

Report to: West Yorkshire Combined Authority

Date: 2 February 2023

Subject: **Governance Arrangements**

Director: Melanie Corcoran, Chief Operating Officer

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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 consider a recommendation to appoint a non-voting advisory representative of the West Yorkshire Housing Partnership to the Climate, Energy and Environment Committee.
- 1.2 To consider a recommendation to appoint a non-voting advisory representative of the West Yorkshire Business Groups to the Business, Economy and Innovation Committee.
- 1.3 To consider a recommendation to appoint an Interim Director, Transport Policy and Delivery.
- 1.4 To consider a recommendation for the use of the Chief Executive's powers of delegation in cases of urgency.

2. Information

Appointment of Advisory Representatives

- 2.1 The Combined Authority is currently supported in its decision-making functions by a number of Committees. These Committees are comprised of voting local authority representatives together with non-voting private sector and advisory representatives who provide valuable expertise and knowledge in their

particular field. The Combined Authority are asked to approve changes in advisory membership as detailed below.

Climate, Energy and Environment Committee - Advisory Membership

- 2.2 The Interim LEP Chair, in consultation with the Deputy LEP Chair and lead director for the Climate, Energy and Environment Committee, have considered the merits of appointing a West Yorkshire Housing Partnership (WYHP) representative to the Climate, Energy and Environment Committee. The WYHP is made up of 11 housing associations and two stock holding Local Authorities. Collectively they own over 168,000 homes in the region. The West Yorkshire Housing Partnership have extensive knowledge and insight into social housing and have contributed to priority areas of the work of both the Combined Authority and LEP, most notably the decarbonisation of homes through the Social Housing Decarbonisation Fund and the Better Homes Hub regional programme. Social housing providers play a key role in engaging with communities and helping to develop the market and supply chain to retrofit at scale.
- 2.3 Retrofitting the region's homes is a key priority for the Climate, Energy and Environment Committee, the Combined Authority and the Mayor and this is reflected in the prioritisation of the Better Homes Hub programme which aims to ensure everyone in West Yorkshire can live in a warm, comfortable and low carbon home. In delivering the Better Homes Hub the expertise and knowledge of social housing providers will be critical in shaping and delivering the different elements of the programme.
- 2.4 With this in mind it is recommended that the Combined Authority approve the appointment of a non-voting advisory representative from the West Yorkshire Housing Partnership to the Climate, Energy and Environment Committee.

Business, Economy and Innovation Committee - Advisory Membership

- 2.5 A representative of the Chamber of Commerce has sat on the Business, Economy and Innovation Committee for a number of years, however with the retirement of the Chief Executive of the Chamber, it was considered important to review the appointment.

Business representative groups provide a valuable and significant voice for businesses within West Yorkshire, adding additional weight to the individual contributions of businesses on the Business, Economy & Innovation Committee. They also provide an important link into wider national policy and have extensive networks beyond West Yorkshire.

It is considered that to appoint a representative from the wider business representative groups (the Chamber of Commerce, Federation of Small Businesses and Confederation of British Industries) on a rotating brief will ensure all the different representative groups are able to contribute to the work of the Committee. This representative will also be the key link between the

Business Communications Group and the Committee and will ensure key issues are flagged across the different groups.

- 2.6 With this in mind it is recommended that the Combined Authority approve the appointment of a non-voting advisory representative of the West Yorkshire Business Groups to the Climate, Energy and Environment Committee.

Appointment of Interim Director, Transport Policy & Development

- 2.7 At its meeting on 8 December 2022, the Combined Authority considered and approved a number of Director appointments, relating to implementation of the organisation's new operating model. This included the appointment of Melanie Corcoran as Interim Chief Operating Officer, which leaves the substantive role of Director, Transport Policy & Delivery vacant.
- 2.8 As such, an internal competitive process was held for existing Heads of Service within the Combined Authority, and Dave Haskins (substantively the Head of Service for Transport Implementation) has been provisionally appointed on an interim basis, until such time as a permanent Chief Operating Officer is appointed. Approval is sought from the Combined Authority to this interim appointment.

Chief Executive Delegations

- 2.9 The Combined Authority has delegated decision making authority to its committees as set out in the relevant Terms of Reference. A risk has been identified that, due to matters outside the Authority's control, circumstances may arise whereby the committee meets but is not quorate and therefore cannot formally make a decision or indeed is unable to meet. To mitigate this risk, the Authority may wish to authorise the Chief Executive, in consultation with the Chair of the committee, to take decisions which are of an urgent nature and cannot wait until the next scheduled meeting.
- 2.10 This delegation would only be used as a last resort in exceptional circumstances, such as if a committee was inquorate, where the decisions were urgent and if such decisions could not be made by another committee in the necessary timeframe. Before exercising such delegation, the views of committee members would be sought either directly from the discussion at an 'inquorate' meeting or by email and the authority to take any necessary decision(s) would only be used if there was general support from members for the proposed decision(s).

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

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 Combined Authority considers the recommendation to appoint a non-voting advisory representative from West Yorkshire Housing Partnership to the Climate, Energy and Environment Committee.

10.2 That the Combined Authority considers the recommendation to appoint a non-voting advisory representative of the West Yorkshire Business Groups to the Business, Economy and Innovation Committee.

10.3 That the Combined Authority approve the appointment of Dave Haskins into the post of Interim Director, Transport Policy & Delivery until such time as a substantive Chief Operating Officer appointment is made.

10.4 That the Combined Authority authorise the Chief Executive to take decisions which would have been taken by a committee and where, for exceptional circumstances, that committee has been unable to meet, and the decisions are of an urgent nature and cannot wait until the next scheduled meeting.

10.5 That the Combined Authority authorise the Head of Legal & Governance Services to make such consequential amendments to the Authority's Constitution as are necessary.

11. Background Documents

8 December 2022 Combined Authority Report – Item 11 – [Director Roles and Appointments](#)

12. Appendices

None.