



**MINUTES OF THE ANNUAL MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY 23 JUNE 2016 AT WELLINGTON HOUSE, LEEDS**

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<b>Present:</b>	Cllr Peter Box (Chair)	-	Wakefield MDC
	Cllr Susan Hinchcliffe	-	City of Bradford MDC
	Cllr Jeanette Sunderland	-	Liberal Democrat Representative (City of Bradford MDC)
	Cllr Barry Collins	-	Calderdale MBC (substitute)
	Cllr Shabir Pandor	-	Kirklees MC
	Cllr Robert Light	-	Kirklees MC
	Cllr Judith Blake	-	Leeds City Council
	Cllr Andrew Carter	-	Conservative Representative (Leeds City Council)
	Cllr Keith Aspden	-	City of York Council
	Roger Marsh	-	Leeds City Region LEP
<b>In attendance:</b>	Councillor Keith Wakefield	-	Chair of Transport Committee
	Ben Still	-	WYCA
	Angie Shearon	-	WYCA
	John Cridland	-	Transport for the North (from Minute 13)
	David Brown	-	Transport for the North (from Minute 13)

**1. Membership of the West Yorkshire Combined Authority**

The Authority considered a report of the Director of Resources in respect of the following:

- The appointment of members and substitute members to the WYCA by Constituent Councils and the City of York Council, the Non-Constituent Council.
- The appointment of the Leeds City Region Local Enterprise Partnership member (“the LEP member”) and substitute LEP member to the WYCA.

- Granting of voting rights to the LEP member and to the WYCA member appointed by the City of York Council.

It was reported that appointment of the 3 balancing WYCA members, and substitutes, was still under review and that, until such time as notification was received of any changes, the members appointed for the municipal year 2015/16 would continue in post.

**Resolved:**

- (i) That the members and substitute members of the WYCA appointed by the Constituent Councils and Non-Constituent Council, as set out in Appendix 1 attached, be noted subject to ongoing review of the 3 balancing WYCA members.
- (ii) That the continuing appointment of Roger Marsh as the LEP Member, and Bob Cryan as substitute LEP Member to act in the absence of the LEP Member, be approved.
- (iii) That the LEP Member and Non-Constituent Council Member may vote at any meetings of the WYCA (including any committee or sub-committee to which those members are appointed) on any decision, subject to the following exceptions:-
  - budget and levy setting; and
  - the adoption of any implementation plans appended to the Single Transport Plan which related specifically to the combined area (that is, West Yorkshire).
- (iv) That the substitutes for the LEP Member and the Non-Constituent Council Member may exercise the voting rights granted to the LEP Member and the Non-Constituent Council Member when acting in the absence of their respective member.

**2. Appointment of the Chair and Vice Chair of the West Yorkshire Combined Authority**

Members were asked to consider nominations for the positions of Chair and Vice Chair of the West Yorkshire Combined Authority.

Councillor Peter Box was proposed and seconded for the position of Chair and Councillor Tim Swift was proposed and seconded for the position of Vice Chair.

**Resolved:**

- (i) That Councillor Peter Box be appointed as Chair of the Authority.
- (ii) That Councillor Tim Swift be appointed as Vice Chair of the Authority.

**3. Jo Cox MP**

The Committee observed a minutes silence in honour of Jo Cox MP for Batley & Spen who sadly passed away on 16 June.

**4. Local Authority of Year 2016**

The Authority wished to place on record their congratulations to Leeds City Council on being voted Local Authority of the Year at the Municipal Journal's annual achievement awards which were held in London on 16 June.

**5. Apologies for Absence**

Apologies for absence were received from Councillor Tim Swift.

**6. Declarations of Disclosable Pecuniary Interests**

There were no pecuniary interests declared by members at the meeting.

**7. Minutes of the Meeting held on 31 March 2016**

**Resolved:** That the minutes of the meeting of the WYCA held on 31 March 2016 be approved and signed by the Chair.

**8. Committee Arrangements and Appointments**

The Authority considered a report of the Director of Resources in respect of the following:

- To appoint committees of the WYCA.
- To appoint members to WYCA committees.
- To appoint Chairs/Deputy Chairs of WYCA committees.
- To grant voting rights to members of WYCA committees.
- To confirm the continuing appointment of Independent Persons.

**Resolved:**

- (i) That the following committees be appointed to discharge the functions set out in the terms of reference appended to the submitted report:
- Governance & Audit Committee (Appendix 1)
  - Leeds City Region Partnership Committee (Appendix 2)
  - Overview & Scrutiny Committee (Appendix 3)

- Transport Committee (Appendix 4)
- West Yorkshire & York Investment Committee (Appendix 5)

(ii) That, in accordance with S17 of the Local Government and Housing Act 1989, the Authority appoint the following of its members to WYCA committees:

- Transport Committee: Cllr Tim Swift
- Governance and Audit Committee: Cllr Andrew Carter, the Kirklees Leader and Roger Marsh
- West Yorkshire and York Investment Committee: Cllr Susan Hinchcliffe and Roger Marsh
- LCR Partnership Committee: Cllrs Susan Hinchcliffe, Tim Swift, Shabir Pandor, Judith Blake, Peter Box and Keith Aspden

(iii) That the WYCA co-opts members as follows:

- Overview & Scrutiny Committee and the Transport Committee - as set out in Appendix 2 attached.
- West Yorkshire & York Investment Committee – the relevant portfolio holders, ex-officio , of the Constituent Councils and the City of York Council from time to time, as confirmed by the relevant Chief Executive. Current portfolio holders are identified on Appendix 2 attached.
- LCR Partnership Committee – ex-officio, the Leaders of other LCR Councils from time to time.

(iv) That Chairs and Deputy Chairs be appointed to the following committees:

<u>Committee</u>	<u>Chair</u>	<u>Deputy Chair</u>
Transport Committee	Cllr K Wakefield	Cllr E Firth
Governance & Audit Committee	Roger Marsh	-
WY & York Investment Committee	Cllr S Hinchcliffe	Roger Marsh
Overview & Scrutiny Committee	Cllr R Light	-
LCR Partnership Committee	Cllr P Box	Cllr T Swift

(iv) That any member of a Constituent Council co-opted to the Transport Committee, the West Yorkshire & York Investment committee and the Overview and Scrutiny Committee be a voting member of that committee, (and of any sub-committee to which they may be appointed by that committee).

(vi) That all co-opted members of the LCR Partnership Committee be voting members of that committee, and that substitute arrangements for those members be continued as for 2015/16.

- (vii) That, in accordance with the WYCA Order 2014, any member from the City of York Council co-opted to the Overview and Scrutiny Committee be a voting member of that committee, and of any sub-committee to which they may be appointed by that committee.
- (viii) That the City of York Council member appointed to the Transport Committee be a non-voting member of that committee.
- (ix) That Mr Ian Brown and Ms Carolyn Lord continue to act as Independent Persons, on the existing terms for remuneration, until the WYCA's annual meeting in 2017.

## 9. WYCA Representation on Outside Bodies

The Authority considered a report of the Director of Resources regarding WYCA representation on outside bodies.

**Resolved:** That the following appointments to outside bodies for the municipal year 2016/17 be approved:

<b>Outside Body</b>	<b>2016/17</b>
Transport for the North Partnership Board	Cllr Judith Blake Cllr Keith Wakefield (substitute) Roger Marsh
Rail North Ltd	Cllr Judith Blake (Director) Cllr Keith Wakefield (substitute)
The Association of Rail North Partner Authorities Leaders' Committee	Cllr Judith Blake Cllr Keith Wakefield (substitute)
East Coast Main Line Authorities	Deputy Chair of Transport Committee (Cllr Eric Firth)
HS2 Regional Programme Board	Cllr Keith Wakefield
Calder Valley Line Working Group	Cllr Tim Swift
City Regions Transport Special Interest Group	Chair of Transport Committee (Cllr Keith Wakefield) Deputy Chair of Transport Committee (Cllr Eric Firth) Leader of WYCA Transport Committee opposition (to be confirmed)
Northern Powerhouse Investment Fund – Strategic Oversight Board	Roger Marsh (Chair)
European Structural & Investment Fund (ESIF) - Local Sub Committee	Roger Marsh (Chair)
LEP – Business, Innovation and Growth Panel	Cllr Tim Swift
LEP – Investment Panel	Cllr Judith Blake (Chair)
LEP – LCR Strategic Land & Assets Board	Cllr Tim Swift (Chair)
LEP – Employment & Skills Panel	Cllr Susan Hinchcliffe

## **10. Officer Scheme of Delegation**

The Authority considered a report of the Director of Resources in respect of amendments to the Officer Delegation Scheme.

### **Resolved:**

- (i) That the arrangements for approving economic development loans, including the delegation to be exercised by the Managing Director, as set out in the submitted report, be endorsed.
- (ii) That the amended Officer Delegation Scheme, as shown in Appendix 1 of the submitted report, be approved.
- (iii) That the Officer Delegation Scheme be further revised to reflect the re-designation of the post of Head of Legal and Democratic Services as Monitoring Officer when that post is no longer vacant from 4 July 2016.

## **11. Governance Arrangements**

The Authority considered a report of the Director of Resources in respect of amendments to WYCA's Standing Orders and other governance documents.

### **Resolved:**

- (i) That the revisions to Procedure Standing Orders as shown in Appendix 1 of the submitted report and to the Access to Information Annex shown in Appendix 2 be approved.
- (ii) That the revisions to the Scrutiny Standing Orders as shown in Appendix 3 of the submitted report be approved.
- (iii) That the Procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct be amended, to add a footnote requiring the Monitoring Officer, in the event of complaint, to ask the Independent Person to confirm that they are still independent, and to notify the Monitoring Officer of any circumstances which might be perceived as presenting a potential conflict of interest on the part of the Independent Person. If the Independent Person is not independent, or in the event of any conflict of interest arising, the Monitoring Officer will refer the matter to another Independent Person.
- (iv) That the Contracts Standing Orders be amended as set out in paragraph 2.8 of the submitted report.
- (v) That the Financial Regulations be updated so that references to the Secretary and Solicitor are amended to the Head of Legal and Democratic Services.

- (vi) That the Members' Code of Conduct adopted by WYCA at its meeting on 1 April 2014 be confirmed.
- (vii) That any other references to the Secretary and Solicitor in WYCA Standing Orders or governance documents be replaced by a reference to the Head of Legal and Democratic Services.

## **12. Code of Corporate Governance**

The Authority considered a report of the Director of Resources in respect of a revised Code of Corporate Governance.

**Resolved:** That the revised Code of Corporate Governance, attached at Appendix 1 to the submitted report, be approved.

## **13. Members' Allowances Scheme**

The Authority considered a report of the Director of Resources in respect of the Members' Allowances Scheme.

**Resolved:** That the revised Members' Allowances Scheme attached to the submitted report be adopted.

## **14. Calendar of Meetings 2016/17**

The Authority considered a report of the Director of Resources setting out a proposed calendar of meetings for 2016-17.

**Resolved:** That the Calendar of Meetings for 2016/17 be approved.

## **15. Transport for the North Update**

The Authority considered a report of the Director of Passenger Services which provided an update regarding Transport for the North (TfN).

The meeting was attended by John Cridland and David Brown, the Chair and Chief Executive of Transport for the North, who outlined the vision and objectives for TfN and the expected achievements for the year and provided an overview of the legislation and how TfN expects to interact with Combined Authorities in the future.

Members were presented with an opportunity to ask questions and provide feedback.

**Resolved:**

- (i) That the updates provided in the report be noted.

- (ii) That the proposed requirements for Transport for the North governance and legislation as set out in the submitted report be endorsed.
- (iii) That the further input to the activities of Transport for the North as set out in the submitted report be endorsed.
- (iv) That the inclusion of expenditure of £1.85m, funded through the Transport for the North funding from the initial allocation to the Integrated and Smart Travel work stream in the 2016/17 capital programme be approved.
- (v) That John Cridland and David Brown be thanked for attending the meeting.

#### **16. Bids to Government for Growth Deal 3 and Large Local Major Schemes**

The Authority considered a report of the Director of Economic Strategy which provided an update regarding the procedures for City Region bids for Growth Deal 3 and Large Local Major Schemes funding.

Members were also asked for their views on the options for bids from Leeds City Region to be passed on to the LEP Board and the Transport Committee.

##### **Resolved:**

- (i) That the procedures for the Growth Deal 3 and the Large Local Majors Schemes bids set out by government, the views of the LEP Board with regard to the broad parameters of the Leeds City Region bids, and the initial proposals for each bid set out in section 4 of the submitted report be noted.
- (ii) That members' views in respect of the initial proposals be passed on to the Transport Committee and LEP Board.

#### **17. Project and Spending Approvals**

The Authority considered a report of the Director of Economic Strategy which sought approval for:

- (a) Funding from the West Yorkshire Plus Transport Fund for:
  - £152,000 for the Wakefield City Centre scheme.
  - £9,597,000 for the Aire Valley Park and Ride scheme.
- (b) Funding from the Local Growth Fund for:
  - request from Kirklees College for Skills Capital funding of £15,121,218 for the Dewsbury Development project to commence in 2016/17;



- expenditure of £2,857,177 on Phase 1 of the Tackling Fuel Poverty Programme to commence in 2016/17.
- (c) The progression of the following Housing & Regeneration projects to full business case, as outlined in paragraph 5 of the submitted report:
- Bradford Odeon
  - Forge Lane, Kirklees
  - York Central
  - Wakefield Civic Quarter
- (d) Funding from the LEP Economic Development Loans for:
- Reference number LL306 - £750,000
  - Reference number LL308 - £1m
  - Reference number LL305 – recoverable funding of £250,000

**Resolved:**

- (i) That expenditure of £152,000 to allow the progression of Wakefield City Centre (phase 1, Kirkgate) through Gateway 1 to Gateway 3 be approved.
- (ii) That expenditure of £9,597,000 to allow the progression of Aire Valley Park & Ride (Temple Green) through Gateway 3 be approved.
- (iii) That the current approvals on the Skills Capital and Housing and Regeneration Programmes be noted.
- (iv) That a funding package of £15,121,218 to Kirklees College, subject to completion of the appropriate due diligence and legal documentation, be approved.
- (v) That the requirement for £5m for the Tackling Fuel Poverty Programme be noted and expenditure of £2,857,177 for Phase 1, funded from the Growth Deal, including £909,963 for 2016/17, with further consideration of the Phase 2 projects be approved.
- (vi) That progression to Full Business Case for appraisal of the Bradford Odeon, Forge Lane Dewsbury, York Central and Wakefield Civic Quarter projects be approved.
- (vii) That the responsibilities and risks relating to the loans, for which WYCA is the accountable body, be noted.
- (viii) That the following Economic Development Loans be approved:
  - Reference number LL306 - £750,000

- Reference number LL308 - £1m
- Reference number LL305 – recoverable funding of £250,000

**18. The One Organisation Programme**

The Authority considered a report of the Managing Director which set out the proposed new structure of the WYCA officer organisation and Director appointments as part of the restructure.

**Resolved:**

- (i) That the appointments set out in paragraphs 2.8 and 2.9 of the submitted report be approved.
- (ii) That the Director appointments take effect from 1 July 2016.

**19. Transport Act 2000 – Ticketing Scheme**

The Authority considered a report of the Director of Passenger Services on the making of a statutory ticketing scheme under Section 135 of the Transport Act 2000.

**Resolved:** That the Authority makes a statutory ticketing scheme under Section 135 of the Transport Act 2000.

**20. Minutes of the meeting of the West Yorkshire & York Investment Committee held on 9 March 2016**

**Resolved:** That the minutes of the meeting of the West Yorkshire & York Investment Committee held on 9 March 2016 be noted.

**21. Draft Minutes of the meeting of the Overview & Scrutiny Committee held on 23 March 2016**

**Resolved:** That the draft minutes of the meeting of the Overview & Scrutiny Committee held on 23 March 2016 be noted.

**22. Draft Minutes of the meeting of the Transport Committee held on 15 April 2016**

**Resolved:** That the draft minutes of the meeting of the Transport Committee held on 15 April 2016 be noted.

**23. Draft Minutes of the meeting of the Audit & Governance Committee held on 19 April 2016**

**Resolved:** That the draft minutes of the meeting of the Audit & Governance Committee held on 19 April 2016 be noted.

**24. Draft Minutes of the meeting of the West Yorkshire & York Investment Committee held on 7 June 2016**

**Resolved:** That the draft minutes of the meeting of the West Yorkshire & York Investment Committee held on 7 June 2016 be noted.

## West Yorkshire Combined Authority - Membership

### WYCA Members appointed by each Constituent Council

	Appointment	Substitute
<b>Bradford</b>	Susan Hinchcliffe	Val Slater
<b>Calderdale</b>	Tim Swift	Barry Collins
<b>Kirklees</b>	Shabir Pandor	Peter McBride
<b>Leeds</b>	Judith Blake	James Lewis
<b>Wakefield</b>	Peter Box	Denise Jeffery

### WYCA Member appointed by the Non-Constituent Council

	Appointment	Substitute
<b>York</b>	Keith Aspden	David Carr

### Members appointed by Constituent Councils to reflect political balance among members of the Constituent Councils

	Appointment	Substitute
The 5 Constituent Councils	To be confirmed	To be confirmed
	To be confirmed	To be confirmed
	To be confirmed	To be confirmed

### LEP Member – to be appointed by WYCA

	Appointment	Substitute
<b>LEP</b>	Roger Marsh	Bob Cryan

## WEST YORKSHIRE COMBINED AUTHORITY COMMITTEE MEMBERSHIP 2016 – 2017

	WYCA Members	Bradford Co-optees	Calderdale Co-optees	Kirklees Co-optees	Leeds Co-optees	Wakefield Co-optees	York Co-optees
<b>Transport Committee</b> <i>Chair: Keith Wakefield</i> <i>Dep Chair: Eric Firth</i>  <i>Member appointed to better reflect political balance across West Yorkshire</i>	To be confirmed	Abid Hussain (L) Hassan Khan (L) Rebecca Poulsen (C) Taj Salam (L)	Peter Caffrey (C) Daniel Sutherland (L)	Martyn Bolt (C) Eric Firth (L) Mohan Sokhal (L)  Andrew Pinnock (LD)	Neil Buckley (C) Michael Lyons (L) Christine Towler (L) Keith Wakefield (L)	Glyn Lloyd (L) Kevin Swift (L)	Ian Gillies (C) (non-voting)
<b>West Yorkshire &amp; York Investment Committee</b> <i>Chair:</i> <i>Dep Chair:</i>	To be confirmed	Portfolio holder: Alex Ross-Shaw (L)	Portfolio holder: Barry Collins (L)	To be confirmed	Portfolio holder: Richard Lewis (L)	Portfolio holder: Denise Jeffery (L)	Portfolio holder: Ian Gillies (C)
<b>Governance and Audit</b> <i>Chair:</i>	Membership to be confirmed.	N/A	N/A	N/A	N/A	N/A	N/A
<b>Overview and Scrutiny</b> <i>Chair:</i>	N/A	Mohammed Amran (L) Michael Ellis (C) Fozia Shaheen (L)	Stephen Baines (C) James Baker (LD) Dot Foster (L)	Andrew Cooper (G) Paul Kane (L) Robert Light (C)	Kim Groves (L) Peter Harrand (C) Jonathan Pryor (L)	Margaret Isherwood (L) Albert Manifold (L) Elizabeth Rhodes (L)	Barbara Boyce (L) Ian Cuthbertson (LD) Helen Douglas (C)