



**MINUTES OF THE MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD ON WEDNESDAY, 22 MARCH 2017 AT COMMITTEE ROOM A,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Councillor Robert Light (Chair)	Kirklees Council
Councillor Stephen Baines	Calderdale Council
Councillor James Baker	Calderdale Council
Councillor Jenny Brooks	City of York Council
Councillor Andrew Cooper	Kirklees Council
Councillor Ian Cuthbertson	City of York Council
Councillor Michael Ellis	Bradford Council
Councillor Dot Foster	Calderdale Council
Councillor Kim Groves	Leeds City Council
Councillor Peter Harrand	Leeds City Council
Councillor Margaret Isherwood	Wakefield Council
Councillor Paul Kane	Kirklees Council
Councillor Nussrat Mohammed	Bradford Council
Councillor Jonathan Pryor	Leeds City Council
Councillor Elizabeth Rhodes	Wakefield Council

In attendance:

Councillor Susan Hinchcliffe	Chair, WYCA Investment Committee (to minute 54)
Melanie Corcoran	WYCA
Caroline Allen	WYCA
Giles Nightingale	WYCA
Steve Heckley	WYCA
Ruth Chaplin	WYCA

49. Apologies for Absence

Apologies for absence were received from Councillors Barbara Boyce, Albert Manifold and Fozia Shaheen.

50. Declarations of Interest

Councillor Ellis declared an interest as he is a member of the Regional Flood and Coastal Committee and Airedale Drainage Commission.

Councillor Baines declared an interest as he is a member of the Local Enterprise Partnership's ESIF Sub-Committee (European Structural & Investment Funds).

51. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

52. Minutes of the Meeting held on 25 January 2017

Further to minute 41, LEP Grants and Spend Activity, Resolution (i), it was reported that the evaluation reports had not yet been received and would therefore be brought to a future meeting.

Resolved: That, subject to the amendment highlighted above, the minutes of the meeting held on 25 January 2017 be approved and signed by the Chair.

53. Feedback from O&S Working Groups

The Committee considered a report which provided feedback from the Overview & Scrutiny Committee's Transport Plan Delivery Working Group and the Strategic Economic Plan (SEP) Delivery Working Group.

Transport Plan Delivery Working Group

It was reported that the Working Group had met five times and had reviewed the following key areas of Transport Strategy delivery:

- Performance monitoring and reporting
- Safer Roads delivery
- Cycling delivery
- Bus delivery
- Value for Money appraisal

The Working Group's recommendations for improvements to the process and practice of delivering the Transport Strategy were attached at Appendix A. Members discussed cycling including the level of investment for cycling initiatives, opportunities through S106 agreements, infrastructure, targets, marketing, safety and the benefits in respect of health and improving air quality. The problems of enforcing 20 mph zones to make them effective and the impacts of standing traffic on air quality were highlighted and members asked that opportunities to attract

S106 monies and develop more park and ride sites to help address health and environment issues should be considered.

It was noted that the draft West Yorkshire Transport Strategy was to be amended and endorsement would be sought from WYCA's Transport Committee prior to it being considered by WYCA. The Committee asked that the Working Group's recommendations be referred to the Transport Committee.

SEP Delivery Working Group

Councillor Groves updated the Committee on the key actions and activities undertaken by the Working Group. Members had held 5 meetings and provided scrutiny and challenge to the annual review process of the Assurance Framework. A further meeting was scheduled for 26 April 2017 at which the Working Group would be considering the risk management procedures that have been established to oversee the delivery of the SEP.

It was agreed that beyond April 2017, the Working Group would be responsible for undertaking a periodic review of the strategic risk register including an on-going assessment of whether all risks have been appropriately considered and the procedures in place to mitigate key risks.

The Committee agreed that it would be beneficial for both Working Groups to continue and the Committee thanked members and officers for their work to date.

Resolved:

- (i) That the recommendations from the Transport Plan Delivery Working Group be referred to WYCA's Transport Committee.
- (ii) That the update in respect of the work of the Strategic Economic Plan Delivery Working Group be noted and a report on their recommendations be prepared for a future meeting.
- (iii) That the Working Groups continue to meet during 2017/18.

54. Investment Committee Issues & Priorities

The Committee was given a presentation which set out the background to WYCA's Investment Committee's functions and priorities.

Councillor Susan Hinchcliffe, Chair of the West Yorkshire & York Investment Committee attended the meeting and provided members with an overview of the role and work of the Committee. She explained the Committee's involvement in the assurance process and the issues and priorities in monitoring the progress of major capital schemes such as the West Yorkshire Plus Transport Fund (WY+TF) and the Growth Deal. It was noted that the Investment Committee makes recommendations

to WYCA on the funding of projects and can recommend delegated authority to the Managing Director to progress straight forward schemes within agreed tolerances.

Members discussed several topics including inclusive growth and project delivery. The reasons for the slippage of some projects were noted and it was reported that the Investment Committee did recommend the acceleration of schemes where possible (eg. A629 Halifax – Huddersfield and rail station car park upgrades). Councillor Hinchcliffe emphasised the need for the Local Authorities to highlight any possible slippages at the earliest opportunity.

The Committee also debated skills, training and employment and the need to build a strong skills base using a local workforce which could be helped through forward planning, further education and training including apprenticeship programmes. It was suggested that a member of the Employment & Skills Panel be invited to attend a future meeting to consider this issue further.

The Committee thanked Councillor Hinchcliffe for providing the overview and for the interesting and informative discussion.

Resolved:

- (i) That the information in respect of the role and work of the West Yorkshire & York Investment Committee be noted.
- (ii) That a member of the Employment & Skills Panel be invited to attend a future meeting.

55. Corporate Plan 2017/18

The Committee considered a report on the Corporate Plan 2017/18.

It was reported that the Corporate Plan for 2017/18 was being redesigned to reflect organisational changes and other key messaging requirements. Copies of the current plan were circulated at the meeting and a draft of possible measures for 2017/18 was attached at Appendix A to the submitted report.

Members' feedback was sought on the proposed format and content of the Corporate Plan and the following comments were made:

- Reflect on how we show what is being achieved for people and communities. Make it easy for the general public to understand and see what is being done.
- People don't know what WYCA is – need to ensure that the money being spent on regeneration is under WYCA's branding. WYCA's work should be showcased and needs more media.
- Need to make the complexity of the Leeds City Region clearer.
- Make the front cover stand out so people will pick it up and look at it.

- Suggested splitting into 2 or 3 separate sections/documents eg. Planning, delivery and performance.
- It would be helpful for the Committee to have an explanation of what the performance measures are.

Members asked that the revised Corporate Plan 2017/18 be brought to a future meeting of the Committee.

Resolved: That members' comments in respect of the proposed format and content of the Corporate Plan 2017/18 be noted.

56. Governance & Legislative Amendments

The Committee considered a report which provided information about changes required by an Order to the WYCA's governance arrangements, and seek agreements to amendments required to be considered by the Overview & Scrutiny Committee.

It was reported that a new requirement in the Order, which will come into force on 8 May 2017, was for WYCA to publish a Forward Plan of Key Decisions. Details of the definition of a Key Decision as defined by the Order were outlined in the submitted report and members discussed and agreed the definition which was attached at Appendix 1, subject to an amendment to point (a) to read "to approve *or vary*". The definition would be incorporated into the Access to Information annex to WYCA's Procedural Standing Orders. It was noted that currently officers' decisions were not subject to call-in and it was recommended that call-in should now also extend to any officer decision over £1 million. Members were advised that should an urgent officer decision be required, this would be considered by the Managing Director in consultation with the Chair of Overview & Scrutiny Committee. The Forward Plan would be a 'live' document and it was agreed that once introduced, the Committee would review its effectiveness after 6 months and that it be a standard item on future agendas.

Members noted and discussed a number of amendments to Overview & Scrutiny Committee arrangements which the Order required. These were detailed in the submitted report and Appendix 2 set out the detail of the Order and how its requirements affect or reflect current arrangements. It was also noted that WYCA must appoint at least one independent person to the Governance and Audit Committee and for WYCA to designate a Statutory Scrutiny Officer. It was proposed to recommend to WYCA that this role be undertaken to the Director of Resources with a view to recruiting to a new post in due course.

Resolved:

- (i) That subject to the amendment to point (a) outlined above, the Forward Plan definition as set out in Appendix 1 of the submitted report be agreed.
- (ii) That the Committee review the effectiveness of the Forward Plan after 6

months and it be a standard item on future agendas.

- (iii) That the Overview & Scrutiny Committee recommend to WYCA to extend the power to call-in decisions to Key Decisions taken by officers.
- (iv) That the amendments to overview and scrutiny arrangements required by the Order, as set out in paragraph 2.5 and Appendix 2 of the submitted report be noted.

57. Forward Programme of Work

The Committee considered the forward programme of work and noted that Councillor Peter Box had been invited to attend an additional meeting on 28 April 2017 to discuss Devolution. It was agreed that changes to governance also be included on the agenda.

Members were asked to consider items for the coming year and it was requested that an item on skills, training and apprenticeships be included on the agenda for the first meeting of the municipal year and the Forward Plan should be a standard item at each meeting.

Members were reminded that the programme could be amended to incorporate any further requests.

Resolved: That the forward work programme be amended to include the suggested items.

58. Items for Information - Draft Minutes of the Meeting of WYCA held on 2 February 2017

Resolved: That the draft minutes of the WYCA meeting held on 2 February 2017 be noted.

59. Items for Feedback to WYCA

There were no items to feedback to WYCA.