



Report to:	West Yorkshire Combined Authority
Date:	7 December 2023
Subject:	Committee Governance and Membership
Director:	Alan Reiss, 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 note a change in name of the LEP Board and the appointment of the Mayor's Business Advisor and Chair of the West Yorkshire Business Board.
- 1.2 To appoint the Leeds City Region Local Enterprise Partnership Combined Authority Member ("the LEP Member") and Substitute LEP Member to the Combined Authority.
- 1.3 To appoint deputy chairs to the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee.
- 1.4 To appoint an independent member to the Finance, Resources & Corporate Committee.
- 1.5 To grant voting rights to the LEP Member and Substitute on the Combined Authority, to LEP member deputy chairs of thematic committees and to the independent member of the Finance, Resources and Corporate Committee.
- 1.6 To note changes to partner Council nominations to committees which have been approved under officer delegation.
- 1.7 To approve the minor amendments and rebranding to Part 5, Section 5.1 – Members' Code of Conduct.

2. Information

West Yorkshire Business Board

- 2.1 At its meeting on 7 September, the Combined Authority received a paper detailing the steps being taken to transition LEP functions into the Combined Authority and strengthen the relationship with the private and third sectors including the appointment of new LEP Board members.
- 2.2 The LEP Board met on 29 November and, in recognition of the changing role of LEPs, approved a change in name to the West Yorkshire Business Board (WYBB). It should be emphasised that, although the Board will become known as the West Yorkshire Business Board, the West Yorkshire Combined Authority Order 2014 as modified by West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 (“the WYCA Order”) references the “Leeds City Region Local Enterprise Partnership” for the purpose of West Yorkshire Combined Authority membership. The legal position will only change when the current legislation is amended so that reference to the LEP is no longer required. Therefore, for legal purposes the Board may still be referred to as the “Leeds City Region Local Enterprise Partnership”
- 2.3 Following an open and transparent recruitment process, Mandy Ridyard was appointed as the Mayor’s Business Advisor and Interim Chair of the West Yorkshire Business Board with effect from 1 November 2023.

LEP (WYBB) Member and Substitute Member of the Combined Authority

- 2.4 The WYCA Order requires that the Combined Authority appoint a member of the LEP, nominated by the LEP, to be a Combined Authority Member, together with a substitute LEP Member to act in their absence. Following a recommendation of the Board, the Combined Authority are asked to appoint the following:

Member	Chair of the West Yorkshire Business Board – Mandy Ridyard
Substitute	Asma Iqbal

Thematic Committee Deputy Chairs

- 2.5 Further work is ongoing to ensure representation of the private sector within the Combined Authority’s committee framework. The thematic committees, except for Transport Committee, are currently chaired by a member of the Combined Authority, with the deputy chair being a private sector member of the Board. However, there have been vacancies for deputy chairs on the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee since the term of office of the previous post-holders came to an end.

- 2.6 The Board have now recommended that the Combined Authority appoint the following member as Deputy Chair of the Business, Economy & Innovation Committee:

Committee	Deputy Chair
Business, Economy & Innovation Committee	Asma Iqbal

The Board are still to agree nominations to the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee and have delegated agreement and confirmation of such nominations to the Mayoral Business Advisor in consultation with the Mayor for subsequent future appointment by the Combined Authority.

Finance, Resources & Corporate Committee and Transport Committee

- 2.7 The LEP have previously been invited by the Combined Authority to nominate members to the Finance, Resources & Corporate Committee and the Transport Committee. The LEP member nominated to the Finance, Resources & Corporate Committee also previously acted as Deputy Chair. However, it is proposed that in future the Deputy Chair position will be held by the Deputy Mayor (currently the Leader of Leeds City Council). Following a recommendation of the Board, the Combined Authority are asked to appoint the following:

Committee	Private Sector Representative
Finance, Resources & Corporate Committee	Mandy Ridyard

The Board nomination to the Transport Committee is still to be agreed.

Independent Member – Finance, Resources & Corporate Committee

- 2.8 At the Combined Authority meeting on 12 October, Members resolved to recruit an independent member to sit on the Finance, Resources & Corporate Committee with experience and expertise in matters of corporate and financial performance and controls to provide valuable check and challenge to the Committee.
- 2.9 An open and transparent recruitment drive took place during November and applicants for the role were interviewed by the Chief Executive and Chief Operating Officer. The preferred candidate has a wealth of public sector board non-executive experience, has held a number of relevant positions and has a good grasp of financial and corporate governance matters, and experience of providing challenge and scrutiny at Board level.
- 2.10 The Combined Authority are recommended to co-opt Jocelyn Manners-Armstrong to the Finance, Resources & Corporate Committee on a term of 3 years commencing from the date of this meeting.

2.11 At its meeting in October, the Combined Authority agreed the level of remuneration for the role at a rate of £1,000 per annum (£250 per day for 4 days work). Based on time commitment to attend meetings, read and research papers, provide expert knowledge and advice and enable appropriate briefing and activity in between meetings of the Committee enabling the member to play a full and effective role, it is proposed that an additional 6 days commitment is required on top of the 4 which were originally agreed to prepare for and attend meetings. Members are therefore asked to approve that the independent member be remunerated for a total of 10 days work per year at a total cost of £2,500.

Voting Rights

2.12 The **LEP Member** on the Combined Authority is non-voting unless the voting Combined Authority Members resolve otherwise. It is proposed that the LEP Member continues to be granted voting rights exercisable at any Combined Authority meeting (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 (the West Yorkshire Transport Strategy 2040¹) which relate specifically to the Combined Authority's area (West Yorkshire)

2.13 For the avoidance of doubt, the voting Combined Authority Members are also asked to resolve that the **Substitute LEP Member** may exercise any voting rights exercisable by the Member for whom they substitute, in the absence of that Member.

2.14 In relation to the **thematic decision-making committees**, it is proposed that the LEP Board Member co-optee who is **Deputy Chair**² will be a voting member. By law, other private sector representatives on these committees must be non-voting, as are representatives of other bodies appointed ex-officio.

2.15 In relation to the **LEP Members** on the **Finance, Resources and Corporate Committee** and the **Transport Committee**, it is proposed that they are voting members.

2.16 It is proposed that any **Independent Member** of the Finance, Resources and Corporate Committee will also be a voting member of that Committee.

Appointments to Committees Made Under Officer Delegation

2.17 In between the ordinary cycle of committee meetings, Wakefield, Bradford and Kirklees Councils have provided notice of changes to their committee nominations as set out in the table below.

¹ The West Yorkshire Transport Strategy 2040 is the Combined Authority's statutory Local Transport Plan.

² For clarification, the position of Deputy Chair on Transport Committee will be held by a Constituent Council co-optee and not a LEP Board member.

- 2.18 The Combined Authority is asked to note that the nomination changes detailed below were approved by the Deputy Director of Legal, Governance & Compliance under the delegation conferred on them by the Combined Authority to facilitate changes to nominations in between the ordinary cycle of meetings and enable the timely continuation of business.

Committee	Nomination
Wakefield Council nominations	
Business, Economy & Innovation Committee	Michael Graham to replace Jo Hepworth
Employment & Skills Committee	Jo Hepworth to replace Michael Graham
Bradford Council nominations	
Transport Committee	Mohsin Hussain to replace Taj Salam as Transport Engagement Lead
Transport Committee	Caroline Firth to replace Mohsin Hussain
Kirklees Council nominations	
Employment & Skills Committee	Elizabeth Reynolds to replace Graham Turner

- 2.19 On 29 November, Kirklees Council provided formal notification of further changes to nominations to Committees of the Combined Authority. The Combined Authority are asked to approve the following appointments:

Committee	Nomination
Transport Committee	Moses Crook to replace Masood Ahmed
Place, Regeneration & Housing Committee	Moses Crook to replace Masood Ahmed

Amendments to Constitution

- 2.20 It is proposed that minor amendments are made to the Members' Code of Conduct to reflect the change in job title of the now Deputy Director of Legal, Governance and Compliance and recent branding changes. In addition there is an amendment as a point of clarification that Members with an other registrable interest may take part in any discussion if the public is also permitted to do so.
- 2.21 Members should note approval of any revision to the Members' Code of Conduct, even if minor, are reserved to the Combined Authority by law.

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 The West Yorkshire Business Board aims to reflect the diverse communities, business and geography of West Yorkshire and EDI will remain a key priority for the new Board.

6. Financial Implications

6.1 The proposed increase in the remuneration of the independent member of the Finance, Resources and Corporate Committee will result in a small increase in the members' allowances budget.

7. Legal Implications

7.1 The West Yorkshire Combined Authority Order 2014 sets out membership arrangements for the Combined Authority.

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 note the appointment of the Mayor's Business Advisor and Chair of the West Yorkshire Business Board.

10.2 That the Combined Authority appoint the "LEP" Member and "LEP" Substitute Member to the Combined Authority as set out in paragraph 2.4 above.

10.3 That the Combined Authority appoint deputy chairs to the Business, Economy & Innovation Committee, the Climate, Energy & Environment Committee and the Place, Regeneration & Housing Committee in accordance with the recommendations of the West Yorkshire Business Board set out in paragraph 2.5 above.

10.4 That the Combined Authority appoint members to the Finance, Resources and Corporate Committee and to the Transport Committee as set out in paragraph 2.7 above.

- 10.5 That the Combined Authority appoint Jocelyn Manners-Armstrong as an independent member of the Finance, Resources and Corporate Committee for a term of 3 years from the date of this meeting.
- 10.6 That the Combined Authority agree that the independent member of the Finance, Resources and Corporate Committee be remunerated for 10 days work per year, as detailed in paragraph 2.11, at a total cost of £2,500.
- 10.7 That the LEP Member, and Substitute, when acting in the absence of 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).
- 10.8 That the co-opted Deputy Chairs of the thematic committees, shall be voting members of the respective committee (and of any sub-committee to which they may be appointed by that committee).
- 10.9 That the LEP Members on the Finance, Resources and Corporate Committee and the Transport Committee be voting members.
- 10.10 That the Independent Member of the Finance, Resources and Corporate Committee will be a voting member of that Committee.
- 10.11 That the Combined Authority note the changes to partner Council nominations to committees which have been approved under officer delegation as detailed in paragraph 2.18 above.
- 10.12 That the Combined Authority approve the change in nominations by Kirklees Council as detailed in paragraph 2.19 above.
- 10.13 That the Combined Authority approve the minor amendments to the constitution, namely Part 5, Section 5.1 – Members' Code of Conduct for updating and clarification purposes as set out in paragraphs 2.20 and 2.21 above.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

There are no appendices to this report.