
Report to: Governance and Audit Committee

Date: 24 July 2023

Subject: **Governance arrangements and forward plan**

Director: Alan Reiss, Chief Operating Officer

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1. Purpose of this report

- 1.1 To advise Governance and Audit 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.
- 1.2 To provide a summary of applications for grants considered during the last financial year under arrangements to address conflicts of interest.
- 1.3 To consider the proposed work programme for the year.

2. Information

- 2.1 At the Annual Meeting on 22 June 2023 the Combined Authority resolved to appoint the Governance and Audit Committee on the **terms of reference** attached as **Appendix 1** to this report.
- 2.2 The **quorum** of the Committee is 4.
- 2.3 The Combined Authority appointed Debbie Simpson as Chair of the Committee.
- 2.4 At its meeting on the 22 June, the Combined Authority approved a recommendation to remunerate the two independent members of the Committee. The level of remuneration approved, to be implemented from 22 June, was:
 - Independent Member (Chair): £1,800 per annum
 - Independent Member: £1,000 per annum
- 2.5 A table showing the Committee's membership is attached as **Appendix 2**.

- 2.6 The Combined Authority also agreed meeting dates for the Committee, as follows:
- 24 July 2023
 - 16 October 2023
 - 11 January 2024
 - 14 March 2024
- 2.7 A proposed forward plan of work is attached as **Appendix 3**, reflecting the key responsibilities of the Committee and noting that agenda items can be added during the year as required.

Grant applications

- 2.8 The Conflicts of Interests Policy provides an overview of conduct-related provisions applying to members and officers, with a particular focus on conflicts of interest arising in respect of applications for loans or grants to business, which is addressed by way of the Conflicts of Interest Protocol. The Protocol seeks to ensure that such applications are dealt with fairly and impartially, including where decisions are made by officers under delegated authority.
- 2.9 Paragraph 10.1 of the Protocol requires the Monitoring Officer to report to this Committee on an annual basis on the number and outcome of applications considered in accordance with the protocol during the previous financial year and to advise whether there have been any breached of the protocol.
- 2.10 The table below sets out the details of all grant applications which were received and considered pursuant to the process set out in the Conflicts of Interest Protocol during the last financial year. All of these applications were considered in line with and met the requirements set out in the Protocol in addition to the eligibility criteria specific for the grant programme, and there have been no breaches of the Protocol. In addition, declarations made by members at Combined Authority committee meetings and the LEP Board are publicly available on the Combined Authority's website as they are recorded in the minutes for each meeting.

Recipient	Date of application	Project amount	LEP Programme	Related Member
A W Hainsworth & Sons Ltd	08/11/2022	Grant amount of £13,615.21(total project cost £34,038.02)	REBiz	Andrew Wright

Fan Systems Group Ltd	20/07/2022	Grant amount of £38,600 (total project cost £96,500)	REBiz	Martin Booth
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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.

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 Governance and Audit Committee notes the governance arrangements approved by the Combined Authority at the Annual Meeting on 22 June 2023.
- 10.2 That the Governance and Audit Committee notes the summary of applications for grants considered during the last financial year under arrangements to address conflicts of interest.
- 10.3 That the Governance and Audit Committee considers the proposed work programme at Appendix 3.

11. Background Documents

- 11.1 There are no background documents referenced in this report.

12. Appendices

Appendix 1 – Terms of Reference for the Governance and Audit Committee
Appendix 2 – Table of Members
Appendix 3 – Draft work programme