

**Report to:** Employment and Skills Committee

**Date:** 13 July 2023

**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 the Employment and Skills Committee of the governance arrangements approved by the West Yorkshire Combined Authority (the Combined Authority) at the Annual Meeting on 22 June 2023 in respect of the Committee.

## 2. Information

- 2.1 At the Annual Meeting on the 22 June 2023 the Combined Authority resolved to appoint the Employment and Skills Committee on the **terms of reference** attached at **Appendix 1** to this report.
- 2.2 The **quorum** of the Committee is three voting members to include two Combined Authority Members or Local Authority co-optees.
- 2.3. The Combined Authority appointed Councillor James Lewis as Chair of the Committee and LEP Board Member Professor Shirley Congdon as Deputy Chair.
- 2.4. A table showing the Committee's membership is attached as **Appendix 2**, the table also sets out the voting arrangements across the different sectors of membership.

2.5 The Combined Authority also agreed meeting dates for the Committee as follows:

- 13 July 2023
- 19 October 2023
- 25 January 2024
- 28 March 2024

### **3. Tackling the Climate Emergency Implications**

3.1 The terms of reference require this, and all committees, to promote tackling the climate emergency implications in its actions.

### **4. Inclusive Growth Implications**

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

### **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 Committee notes the governance arrangements approved by the Combined Authority at the Annual Meeting on 22 June 2023.

### **11. Background Documents**

11.1 There are no background documents referenced in this report.

## **12. Appendices**

Appendix 1: Terms of Reference for the Employment and Skills Committee

Appendix 2: Membership Table