

Report to: Overview and Scrutiny Committee

Date: 16 November 2018

Subject: **Scrutiny work programme**

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1. Purpose of this report

- 1.1 To consider the Scrutiny work programme including future agenda items, formal referrals to scrutiny, reviews, call in, matters to raise at the next Combined Authority meeting and any other tasks, issues or matters the Committee resolves to undertake or consider further.

2. Information

- 2.1 The Scrutiny work programme details the planned work the Overview and Scrutiny Committee has resolved to undertake, investigate further and focus on in the current municipal year (July 2018-June 2019) within the resources, remit and powers available to it. The work programme is considered at each meeting and can be amended and changed as the year progresses.

Referrals

- 2.2 Under Scrutiny Standing Order 9, any Member of the Overview and Scrutiny Committee, the Combined Authority or an elected Member of a West Yorkshire council or the City of York Council may formally refer a matter to the Committee for consideration. The referral must be in writing to the Scrutiny Officer. The Committee must then consider and discuss the referral and respond to the referrer explaining whether or not it will consider the matter further and why.
- 2.3 No formal referrals have been made in writing under Scrutiny Standing Order 9 for the Overview and Scrutiny Committee to consider at this meeting.

Reviews

- 2.4 The review of scrutiny arrangements by the scrutiny officer will progress further after the publication of new national scrutiny guidance for combined

authorities in December 2018. The contents of the guidance will form the basis of any changes to scrutiny arrangements going forward.

- 2.5 No other reviews are ongoing at this time.

New national scrutiny guidance – December 2018

- 2.6 The Combined Authority's scrutiny officer was invited by the Ministry of Housing, Communities and Local Government (MHCLG) and Centre for Public Scrutiny to a roundtable, as part of the consultation process with scrutiny practitioners and the scrutiny sector, to feed into the final guidance.
- 2.7 Discussion at the roundtable was positive and centred around determining characteristics of an authority with the right scrutiny culture and how guidance can help improve foster the right scrutiny culture in an authority, establish scrutiny as a vital strategic function of an authority, help smooth issues around access to information, strengthen scrutiny of 'external bodies' / service providers / partners, and improve scrutiny of risk and financial sustainability in relation to the role of audit committees.

Agenda forward plan 2018/19

- 2.8 At the last meeting (14 September 2018), the Committee agreed an agenda forward plan for the rest of the meetings in the 2018/19 municipal year. A summary of the current work programme is outlined in **Appendix 1**.
- 2.9 On 14 September 2018, the Committee considered an item **on budget and business planning** and provided comments, suggestions and feedback. A draft 2019/20 budget was due to be presented for information at this meeting, but as the Budget Member Working Group¹ is continuing to oversee and develop the detail of the draft budget that will be considered by the Combined Authority at its 13 December 2018 meeting, the budget item will be presented to the **18 January 2019** meeting for information.
- 2.10 An update on the **progress of the LEP Review** was scheduled for consideration on the agenda of this meeting (16 Nov 2018), but has been deferred as, at the time of writing and publication, the Combined Authority and LEP are still awaiting a response from the government to the geography proposal submitted by the LEP on 28 September and new national Assurance Framework guidance. The **LEP Review** and **Assurance Framework** will be considered in more detail by the Committee's LEP Review Scrutiny Working Group over the coming weeks and findings and conclusions will be reported back to a future meeting.

¹ The Budget Members Working Group comprises of the following Members:

- Cllr Susan Hinchcliffe, Chair of the Combined Authority
- Cllr Tim Swift, Deputy Chair of the Combined Authority
- Roger Marsh, Chair of the LEP Board
- Cllr Kim Groves, Chair of the Transport Committee
- Cllr David Hall, Combined Authority Member

- 2.11 The following publicly available documents outlining the two LEP Boards' positions after their September meetings was distributed to members by email on 18 October, along with the draft minutes of the last meeting:
- **York, North Yorkshire & East Riding LEP Board** (14 Sept 2018)
 - [Report: LEP Review geography recommendations](#)
 - [Draft Minutes](#)
 - **Leeds City Region LEP Board** (20 Sept 2018)
 - [Report: LEP Review geography recommendations](#)
 - [Draft Minutes](#)
 - [Geography proposal submitted by Leeds City Region LEP to the government on 28 September 2018](#)
- 2.12 At the last meeting (14 September 2018) the Overview and Scrutiny Committee agreed a recommendation relating to extending growth criteria to all business grant programmes. It is proposed that a report detailing the consultation and development of the current inclusive growth criteria and policy for the Business Growth Programme (BGP), and an assessment of the options relating to extending inclusive growth criteria to all business grant programmes, be commissioned for the Committee to consider further at the **22 March 2019** meeting. The Economic Services directorate is due to evaluate the effects of the new inclusive growth criteria on the BGP programme in February 2019.
- 2.13 It is also suggested the Committee receive the Transport Scrutiny Working Group's report and a general Transport update at the **March 2019** meeting.
- 2.14 The Committee is also asked to specify any particular focuses or information that officer reports should contain for the items due for consideration at the 18 January 2019 meeting and any future meetings.

Working groups

- 2.15 Under Scrutiny Standing Order 7, the Overview and Scrutiny Committee may appoint working groups to consider matters more closely or fulfil 'tasks'.
- 2.16 At its last meeting, during the LEP Review item, the Committee resolved to re-constitute the **Strategic Economic Plan (SEP) Working Group** as a '**LEP Review Working Group**', assigning it the tasks of:
- a. Engaging with and monitoring the LEP's implementation plan with a focus on ensuring governance, assurance and scrutiny arrangements are robust, transparent and beneficial to all parties
 - b. Scrutinising the development of the Assurance Framework and risk management processes in compliance with new government guidance
 - c. Scrutinising the development of the Local Inclusive Industrial Strategy and policy framework, with a focus on measuring outcomes and performance indicators
 - d. Engaging with North Yorkshire and York scrutiny members

- 2.17 The LEP Review Working Group is due to meet periodically over the following weeks and report back to a future Committee meeting.
- 2.18 The Transport Working Group is currently preparing a summary of conclusions arising from its recent meetings considering the Joseph Rowntree Foundation's (JRF) report entitled 'Tackling transport-related barriers to employment in low-income neighbourhoods' and potential Transport issues for the Overview and Scrutiny Committee to consider further including rail performance, accessibility and integrated ticketing. These will be presented to a future Committee meeting in 2019 as proposed in paragraph 2.13.
- 2.19 Each working group has also selected a Member to act as the Lead Member to chair and coordinate meetings. Councillor Ian Cuthbertson was selected as Lead Member for the Transport Working Group and Councillor Stephen Baines was selected as the Lead Member for the LEP Review Working Group.

Matters to raise at the Combined Authority meeting on 11 October 2018

- 2.20 The Chair of the Overview and Scrutiny Committee has a standing invite to meetings of the Combined Authority as a (non-voting) observer in order to raise any scrutiny matters and convey any feedback from scrutiny members to the Combined Authority.
- 2.21 The Combined Authority's agenda forward plan is summarised in **Appendix 1**.
- 2.22 [Minutes and agendas from past meetings](#) of the Combined Authority can be accessed on the Combined Authority's website.

Key decisions and call in

- 2.23 Members of the Overview and Scrutiny Committee may call in any decision of the Combined Authority or Transport Committee and any key decisions taken by an officer (with the exception of urgent decisions). Key decisions are defined as any decision incurring a financial cost or saving of £1 million or more, or a decision likely to have a significant effect on two or more wards.
- 2.24 Decision makers have two days to publish notice of a decision, at which point scrutiny members have five working days to call in the decision, delaying its implementation, and formally requiring the decision maker to reconsider.
- 2.25 Five members of the Overview and Scrutiny Committee – including at least one member from two different constituent councils (West Yorkshire) – may call-in a decision by notifying the Scrutiny Officer in writing by 4.00 pm on the fifth working day following publication. The Committee then has 14 days to scrutinise the decision and make recommendations. Further information is set out in Scrutiny Standing Order 13.
- 2.26 The latest key decisions and forward plans of key decisions are published on the [key decisions section of the Combined Authority's website](#).

Actions for the scrutiny officer

- 2.27 As outlined in Scrutiny Standing Order 15, the statutory scrutiny officer provides support to the Overview and Scrutiny Committee's work programme and all of its members in exercising their duties and fulfilling their objectives.

3. Financial Implications

- 3.1 There are no financial implications directly arising from this report.

4. Legal Implications

- 4.1 There are no legal implications directly arising from this report.

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 revisions to agenda forward plan and scrutiny work programme for the 2018/19 municipal year as outlined in **Appendix 1** be noted or amended further.
- 7.2 That the Committee consider any areas of focus or information to be requested in officer reports being produced for 18 January 2019 meeting and future meetings.
- 7.3 That a report detailing the consultation and development of the current inclusive growth criteria and policy for the Business Growth Programme (BGP) and an assessment of the options relating to extending inclusive growth criteria to all business grants programme be commissioned for the Overview and Scrutiny Committee to consider on 22 March 2019.
- 7.4 That any other actions and decisions relating to the work programme be agreed.

8. Background Documents

[Scrutiny Standing Orders](#) – West Yorkshire Combined Authority.

[Past agendas and minutes from meetings of the Combined Authority.](#)

York, North Yorkshire & East Riding LEP Board (14 Sept 2018)

- [Report: LEP Review geography recommendations](#)
- [Draft Minutes](#)

Leeds City Region LEP Board (20 Sept 2018)

- [Report: LEP Review geography recommendations](#)
- [Draft Minutes](#)

[Geography proposal submitted by Leeds City Region LEP to the government on 28 September 2018](#)

Key decision forward plans [can be found here](#).

9. Appendices

Appendix 1 – Scrutiny Work Programme Summary (16 November 2018)