit has been published and considered by the members of the Climate, Energy and Environment Committee, and will be brought to the next meeting of the Combined Authority. Workshops will be held with members and officers regarding how the Tool Kit will be implemented within the decision-making process.

#### Kirklees year of music 2023

Officers outlined the project, which aims to deliver a one-year programme of musical events, and a further three-year programme of community projects. The events will aim for the widest possible community participation, and promote regional music and artists to a wider audience. The aim is to engage 400,000 individuals across all events, and a further 40,000 online. The project provides good value for money, and the Combined Authority is asked to fund £850,000 towards the total value of £5.5million. The Chair noted the project will help to develop the skills pipeline leading towards Bradford City of Culture 2025.

#### A641 Bradford to Huddersfield

Officers summarised the outline of the scheme to improve bus and active travel provisions for an eight-mile stretch between Huddersfield and Bradford. Travel times for bus users will be reduced, and access to Brighouse rail station will be improved. The scheme has an estimated cost of £109million with £75.4million coming from the Transport Fund.

Members noted that national policies often favour motorists over buses and other greener methods of travel, which highlights the need for co-operative work to achieve positive outcomes. Members asked how the scheme would affect the levels of carbon emission compared to the present. Officers confirmed that with schemes such as this, the disruption to traffic can cause more congestion and slightly increase carbon emissions, however over the longer term the emissions are lowered through greater use of active travel and fewer vehicles on the road. Cheaper bus fares and greener buses will play a large role in reducing the carbon emissions.

Members suggested the need to use some of the gainshare funds to ensure previous schemes are completed fully, instead of being scaled back in favour of new schemes that may also not see full completion.

#### Skills connect

Officers summarised the aim of the scheme to deliver training courses for adults in employment to further their skills. The scheme supports businesses by allowing staff to meet their current and future needs. Courses are developed in partnership with businesses, and though they are unaccredited



will be at level 3 and above standard. The subject matter of courses can be flexible and quickly implemented to respond to market needs. Training will be available for 4,500 learners, and by engaging with local authority partners to target under-represented groups the widest possible number and diversity of participants can be reached. The age of eligible learners will be extended to capture those who are returning to work after a career break or parental leave, and those who are earning the real living wage will also be eligible.

Members noted the positive aspects of improving workers' skillsets, and raised the need for employers to also invest in their staff to encourage their development. Members questioned the fields for which training would be delivered and requested that data is made available to show what training is being delivered and to how many people. Officers responded that there will be training programmes for green jobs, as well as jobs in new and developing technological fields that can provide long-term positive impacts to the workplace. The list of training is not prescriptive so it can meet the needs of employers whenever they arise.

**Resolved:**

With respect to the West Yorkshire Zero Emission Bus Programme The Combined Authority approved that:

(i) The West Yorkshire Zero Emission Bus (ZEB) programme proceeds through decision point 2 (strategic outline case) and work commences on activity 4 (full business case).

(ii) An indicative approval to the Combined Authority's contribution of £49,565,171 is given. The total programme cost is £81,161,738.

(iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

With respect to the Kirklees Year of Music The Combined Authority approved that:

(i) The Year of Music 2023 scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £850,000 is given. The total scheme value is £5,485,757.

(iii) The Combined Authority enters into a funding agreement with Kirklees Council for expenditure of up to £850,000. (iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Culture, Sports, Arts and Creative Industries Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

With respect to the A641 Bradford to Huddersfield Corridor The Combined

Authority approved that:

(i) The A641 Bradford to Huddersfield Corridor scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(ii) Indicative approval to the Combined Authority's contribution of £75,540,000 is given. The total scheme value is £109,138,000.

(iii) Additional development costs of £8,072,441 are approved in order to progress the scheme to decision point 4 (full business case), taking the total scheme approval to £10,857,441

(iv) The Combined Authority enters into an addendum to the existing Funding Agreement with Calderdale Council for expenditure of up to £10,857,441 (v) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

With respect to Skills Connect The Combined Authority approved:

(i) The change request to the Skills Connect scheme to broaden the group of people that adult retraining is delivered to, and the sectors it supports, and to extend the delivery timeframe to March 2025.

(ii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Employment and Skills Committee. 211 This will be subject to the scheme remaining within the tolerances outlined in this report.

## **16. West Yorkshire Investment Strategy Revisions**

Officers outlined the revisions made to the West Yorkshire Investment Strategy, which was agreed in June 2021 and informs how the Combined Authority spends money and the projects they are invested in. The revisions take into account new investment opportunities to maximise potential, and were made in consultation with key partners and local authorities. The revisions include a greater focus on the climate emergency, with all projects demonstrating how they meet the target of net zero carbon by 2038, as well as tackling inequalities wherever possible.

**Resolved:** That the Combined Authority approved the revisions to the West Yorkshire Investment Strategy.

## **17. UK Shared Prosperity Fund**

Officers summarised the purpose and scope of the UK Shared Prosperity Fund, and the request for authorisation for the Managing Director to submit the bid on behalf of the Combined Authority. The bid is made up of two parts, with £68million for the core fund, and a further £12million for the 'Multiply' programme to address low adult numeracy skills. Both bids will be submitted before the end of July 2022, and a further update will be presented at the July

Combined Authority meeting.

Members discussed the contents of the exempt appendix 3 of the report.

**Resolved:** That the Combined Authority:

Noted the purpose and scope of the UK Shared Prosperity Fund, and the responsibilities of the Combined Authority as the designated Lead Authority as defined by Government.

Noted the creation of the advisory West Yorkshire UKSPF Local Partnership Group.

Authorised the Managing Director to finalise and submit the Local Investment Plan to Government for Multiply, part of the UKSPF, on behalf of the Combined Authority, in consultation with the Mayor and partner authority Leaders.

Authorised the Managing Director to finalise and submit the Levelling Up Fund Round 2 bid as set out in paragraphs 2.24-2.29, on behalf of the Combined Authority, in consultation with the Mayor and partner authority Leaders, and to approve the use of up to £4m of gainshare to support the bid.

## **18. Future Arrangements for the Leeds City Region Local Enterprise Partnership**

The Chair summarised the outcomes of the Levelling Up White Paper which clarified the future role of LEPs and how they are integrated within their local democratic institutions.

Officers noted that the Combined Authority already has a long and successful history of working with private sector businesses, and LEP has strong input into advice and decision-making. The Combined Authority is already close to the government approved model, and a strong private sector voice strengthens links between the Combined Authority and other private sector business. The future of LEP integration was discussed at the LEP annual meeting. Officers clarified that the LEP board is advisory and does not make decisions, however they can advise decision making and its members are represented on the other thematic committees.

Members welcomed the commitment between the public and private sectors and expressed a desire to further build on the partnership and encourage more diverse decision making. The importance of engaging LEP members was emphasised, and LEP members were encouraged to use their networks to seek new opportunities for funding and development for the region.

**Resolved:**

That members noted the content of the paper and the proposed future arrangements for the LEP.

That members considered and provided comment on the draft Integration

Plan.

That authority is delegated to the Managing Director of the Combined Authority to finalise the Integration Plan in line with comments received and submit to government ahead of the deadline in July.

## **19. Adult Education Budget Update and Flexibilities**

The Chair introduced the report and the aims of the Adult Education budget to support 55,000 learners through a range of educational programmes. Members welcomed the support provided by the Adult Education Budget, and highlighted the need for flexibility to address skills shortages across the region and particularly for bus drivers. Officers confirmed that support has been provided to training partners to deliver bus driver training, and that 100% of the participants in such training had been successful in entering a bus driving job.

Members questioned the availability of future funding and requested feedback from learners regarding their experience. Officers confirmed that future funding is available as the budget is devolved to the region, and that feedback is regularly obtained from learners.

**Resolved:** That the Combined Authority:

Noted progress made so far in Year 1 with AEB delivery and plans to improve the efficacy of the funds in year 2.

Approved the two Funding rule amendments proposed at 2.17.

## **20. Equality, Diversity, and Inclusion**

Officers explained the aim of the Combined Authority to embed equality, diversity, and inclusion as key principles that inform work undertaken throughout the region. Adopting the definitions of islamophobia and antisemitism as set out in the report is one method by which the goals of equality, diversion, and inclusion can be progressed. Adopting the definitions is considered best practice, and they have already been adopted by several other authorities.

Officers acknowledged there is always more work to be done to meet EDI targets and to represent the region's diverse communities. The targets will be set out in strategy and action plan from early autumn.

**Resolved:** That the Combined Authority:

Noted the progress made to embed EDI through the work of the Combined Authority.

Approved the adoption of the definitions of Islamophobia and Antisemitism provided above.

## **21. Organisational Evolution**

Officers summarised the report outlining the proposed next steps of the Combined Authority's operating model. The Combined Authority has grown to an organisation with over 700 staff, and has also become a Mayoral Combined Authority which has brought about significant changes. A review of officer capacity has been undertaken and has identified structural changes which will allow the Combined Authority to operate as effectively as possible, including an additional tier of directors and the introduction of a Chief Operating Officer role. The restructure will increase capacity and see the Combined Authority switch from a process-based model towards an outcome based model. It will also make decision-making and accountability more transparent across the organisation.

Members raised that additional management is not always the answer, however the need to meet targets is important to ensure the effective delivery of business. It was questioned how the new roles would increase the staff budget. Officers responded that capital programmes have approximately doubled over previous five years to around £280million, but staff levels have not increased in parallel. The change to the staff structure would be relatively low, but update reports with more detail will be brought before the Combined Authority in future meetings.

**Resolved:** That the Combined Authority:

Endorsed the proposal to move from a 'process' to an 'outcome/mission' based operating model.

Approved the change of role title from the current 'Managing Director' to 'Chief Executive'.

Approved in principle the revised Director roles and new posts of Executive Director Transport and Chief Operating Officer (working title) set out in Appendix Two, noting that the specific areas of responsibility for each role, particularly within the functions reporting to the proposed Chief Operating Officer, may be subject to change.

Approved the creation of one additional Director post, bringing the total number of senior management roles from eight to nine and that two of these roles occupy an additional tier between the current director roles and the Chief Executive.

Approved the deletion of the current director posts in line with the Management of Change process and timeline, pending revision of the Role Profiles and key accountabilities to align to the new structure.

Endorsed the next steps set out in paragraph 2.44 and delegates the approval of final director Role Profiles and gradings to the Finance, Resources and Corporate Committee.

## **22. Minutes for Information**

Combined Authority members were presented with a summary of published

minutes to note.

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