

**Report to:** West Yorkshire and York Investment Committee

**Date:** 4 July 2018

**Subject:** **Governance arrangements**

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## **1. Purpose of this report**

- 1.1 To note revised terms of reference for the West Yorkshire and York Investment Committee, and the appointment of the Chair and Deputy Chair of this committee.
- 1.2 To appoint an advisory sub-committee of the West Yorkshire and York Investment Committee, the Business Investment Panel, its members and a Chair and Deputy Chair.

## **2. Information**

### Terms of Reference for the West Yorkshire and York Investment Committee

- 2.1 Attached for information as **Appendix 1** to this report are revised **terms of reference**. (At the time of report publication, these are in draft to be considered by the Combined Authority at its Annual Meeting on 28 June 2018). Amendments for 2018/19 are:

- Reference inserted for clarity to the committee's role in making recommendations about the progress of schemes under the Assurance Framework.
- Minor amendments inserted for clarification and updating purposes.

- 2.2 The Combined Authority at its Annual Meeting will also appoint the Chair and Deputy Chair of this committee (to be reported verbally to this committee).

### Appointment of the Business Investment Panel

- 2.3 A Business Investment Panel was appointed by this committee as an advisory sub-committee during the course of last municipal year, further to the integration of LEP Panels into the Combined Authority's decision-making

structure. **Appendix 2** to this report sets out proposed **terms of reference** for the Business Investment Panel, which are identical to those approved last municipal year.

2.4 **Appendix 3** to this report sets out the proposed **membership** for the sub-committee.

2.5 It is proposed that the **quorum** for the sub-committee remains 4 voting members including 1 member of the Combined Authority or other local authority co-optee and 1 private sector representative.

2.6 The West Yorkshire and York Investment Committee is also asked to appoint a **Chair** and **Deputy Chair** for the Business Investment Panel.

### 3. **Financial Implications**

3.1 None.

### 4. **Legal Implications**

4.1 An advisory committee may appoint an advisory sub-committee under Section 102(4)(b) Local Government Act 1972. Political balance requirements under Section 15 Local Government and Housing Act 1989 apply to the appointment of members of the Combined Authority to a sub-committee, unless waived by Section 17 of the 1989 Act.

4.2 As a sub-committee of the Investment Committee, the Panel complies with statutory access to information provisions, and all voting members must comply with the Combined Authority's Members' Code of Conduct.

### 5. **Staffing Implications**

5.1 There are no staffing implications directly arising from this report.

### 6. **External Consultees**

6.1 No external consultations have been undertaken.

### 7. **Recommendations**

7.1 That the West Yorkshire and York Investment Committee

7.1.1 Notes the **terms of reference** for the West Yorkshire and York Investment Committee attached as **Appendix 1** to this report.

7.1.2 Notes the **appointments** made by the Combined Authority of the Chair and Deputy Chair of the West Yorkshire and York Investment Committee.

7.1.3 Appoints the **Business Investment Panel** on the terms of reference set out in **Appendix 2**, with a quorum of 4 voting members, to include:

- 1 member of the Combined Authority or local authority co-optee, and
- 1 private sector representative.

7.1.4 Appoints to the Business Investment Panel, members of the Combined Authority as set out in **Appendix 3** to this report in accordance with Section 17 Local Government and Housing Act 1989, and other voting members to the Panel as set out in Appendix 3.

7.1.5 Appoints:

- Councillor Blake as Chair of the Business Investment Panel, and
- a Deputy Chair for the Business Investment Panel.

7.1.6 Notes that the dates of Business Investment Panel meetings are set out in the calendar of meetings approved by the Combined Authority at the Annual Meeting.

## **8. Background Documents**

None.

## **9. Appendices**

Appendix 1 – Terms of Reference for the West Yorkshire and York Investment Committee

Appendix 2 – Terms of Reference for the Business Investment Panel

Appendix 3 – Membership of the Business Investment Panel