



Report to:	Governance and Audit Committee
Date:	20 January 2025
Subject:	Governance Arrangements and Forward Plan 2024/2025
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 the report does contain exempt information, what is the reason for exemption: <i>(indicate in the adjacent box the relevant paragraph of Schedule 12A, Local Government Act 1972, Part 1 – see Access to Information Rules)</i>	

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 20 June 2024 in respect of the committee.
- 1.2. To consider the proposed work programme for the year.

2. Recommendations

- 2.1 That the Governance and Audit Committee notes the governance arrangements approved by the Combined Authority at the Annual Meeting on 20 June 2024.
- 2.2 That the Governance and Audit Committee considers the proposed work programme at **Appendix 3**.

3. Information

- 3.1 At the Annual Meeting on 20 June 2024 the Combined Authority resolved to appoint the Governance and Audit Committee on the **terms of reference** attached as **Appendix 1** to this report. Minor amendments have been made to remove outdated references to the LEP and to explicitly include the Committee's role in approving the annual audit plan.
- 3.2 The **quorum** of the Committee is 5.



- 3.3 The Combined Authority appointed Debbie Simpson as Chair of the Committee.
- 3.4 A table showing the Committee's membership is attached as **Appendix 2**.
- 3.1. The Combined Authority agreed that during the 2024/25 municipal year, the Committee would meet on the dates set out below. Dates for the 2025/26 municipal year will be agreed for circulation following the CA's annual meeting in June 2025.
- 1 August 2024
 - 28 October 2024
 - 20 January 2025
 - 28 April 2025
- 3.2. 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.
- 4. Risks and Mitigations**
- 4.1 There are no risks directly arising from this report.
- 5. Tackling the Climate Emergency Implications**
- 5.1 The terms of reference require this, and all committees, to promote tackling the climate emergency implications in its actions.
- 6. Inclusive Growth Implications**
- 6.1 The terms of reference require this, and all committees, to promote inclusive growth in its actions.
- 7. Equity and Diversity Implications**
- 7.1 The terms of reference require this, and all other committees, to consider equity and diversity in its actions and decision making.
- 7.2 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.
- 8. Financial Implications**
- 8.1 There are no financial implications directly arising from this report.
- 9. Legal Implications**
- 9.1 There are no legal implications directly arising from this report.



10. External Consultees

10.1 No external consultations have been undertaken in the preparation of this report.

11. Background Documents

11.1 There are no background documents referenced in this report.

12. Appendices

- Appendix 1 – Terms of Reference
- Appendix 2 – Table of Members
- Appendix 3 – Draft Work Programme