



## **Agenda for a meeting of the Executive to be held on Tuesday, 12 June 2018 at 10.30 am in Committee Room 1 - City Hall, Bradford**

### **Members of the Executive – Councillors**

<b>LABOUR</b>
Hinchcliffe (Chair)
I Khan
Ross-Shaw
Ferriby
Jabar
Farley

### **Notes:**

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

### **From:**

Michael Bowness  
Interim City Solicitor  
Agenda Contact: Jill Bell  
Phone: 01274 434580  
E-Mail: [jill.bell@bradford.gov.uk](mailto:jill.bell@bradford.gov.uk)

### **To:**

## **A. PROCEDURAL ITEMS**

### **1. DISCLOSURES OF INTEREST**

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

*Notes:*

- (1) Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) Officers must disclose interests in accordance with Council Standing Order 44.*

### **2. MINUTES**

**Recommended –**

**That the minutes of the meeting held on 3 April 2018 be signed as a correct record (previously circulated).**

(Jill Bell - 01274 434580)

### **3. INSPECTION OF REPORTS AND BACKGROUND PAPERS**

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by

contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jill Bell - 01274 434580)

#### **4. APPOINTMENT OF DEPUTY CHAIR**

The Chief Executive will report on the allocation, by the Leader of the Council, of the appointment of Deputy Chair for the Municipal Year 2018/2019.

(Kersten England – 01274 434353)

#### **5. ALLOCATION OF PORTFOLIOS OF EXECUTIVE FUNCTIONS**

1 - 4

(Executive Procedure Rules – Part 3D of the Constitution)

The Chief Executive will report on the allocation, by the Leader of the Council, of Portfolios of Executive functions to members of the Executive.

(Kersten England – 01274 434353)

#### **6. RECOMMENDATIONS TO THE EXECUTIVE**

To note any recommendations to the Executive that may be the subject of report to a future meeting. (Schedule to be tabled at the meeting).

(Jill Bell - 01274 434580)

### **B. STRATEGIC ITEMS**

### **C. PORTFOLIO ITEMS**

**REGENERATION, PLANNING & TRANSPORT  
PORTFOLIO**

*(Councillor Ross-Shaw)*

**7. RESPONSE TO PETITION FOR THE INSTALLATION OF CCTV IN ILKLEY**

5 - 10

At its meeting of 20 March 2018 Full Council received a petition requesting the installation of on-street CCTV cameras in Ilkley town centre. Consideration of this petition was referred to Executive. The report of the Strategic Director, Place (**Document "A"**) provides Executive with an assessment of the financial implications of providing this facility both in terms of initial capital investment and on-going revenue costs.

**Recommended -**

- (1) That whilst all crime is a cause for concern, Executive regretfully cannot allocate any additional funding to the operation of the CCTV system to provide coverage of Ilkley town centre.**
- (2) That the Council will continue to work with partner agencies to take action wherever possible to address the situation in relation to criminal activity in Ilkley within the scope of its available budgets and will work with partners to investigate whether existing private CCTV cameras can be better utilised to support the police in combating crime.**
- (3) That the lead petitioner is informed accordingly.**

(Regeneration & Environment Overview & Scrutiny Committee)

(Richard Gelder – 01274 437603)

**8. OBJECTIONS RECEIVED TO THE AMENDMENTS TO THE OFF-STREET PARKING PLACES CONSOLIDATION ORDER 2015**

11 - 28

The report of the Strategic Director, Place (**Document "B"**) considers objections and other proposals suggested in response to the formal advertisement of amendments to the Off-Street Parking Places Consolidation Order 2015.

**Recommended -**

**That the objections are overruled and the Off-street Parking Places Consolidation Order 2015 is amended to incorporate the changes highlighted in Appendix A to Document "B" – 'Second Schedule, Off-Street Parking Places'.**

(Regeneration and Environment Overview & Scrutiny Committee)

(Louise Williams – 01274 431066)

**9. PROPOSED CHANGES TO THE SAFER ROADS BUDGET ALLOCATION**

29 - 34

The report of the Strategic Director, Place (**Document “C”**) seeks approval for a revised funding allocation and governance arrangements for the Safer Roads budget from 2018/19 onwards.

**Recommended -**

- (1) That Executive approve the revision to the Safer Roads budget allocation from 2018/19 onwards whereby:**
  - i. A strategic schemes budget is established to enable the promotion of strategic or district-wide projects;**
  - ii. The existing allocation for project development is retained;**
  - iii. Residual funding is distributed to the Area Committees for them to continue promoting Casualty Reduction schemes as a priority. Each Area Committee should retain an indicative sum of £50,000 (per area) for general traffic management measures, with this figure being flexible when all viable Casualty Reduction projects have been prioritised;**
- (2) That delegated authority be given to the Strategic Director of Place in consultation with the Portfolio Holder to approve and promote strategic or district wide projects from the Safer Roads budget allocation;**
- (3) That approval be given to the proposed Safer Roads budget profile as detailed in paragraph 4.1 of Document “C”;**
- (4) That delegated authority be given to the Strategic Director of Place in consultation with the Portfolio Holder to consider any valid objections arising from promotion of strategic schemes.**

(Regeneration and Environment Overview & Scrutiny Committee)

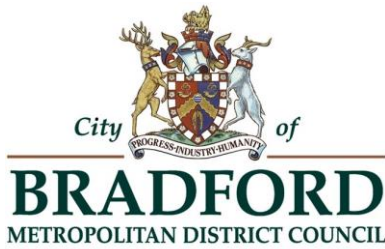
(Richard Gelder – 01274 437603)

**10. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY**

35 - 62

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 1 February and 5 April 2018 (attached)

This page is intentionally left blank



**Councillor Susan Hinchcliffe**  
**Leader of Council**  
 City Hall  
 Bradford  
 BD1 1HY  
 Tel: 01274 432084  
 Fax: 01274 721620

Michael Bowness  
 Interim City Solicitor  
 12 June 2018

## Executive Portfolios 2018-19

Dear Michael

Please note the following Executive arrangements for 2018-19.

### 1. Leader of Council & Corporate Portfolio Holder – Cllr Susan Hinchcliffe

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Chief Executive's Office	Chief Executive	Corporate
Transforming Public Services	Chief Executive	Corporate
Commissioning & Procurement	SD Corporate Resources	Corporate
Customer Services	SD Place	Corporate
Finance	SD Corporate Resources	Corporate
Human Resources	Director of HR	Corporate
Information Services	SD Corporate Resources	Corporate
Legal & Democratic Services	City Solicitor	Corporate
Revenues & Benefits	SD Corporate Resources	Corporate
Health & Wellbeing Board	SD Health & Wellbeing	Health & Social Care

### 2. Education, Employment and Skills – Deputy Leader, Cllr Imran Khan

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Education, Employment & Skills	SD Children & Young People	Children's Services Regeneration & Environment
Education Covenant	SD Children & Young People	Children's Services
Performance, Commissioning & Partnerships	SD Children & Young People	Children's Services
ISG – Industrial Services Group	SD Corporate Resources	Corporate Regeneration & Environment

### 3. Healthy People and Places – Cllr Sarah Ferriby

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Health	Director of Public Health	Health & Social Care
Happy, Healthy and At Home	SD Health & Wellbeing	Health & Social Care
Operational Services	SD Health & Wellbeing	Health & Social Care
Environmental Health	Director of Public Health	Regeneration & Environment
Voluntary Sector Services Commissioning – Adults & Public Health	SD Health & Wellbeing	Health & Social Care
Sport & Leisure	SD Place	Regeneration & Environment
Street Cleansing	SD Place	Regeneration & Environment
Waste & Collection Services	SD Place	Regeneration & Environment
Energy Centre	SD Corporate Resources	Regeneration & Environment
Hackney Carriage & Private Hire	SD Place	Regulatory & Appeals
Fleet Transport	SD Place	Regeneration & Environment
Culture & Tourism	SD Place	Regeneration & Environment

### 4. Regeneration, Planning & Transport – Cllr Alex Ross-Shaw

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Planning	SD Place	Regeneration & Environment
Transportation & Highways	SD Place	Regeneration & Environment
Asset & Facilities Management	SD Corporate Resources	Regeneration & Environment Corporate
Parking – Strategic Policy	SD Place	Regeneration & Environment
Economic Development	SD Place	Regeneration & Environment
Airedale Masterplan	SD Place	Regeneration & Environment
CRUVL (Canal Road Urban Village)	SD Place	Regeneration & Environment
Housing & Homelessness (excluding Energy Centre)	SD Place	Regeneration & Environment
Markets	SD Place	Regeneration & Environment
Digital	SD Corporate Resources	Corporate Regeneration & Environment



## 5. Children & Families – Cllr Adrian Farley

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Children's Specialist Services	SD Children & Young People	Children's Services
Transport Provision (Children's & Adults)	SD Place	Corporate
Early Help	SD Children & Young People	Children's Services Health & Social Care
Children's Trust	SD Children & Young People	Children's Services

## 6. Neighbourhoods and Community Safety – Cllr Abdul Jabar

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Community Cohesion & Equalities	SD Place	Corporate
Emergency Planning	SD Place	Corporate
Voluntary & Community Sector Strategic Support	Chief Executive	Corporate
Neighbourhood Services (Excluding Street Cleansing)	SD Place	Corporate
Parking – Operational Issues	SD Place	Regeneration & Environment
CCTV	SD Place	Corporate
Licensing & Land Charges	SD Place	Corporate
Manningham Masterplan	SD Place	Corporate
Voluntary Sector Services Commissioning - Advice	SD Place	Corporate
Executive Lead on Anti-Poverty	SD Corporate Resources	Corporate
Youth Service	SD Place	Children's Services
Community Safety Partnership	SD Place	Corporate

\*Only the lead committee is indicated, others may have a legitimate interest.

This page is intentionally left blank



## Report of the Strategic Director of Place to the meeting of Executive to be held on 12 June 2018

---

**A**

### **Subject:**

**Response to Petition for the installation of CCTV in Ilkley**

### **Summary statement:**

At its meeting of 20 March 2018 Full Council received a petition the installation of on-street CCTV cameras in Ilkley town centre. Consideration of this petition was referred to Executive. This report provides Executive with an assessment of the financial implications of providing this facility both in terms of initial capital investment and on-going revenue costs.

---

Steve Hartley  
Strategic Director: Place

### **Portfolio:**

Regeneration, Planning & Transport

Report Contact: Richard Gelder  
Highway Services Manager  
Phone: (01274) 437603  
E-mail: [Richard.Gelder@bradford.gov.uk](mailto:Richard.Gelder@bradford.gov.uk)

### **Overview & Scrutiny Area:**

Regeneration & Environment

## 1. SUMMARY

- 1.1. At its meeting of 20 March 2018 Full Council received a petition requesting the installation of on-street CCTV cameras in Ilkley town centre. This petition was signed by 114 residents. A further on-line petition relating to the same matter was established which contained a further 74 signatures. Consideration of this petition was referred to Executive.
- 1.2. This report provides Executive with an assessment of the financial implications of providing CCTV camera coverage in Ilkley town centre and highlights the current estimated level of capital investment necessary for the installation of cameras as well as the on-going revenue budget implications of providing this service.

## 2. BACKGROUND

- 2.1. Bradford Council's on-street CCTV network currently covers Bradford city centre as well as Queensbury, Baildon, Wibsey, Bierley, Shipley, Silsden and Keighley and was developed during the early 2000s as a result of a £1.3m investment grant. Plans for CCTV in Ilkley were originally developed at this time but it was resolved not to install cameras in this area. As such Ilkley town centre is currently not on the Council's on-street CCTV network
- 2.2. On-street CCTV cameras are monitored by the Council's CCTV control room 24 hours / day, 365 days / year. The current network comprises some 300 cameras which are monitored by 11 operatives working a 3 shift patterns to provide coverage, with each shift comprising two operatives and a Team Leader. The CCTV function is overseen by the CCTV Manager who is responsible for development of the service including technical design of CCTV installations.
- 2.3. Comparison of crime statistics in Ilkley with records for Shipley shows that on average levels of crime are significantly higher than in Ilkley. The average number of crimes per month in Shipley is 275 compared to 71 in Ilkley. Significant differences in the numbers of anti-social and violent crimes have been noted with average rates of 58 and 65 incidents/month respectively; by comparison the average rate for these categories in Ilkley is 14 and 13 incidents/month.
- 2.4. An outline CCTV scheme has been prepared for a system in Ilkley in order to assess the financial and operational impacts of extending the network. The information compiled based on this assessment is presented in this report to provide Executive with the appropriate information upon which to make a decision whether or not to support the petitions request can be made.
- 2.5. Based upon the outline proposal a scheme comprising 10 high-definition CCTV cameras located on-street would provide coverage of Ilkley town centre has been determined to provide a reasonable acceptable level of coverage of Ilkley. In addition to the installation of cameras the scheme also looked at the viability of data communication links from Ilkley town centre to the CCTV control room. Unfortunately, as part of the initial assessment of capital costs it has not been possible to fully quantify the level of investment in the data network which would be necessary as data bandwidth on the Council's existing network would first need to be assessed by engineers. Therefore a nominal allowance has been included in

the capital cost estimate for minor improvements to the network to provide 10 camera connections to the existing data network. However, if the existing fibre infrastructure cannot support the data bandwidth necessary to provide real time monitoring an alternative solution for the installation of a leased data line from Ilkley to Bradford would be required. This would significantly increase on-going revenue costs of any scheme.

- 2.6. Whilst a permanent, on-street, CCTV system may not be economically viable it should be noted that the Council do have the ability to deploy temporary CCTV cameras throughout the district and will do so upon request of the Police subject to the necessary legislative assessments being undertaken.

### **3. OTHER CONSIDERATIONS**

- 3.1. The recent refurbishment of the CCTV control room has facilitated an upgrade of camera servers and data access capabilities which would be capable of taking an addition 10 camera feeds. Therefore capital investment associated with the reconfiguration of the control room infrastructure would not be required.
- 3.2. As Ilkley town centre is currently not part of the Council's CCTV provision the service's maintenance arrangements would also need to be re-evaluated. Current camera maintenance contracts, which are outsourced to third-party providers, would need to be renegotiated. Any renegotiation would give rise to additional costs as maintenance routes would need to be redesigned to accommodate any CCTV installation in Ilkley. The level of such an increase has not been evaluated in preparation of this report.

### **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1. Monitoring of an additional 10 CCTV cameras would require a re-evaluation of CCTV control room operator numbers per shift to ensure that appropriate monitoring frequency is maintained.
- 4.2. The level of initial capital investment necessary to provide CCTV infrastructure in Ilkley town centre, assuming utilisation of the Councils existing data transmission infrastructure, is estimated at £100,000. Currently the CCTV function does not have a capital budget which could be used to finance this initial investment.
- 4.3. Following installation of facilities in Ilkley the services' annual revenue costs would need to increase to cover additional running and maintenance costs. Were the provision of leased data lines necessary the level of revenue costs would increase further.

### **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

- 5.1 There are no significant risks associated with the contents of this report.

### **6. LEGAL APPRAISAL**

- 6.1. Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to

do all they reasonably can to prevent:

- Crime and disorder in their areas (including anti-social and other behaviour adversely affecting the local environment);
- The misuse of drugs, alcohol or other substances; and
- Reoffending in their areas.

To deliver against these requirements, government funding was made available during the 1990s and 2000s to fund the installation of overt CCTV camera systems.

- 6.2 The Councils CCTV service operates under the supervision of the Councils CCTV Manager in accordance with the 12 guiding principles contained in the government's Surveillance Camera Code of Practice. This code was developed to ensure that individuals and wider communities have confidence that surveillance cameras are deployed to protect and support them.
- 6.3 The Council is acting lawfully by complying with those principles and the further requirements of various regulatory legislation including the Data Protection Act 1998 , the General Data Protection Regulations (May 2018), the Regulation of Investigatory Powers Act 2000 ( as amended) and the related codes of practice and guidance issued by the Office of the Surveillance Commissioner.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

None.

### **7.2 SUSTAINABILITY IMPLICATIONS**

None.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

None.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

Installation of CCTV cameras can provide many benefits for the local communities, in which they are installed, including:

- Helping to reduce the fear of crime;
- Helping to deter crime;
- Helping to detect crime and provide evidential material for court proceedings;
- Providing assistance in the overall management of public health and safety. Enhancing community safety encouraging its economic wellbeing by encouraging greater use of the district's town centres, shopping areas and car parks; and
- Assisting the council with its enforcement and regulatory functions.

Over the past couple of years Ilkley has also held a number of high profile events including the Tour de France and Tour de Yorkshire. These events have led to a significant increase in the number of daily visitors and have seen attendances at other local events such as Ilkley Carnival, Ilkley Good Neighbours and Christmas light switch on regularly exceed 1,000. In these scenarios temporary CCTV cameras have been deployed, for instance during the Tour de Yorkshire to address the lack of coverage in this location.

## **7.5 HUMAN RIGHTS ACT**

The Council's CCTV system is operated in accordance with the principles and requirements of the Human Rights Act 1998 and generally operated in an overt way. If the cameras were to be used by the Council or on behalf of the Police for the planned covert detection of crime then authorisation under RIPA is required and necessarily obtained in advance of such use.

## **7.6 TRADE UNION**

There are no trade union implications as a result of this report.

## **7.7 WARD IMPLICATIONS**

The request for CCTV in Ilkley town centre affects the Ilkley ward.

## **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

None.

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

Appropriate privacy impact assessments would be undertaken as part of any project to deploy CCTV in Ilkley.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None

## **9. OPTIONS**

9.1 Options which are available to Executive in relation to this matter include:

- a) Supporting the introduction of CCTV cameras in Ilkley town centre through the allocation of capital finance and approving an appropriate increase in revenue funding to finance their on-going maintenance and monitoring.
- b) Not supporting the installation of CCTV cameras at this time.

As noted the necessary capital investment in CCTV infrastructure is estimated to be a minimum of £100,000, possibly more, should data communication improvements be necessary. Such a scheme would also

necessitate additional on-going revenue support for running and maintenance costs. This level of investment cannot be facilitated within the existing CCTV service budgets and would therefore require reallocation of funding from other council budgets.

Crime reports in Ilkley are significantly lower than those recorded in Shipley and Bingley which typically record 275 and 150 incidents per month.

## **10. RECOMMENDATIONS**

- 10.1 That whilst all crime is a cause for concern, Executive regretfully cannot allocate any additional funding to the operation of the CCTV system to provide coverage of Ilkley town centre.
- 10.2 That the council will continue to work with partner agencies to take action wherever possible to address the situation in relation to criminal activity in Ilkley within the scope of its available budgets and will work with partners to investigate whether existing private CCTV cameras can be better utilised to support the police in combating crime.
- 10.3 That the lead petitioner is informed accordingly.

## **11. APPENDICES**

None.

## **12. BACKGROUND DOCUMENTS**

None





## Report of the Strategic Director to the meeting of The Executive to be held on 12 June 2018.

---

### **B**

#### **Subject:**

**Objections received to the amendments to the Off-Street Parking Places Consolidation Order 2015.**

#### **Summary statement:**

**This report considers objections and other proposals suggested in response to the formal advertisement of amendments to the Off-Street Parking Places Consolidation Order 2015.**

---

Steve Hartley  
Strategic Director – Place

**Portfolio: Cllr Alex Ross Shaw & Cllr Abdul Jabar**  
Regeneration, Planning and Transport.

Report Contact: Louise Williams –  
Bradford East Area Coordinator  
Phone: (01274) 431066

E-mail: [louise.williams@bradford.gov.uk](mailto:louise.williams@bradford.gov.uk)

Report Contact: Bob Thorp (St Ives & Lido) **Page 11**

Phone: (01274) 434826

E-mail: [bob.thorp@bradford.gov.uk](mailto:bob.thorp@bradford.gov.uk)

**Overview & Scrutiny Area:**  
Regeneration and Environment Overview &  
Scrutiny Committee

## **1. SUMMARY**

**This report considers objections and other proposals suggested in response to the formal advertisement of amendments to the Off-Street Parking Places Consolidation Order 2015.**

## **2. BACKGROUND**

**2.1** In February 2016 and 2017, full budget Council approved a range of changes to on- and off-street parking across the district. This included amendments to charges, an extension of hours, the introduction of charges and the removal of free periods for parking.

**2.2** The car parks at which changes are currently being progressed are: various car parks in Bingley (Main Street, Queens Street, Waterloo, Wellington, Ferncliffe & Bingley Arts Centre), Vicar Lane, Shipley Pool, Crown Court, Wilsden, St Ives and The Lido. Full details of the proposed amendments are detailed in the schedule shown in Appendix A - 'Second Schedule, Off-Street Parking Places'.

**2.3** A summary of the points of objection, other suggestions and corresponding officer comments is shown in Appendix B – 'Objectors' summary and officer comments'.

**2.4** In accordance with the Road Traffic Regulation Act 1984 amendments to the Off-Street Parking Places Consolidation Order 2015, other than a variation of the tariffs, require a new Order to be created. As part of this process, consultation is undertaken. A copy of the notice advertising consultation is shown in Appendix C – 'Notice served to advertise the legal order'.

**2.5** The proposed changes to the existing Order were formally advertised in all affected car parks between 2<sup>nd</sup> March 2018 and 23<sup>rd</sup> March 2018. In addition, information was included in the T&A. Officers also emailed all Ward Councillors, Parish and Town Councils and Chambers of Trade and Commerce in the affected areas. These emails were sent out approximately 2 weeks prior to the start of the formal consultation.

**2.6** The consultation resulted in a range of objections and other suggestions.

## **3. OTHER CONSIDERATIONS**

There are no other considerations.

## **4. FINANCIAL & RESOURCE APPRAISAL**

**4.1** It is anticipated that the amendments to charges, the removal of free periods for parking and the introduction of charges referred to in this report will result in £13,000 additional income. These were agreed as part of full budget Council in 2016/17 & 2017/18. If any of the changes are not made, mitigating action to achieve the income will need to be taken.

**4.2** It is anticipated that the introduction of charges at St Ives, Lido, Lister, Cliffe Castle is £20,000 in year one and £40,000 in year two. Schemes at Lister and Cliffe Castle are not included in this schedule.

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

There are no perceived risks arising from the implementation of the proposed recommendation.

## **6. LEGAL APPRAISAL**

There are no specific legal issues arising from this report. The proposed Traffic Regulation Order has been drafted by the City Solicitor.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

An Environmental Impact Assessment was completed and identified a low impact on people on low incomes. This is however mitigated by the level of charges being proposed which are considered to be reasonable and proportionate for the parking offered.

### **7.2 SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications arising from this report.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

There are no greenhouse gas emissions impacts arising from this report.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

There are no direct implications arising from this report.

### **7.5 HUMAN RIGHTS ACT**

There are no direct implications arising from this report.

### **7.6 TRADE UNION**

There are no direct implications arising from this report.

### **7.7 WARD IMPLICATIONS**

Ward members have been consulted on the proposed changes in their wards.

### **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

There are no direct implications arising from this report.

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

There are no direct implications arising from this report.

## **8. NOT FOR PUBLICATION DOCUMENTS**

None.

## **9. OPTIONS**

**9.1 Option 1** – To overrule the objections and approve the changes as shown in Appendix A – ‘Second Schedule, Off-Street Parking Places’.

**9.2 Option 2** – To approve some changes as outlined in Appendix A – ‘Second Schedule, Off-Street Parking Places’ with some amendments.

## **10. RECOMMENDATIONS**

**10.1** That the objections are overruled and the Off-street Parking Places Consolidation Order 2015 is amended to incorporate the changes highlighted in Appendix A – ‘Second Schedule, Off-Street Parking Places’.

## **11. APPENDICES**

### **11.1**

Appendix A – ‘Second Schedule, Off-Street Parking Places’.

### **11.2**

Appendix B – Objectors’ summary and officer comments

### **11.3**

Appendix C – Notice served to advertise the legal order.

## **12. BACKGROUND DOCUMENTS**

None

Appendix A

**SECOND SCHEDULE  
OFF STREET PARKING PLACES**

No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
17	Shipley Pool car park	10	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6pm Monday to Saturday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50 Up to 4 hours £2.00 Over 4 hours £3.50
85	Vicar Lane Car Park	33	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 60p Up to 2 hours £1.20 Up to 3 hours £1.80 Up to 4 hours £2.40  Max stay 4 hours  £1  £1

No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
12	Main Street, Bingley	6	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6.00pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50  Max stay 3 hours  £1  £1
10	Queen Street, Bingley	6	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6.00pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50  Max stay 3 hours  £1.00  £1.00
7	Fernclyffe, Bingley	5	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt	All days and all hours	8.00am to 6pm Monday to Saturday  6.00pm to Midnight	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50 Up to 4 hours £2.00  Max stay 4 hours  £1.00

No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
				in weight.		Monday to Saturday 8.00am to Midnight Sunday	£1.00
8	Waterloo, Bingley	5	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6.00pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50 Over 3 hours £3.50  £1.00  £1.00
9	Wellington, Bingley	5	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6.00pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50 Over 3 hours £3.50  £1.00  £1.00

No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
84	Bingley Arts Centre	42	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday	Up to 1 hour 50p Up to 2 hours £1.00 Up to 3 hours £1.50 Over 3 hours £3.50  £1.00  £1.00
86	Wilsden	44	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6.00pm Monday to Saturday	Up to 1 hour 30p Up to 2 hours 60p All Day £1.50  Permit holders
87	Ilkley Lido	50	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight.	All days and all hours	8.00am to 6pm Monday to Sunday	Up to 2 hours £1.00 Up to 4 hours £2.00 Over 4 hours £3.00  Permit Holders  Authorised Users



No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
44	Crown Court Car Park	33	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight. Bays for authorised users-Electric vehicles only whilst charging.	All days and all hours	8.00am to 6pm Monday to Saturday  6.00pm to Midnight Monday to Saturday  8.00am to Midnight Sunday  8.00am Monday to Midnight Sunday  Except Christmas Day, Good Friday and Public Holidays	All Day £4.00  £1.00  £1.00  Up to 1 hour 60p Up to 2 hours £1.20 Max stay 2 hours Authorised users only

No. of Parking Place	Name of Parking Place	Map Number	Position in which Vehicle may wait	Class of Vehicle	Days and hours of operation of parking place	Charging Or Restricted Hours	Parking Charge Or Restriction
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
88	St Ives, Bingley	51 A-E	If bays are marked, wholly within a bay, If bays are not marked, in any position that does not obstruct an entry or exit or impede the movement of any other vehicle or pedestrians.	Motor cycle, motor car and invalid carriage and motor vehicles constructed or adapted solely for the carriage of goods but not exceeding 30 cwt in weight. Bays for authorised users-Electric vehicles only whilst charging.	All days and all hours	Monday to Sunday 9.00am – 5.00pm	Up to 2 hours £1.00 Up to 4 hours £2.00 Over 4 hours £3.00  Permit Holders  Authorised Users

## Appendix B

Objectors' concerns:	Officer comments:
<p><b>Bingley Car Parks</b> <b>CEB /400396</b></p> <p><b>Objectors</b> Residents (17) Visitors (1) Businesses (4) Cllrs (1) Other (3)</p> <ul style="list-style-type: none"> <li>• Loss of trade for local businesses (12).</li> <li>• Local shopping and move trade to larger retailers or other areas that offer free parking (7).</li> <li>• Visitors will not pay to park for just a few minutes (2).</li> <li>• Areas will become congested with vehicles on residential streets (3).</li> <li>• Possibility of shop closures and the loss of income generated from Council tax (5).</li> <li>• Parents will have to pay to both pick up and drop off at schools and other activities (1).</li> <li>• Effects on elderly people or people with mobility issues (1).</li> <li>• Push people to shop online (1).</li> <li>• Congested roads due to people travelling to alternative locations (1).</li> <li>• Stop people visiting restaurants and other activities (16).</li> <li>• Should be encouraging visitors to Bingley (3).</li> <li>• Parking on an evening for safety issues (1).</li> <li>• Additional cost for enforcement (4).</li> <li>• In support of the changes (1).</li> <li>• Trade already lost due to Bradford &amp; Bingley closure (1).</li> <li>• Church congregation – tax on Christianity (4).</li> <li>• No alternative due to minimal bus service on a Sunday (1).</li> <li>• Less to spend in local shops (1).</li> </ul>	<p>The proposals are to introduce an evening charge of £1 6.00pm – midnight, Mon – Sat and a flat rate charge of £1 on a Sunday 8am - midnight at various car parks in the centre of Bingley. The car parks are as follows:</p> <p>Main St, Queens St, Waterloo, Wellington, Ferncliffe &amp; Bingley Arts Centre.</p> <p>A total of 26 objections were received in relation to the proposed changes which are itemised in the left hand column.</p> <p>We do not expect that minimal parking charges will reduce footfall and affect businesses.</p> <p>We hope that these changes will not deter visitors from Bingley. There will still be free parking available on street and at Victoria Car Park.</p> <p>We have previously made amendments to parking arrangements, such as removal of free periods. There has not been a decrease of usage at these car parks. Additionally, businesses have not reported any negative impacts. As the charges are minimal, we do not expect any change in the current parking use.</p> <p>The income generated will continue to be re-invested to improve parking provision and facilities for our users. Structural work has been undertaken at Main Street Car Park and Wellington Car Park has recently been re-surfaced to improve the facility.</p> <p>We do wish to continue to encourage visitors to the area. We will do this by providing suitable parking provision and enforcing effectively, creating a turnover of parking spaces. We do not believe that the introduction of these charges will deter visitors. Bradford District's charging remains very competitive in comparison to other authorities.</p> <p>Vehicles generally park for convenience and</p>

- Will commute from elsewhere (1).

we would not expect residential streets to be affected by the changes. Any parking issues will be monitored and reviewed.

Council Wardens currently work evenings and weekends. There will not be any additional costs for out of hour's enforcement.

We do not currently have any plans to introduce pay and display machines that accept card payments.

We do now operate the cashless parking option. This allows you to register an account and use your card in order to pay for parking. Although this requires you to set up an account, it allows you to use your card as a payment method across the district at all Bradford Council locations.

2 hours free parking will remain available at Victoria Car Park in Bingley. Offering a 2 hour free option would not be in line with all other locations across the district.

### **Recommendations / Bingley**

- Card readers on machines
- Could the 2 hour free period apply to all Bingley car parks at least on a Sunday?

### **St Ives** **CORP/PCD/CEB/400396**

A petition against parking charges at St Ives was submitted to Council on 18.10.16. This was referred to The Executive and considered on 08.11.16. The decision was made to reaffirm the original Council decision to introduce car parking charges at all viable parks and green spaces sites including St Ives.

Objectors 24

Objections came from businesses, community groups, residents and visitors.

- Charges will deter visitors (10).
- Charges will deter volunteers (1).
- Charges will deter people taking exercise (2).
- Charges will deter people with mobility issues (3).
- St Ives is held in Trust and charges

Proposed charges at £1.00/2hrs, £2.00/4hours and £3/4hrs+ are set low and reasonable. The charging period allows free parking before 9.00am and after 5.00pm.

Limited numbers of free parking permits will be made available to on site community groups. 'Disabled Parking Only' bays will be provided

cannot be made (4).

- People will park offsite (5).
- There is no free offer (1).
- Charges are too high (4).
- There should be investment first (2).
- Damage to the café (1).
- Parking should be free (3).

and Blue Badge holders may park free of charge in non-restricted areas.

The Council owns the freehold title without any restrictive covenants to use of charging.

Approximately 20 free maximum 2 hour stay bays will be available at each entrance. Estate can be accessed from free parking on Harden Moor and Altar Lane.

Charging will allow investment in the car park and access road and release other funds for improvements.

Investment that improves the visitor offer at St Ives is expected to continue to attract visitors.

The offer contains free and charged parking.

### Ilkley Lido

CEB/400396

#### Objectors 2

An objection was also received after the closing date from the Friends of Ilkley Lido via Councillor Hawkesworth.

- Charging would deter visitors to The Lido facility.
- Visitors would park offsite.
- Level of charges is too high.
- Conflict with Ilkley Car Parking Review.

A pool entrance fee discounting scheme will be introduced similar to the one implemented at Shipley Pool Car Park.

Offsite parking issues will be monitored, additional on street parking restrictions can be included in the Traffic Regulation Order from the Ilkley Car Parking Review.

Proposed charges at £1.00/2hrs, £2.00/4hours and £3/4hrs+ are set low and reasonable. The charging period allows free parking before 9.00am and after 5.00pm

The Lido fell outside of the scope of the Car Parking Review as the area north of the Wharfe was judged unlikely to be impacted by town centre changes.

**Wilsden**  
**CEB/400396**

**Objectors** Residents (5)  
Visitors (0)  
Businesses (0)  
Cllrs/Parish Cllrs (1)

- Objections to the removal of the free 30 minutes (2).
- Removal of 12 hours free parking (2).
- Loss of trade for local businesses (4).
- Local shopping and move trade to larger retailers or other areas that offer free parking (1).
- Visitors will not pay to park for just a few minutes (2).
- Illegal parking due to the introduction of charges (3).
- Areas will become congested with vehicles on residential streets (2).
- Additional costs for residents (1).
- Vital service to the community (0).
- Road safety issues (1).
- Lack of enforcement (1).

**Recommendations / Wilsden**

- Permit scheme for residents

**Shipley Pool**  
**CEB/400396**

**Objectors** Visitors (1)

- Deter visitors to the pool due to parking charges (1).
- Effects on health (1).

The proposals at Wilsden Car Park are to remove the 30 minute free period and 12 hours free section. The charges and operational hours to be proposed are as follows:  
8.00am to 6.00pm, Monday to Saturday - up to 1 hour 30p, up to 2 hours 60p, All Day £1.50.

A total of 6 objections were received.

Wilsden is the last car park in the district to have the free period removed. This change brings this location in line with all other sites, creating a consistent approach across the district. The removal of the 12 hours free parking will free up more spaces in the car park creating a greater turn over. This will provide additional parking provision due to the limited on-street parking.

We have previously made amendments to parking arrangements, such as removal of free periods. There has not been a decrease of usage at these car parks. Additionally, businesses have not reported any negative impacts. As the charges are minimal we do not expect any change in the current parking use.

We will continue to monitor Wilsden and will manage any traffic issues and the turnover of spaces.

We have agreed that any contract permit requests will be considered for residents with no alternative parking.

The objector's comments were in relation to charging for pool users. It was confirmed that visitors to the pool will still be reimbursed for parking on production of a ticket.

--	--

This page is intentionally left blank



## Appendix C

### **CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL (OFF STREET PARKING PLACES) (CONSOLIDATION)(AMENDMENT NO \*) ORDER**

#### **VARIOUS LOCATIONS WITHIN THE BRADFORD METROPOLITAN DISTRICT**

**NOTICE** is hereby given that City of Bradford Metropolitan District Council proposes to make the above Order under their powers contained in the Road Traffic Regulation Act 1984 the general effect of which will be to introduce the following:-

- i. Off Street Parking Places at Vicar Lane, Ilkley Lido and various locations within the Bingley St Ives Estate
- ii. Revised charges for Off Street Parking Places at Shipley Pool, Bingley Arts Centre, Ferncliffe, Queen Street, , Main Street, Waterloo and Wellington Bingley, Wilsden and Crown Court, Bradford

A copy of the draft Order together with a map showing the affected off street parking places and the Statement of Reasons for proposing to make the Order may be examined during normal office hours at the Customer Services Reception, Ground Floor, City Hall, Bradford BD1 1HY, Bingley Library, Myrtle Walk, Bingley, Shipley Library, Wellcroft, Shipley and Ilkley Library, Station Road, Ilkley

If you wish to object to the proposed Order you should send the grounds for your objection in writing either by post to the address below or by e-mail to [legalobjections@bradford.gov.uk](mailto:legalobjections@bradford.gov.uk) to be received no later than 12 noon on 23<sup>rd</sup> March 2018 quoting reference:-  
CORP/PCD/CEB/400396

Dated this 2<sup>nd</sup> day of March 2018

Interim City Solicitor  
Legal and Democratic Services  
City of Bradford Metropolitan District Council  
City Hall  
Bradford  
BD1 1HY





## Report of the Strategic Director, Place to the meeting of Executive to be held on 12 June 2018

---

**C**

**Subject:**

**PROPOSED CHANGES TO THE SAFER ROADS BUDGET ALLOCATION.**

**Summary statement:**

This report seeks approval for a revised funding allocation and governance arrangements for the Safer Roads budget from 2018/19 onwards.

---

Steve Hartley  
Strategic Director -Place

Report Contact: Richard Gelder  
Highways Services Manager  
Phone: (01274) 437603  
E-mail: [Richard.gelder@bradford.gov.uk](mailto:Richard.gelder@bradford.gov.uk)

**Portfolio:**

**Regeneration, Planning & Transport**

**Overview & Scrutiny Area:**

**Regeneration and Environment**

## 1. SUMMARY

- 1.1 This report seeks approval for a revised funding allocation and governance arrangements for the Safer Roads schemes programme from 2018/19 onwards.

## 2. BACKGROUND

- 2.1 The West Yorkshire Transport Strategy 2040 was approved by the West Yorkshire Combined Authority (WYCA) in August 2017. In conjunction with the Strategic Economic Plan, the overarching aim of the strategy is “...for Leeds City Region to be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.”

- 2.2 The key objectives of the strategy are:

**Economy:** Create a more reliable, less congested, better connected transport network.

**Environment:** Have a positive impact on our built and natural environment.

**People and place:** Put people first to create a strong sense of place.

- 2.3 In term of Safer Roads themes, the strategy includes a specific aim to reduce road accidents, aspiring to ‘zero tolerance’ of transport-related deaths. There are also aspirations to encourage walking and cycling by improving safety.
- 2.4 The Strategy retains the casualty reduction target first introduced by the Local Transport Plan, i.e. a 50% reduction in the number of people killed or seriously injured in road collisions (KSI) by 2026.
- 2.5 Historically there were specific budgets for the promotion of Casualty Reduction schemes and more general Traffic Management Measures. Following a significant reduction in the level of funding, this was combined into a single funding stream. Executive devolved the budget to the Area Committees on the basis of population split in October 2012, with a provision that 70% of the budget had to be allocated to Casualty Reduction schemes, the residual funding being available for projects prioritised by members.
- 2.6 The prioritisation of funding for Casualty Reduction schemes has been an important contributor to the continuing downward trend in casualty rates within the district. This has been achieved in partnership with other interventions including Police enforcement and Road Safety education, training and publicity activities. However, the current level of funding dictates that individual Area Committees are restricted in the scale of projects that can be prioritised. The current system also precludes the development of projects of more strategic significance or on a district-wide basis.
- 2.7 There has been a systematic addressing of locations with notable clusters of recorded traffic collisions. As such, the occurrence of collisions is becoming more sporadic and thus more difficult to target with specific area committee based interventions. Notwithstanding this it is acknowledged that there remains a safety benefit in delivering traffic management schemes in areas where casualty rates are

not necessarily high, but where there are concerns about vehicle speeds, severance or more general safety issues.

2.8 In order to address the issues highlighted in paragraphs 2.6 and 2.7 it is proposed to revise the Safer Roads budget allocation and scheme governance systems from 2018/19 onwards as follows:

- Establish a top-slice of the Safer Roads budget to enable the promotion of strategic or district-wide projects. It is proposed that the approval to promote such projects and consideration of any resulting objections would be an Executive Member function.
- Maintain the existing allocation for project development
- Distribute residual funding to the Area Committees for them to continue promoting Casualty Reduction schemes as a priority. Each Area Committee should retain an indicative sum of £50,000 (per area) for general traffic management measures, with this figure being flexible when all viable Casualty Reduction projects have been prioritised.

### 3. OTHER CONSIDERATIONS

3.1 There are a number of potential strategic projects that have been provisionally identified for inclusion in the Strategic Programme. The prioritisation of such schemes will consider a number of factors including casualty reduction benefit, environmental impact, improvements for vulnerable road users including pedestrian and cyclists and reducing severance. Schemes are currently being considered for inclusion in the 2018/19 Strategic Projects element of the Safer Roads budget, an indicative sum of £120,000 has been allocated from the 2018/19 Safer Roads budget.

### 4. FINANCIAL & RESOURCE APPRAISAL

4.1 The total annual Safer Roads budget for 2018/19 (based on the 2017/18 figure, but currently indicative subject to WYCA confirmation) is £778,600. There is currently an approved allocation for project development that it is proposed to retain. This is for resources to undertake detailed investigations and assessments to inform the scheme selection process. The proposed funding profile for 2018/19 onwards is detailed below:

SAFER ROADS BUDGET ALLOCATIONS								
		Total	Strategic	Area C'ttee	Project	Residual	Casualty	Community
	Population %	budget	Projects	Allocations	development	allocation	Reduction	Projects (Min.)
Bradford East	22			£144,892	£22,000	£122,892	£72,892	£50,000
Bradford South	19.4			£127,768	£19,400	£108,368	£58,368	£50,000
Bradford West	21.8			£143,575	£21,800	£121,775	£71,775	£50,000
Keighley	18.6			£122,500	£18,600	£103,900	£53,900	£50,000
Shipley	18.2			£119,865	£18,200	£101,665	£51,665	£50,000
	TOTALS	£778,600	£120,000	£658,600				

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

5.1 There are no risks associated with the proposed re-profiling of Safer Roads funding.

5.1 It is proposed that the approval to promote Strategic Projects and consideration of any resulting objections would be an Executive Member function.

## **6. LEGAL APPRAISAL**

6.1 Article 12 of the Council's constitution deals with the delegation of function and budget from the Executive to the Area Committee but makes provision for any matter to be taken back to the Executive at any time.

6.2 The promotion of Safer Roads projects is in accordance with the Council's general powers as Highway Authority and Traffic Regulation Authority

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

Due consideration is given to Section 149 of the Equality Act 2010 when developing all Safer Roads schemes.

### **7.2 SUSTAINABILITY IMPLICATIONS**

Safer Roads projects are designed to minimise future maintenance implications and the impact on the environment.

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

The implementation of highway safety schemes and projects which encourage sustainable transport modes will potentially reduce harmful emissions.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

The Safer Roads programme delivers a wide-range of projects including traffic calming, pedestrian crossing facilities, cycling and horse riding provision, speed limit reductions and junction improvements. Such measures, along with partnership activities, form an integral part of improving safety in local communities. Reduction of community severance and community cohesion are two positive outcomes of this programme.

### **7.5 HUMAN RIGHTS ACT**

None

### **7.6 TRADE UNION**

None

## **7.7 WARD IMPLICATIONS**

Respective ward members are involved in the development of site specific projects.

## **7.8 IMPLICATIONS FOR CORPORATE PARENTING**

None

## **7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT**

None

## **8. NOT FOR PUBLICATION DOCUMENTS**

None

## **9. OPTIONS**

9.1 That the current Safer Roads budget allocations and project governance arrangements are revised as detailed in paragraphs 2.8 and 4.1.

9.2 That the existing methodology for Safer Roads budget allocation and scheme governance is retained.

## **10. RECOMMENDATIONS**

10.1 That Executive approve the revision to the Safer Roads budget allocation from 2018/19 onwards whereby:

- i. A strategic schemes budget is established to enable the promotion of strategic or district-wide projects;
- ii. The existing allocation for project development is retained;
- iii. Residual funding is distributed to the Area Committees for them to continue promoting Casualty Reduction schemes as a priority. Each Area Committee should retain an indicative sum of £50,000 (per area) for general traffic management measures, with this figure being flexible when all viable Casualty Reduction projects have been prioritised;

10.2 That delegated authority be given to the Strategic Director of Place in consultation with the Portfolio Holder to approve and promote strategic or district wide projects from the Safer Roads budget allocation;

10.3 That approval be given to the proposed Safer Roads budget profile as detailed in paragraph 4.1;

10.4 That delegated authority be given to the Strategic Director of Place in consultation with the Portfolio Holder to consider any valid objections arising from promotion of strategic schemes.

## **11. APPENDICES**

None

## **12. BACKGROUND DOCUMENTS**

12.1 WYCA Transport Strategy 2040

12.2 Report of the Strategic Director Department of Environment and Sport to the meeting of Council Executive 9 October 2012 – Devolution to Area Committees



**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 1 FEBRUARY 2018 AT COMMITTEE ROOM A,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

---

**Present:**

Councillor Susan Hinchcliffe (Chair)  
Councillor Tim Swift (Vice-Chair)  
Councillor Judith Blake CBE  
Councillor Peter Box CBE  
Councillor Andrew Carter CBE  
Councillor Simon Cooke  
Councillor Stewart Golton  
Roger Marsh OBE

Councillor David Sheard  
Councillor Andrew Waller

Bradford Council  
Calderdale Council  
Leeds City Council  
Wakefield Council  
Leeds City Council  
Bradford Council  
Leeds City Council  
Leeds City Region Enterprise  
Partnership  
Kirklees Council  
City of York Council

**In attendance:**

Councillor Keith Wakefield OBE

Councillor Robert Light  
Ben Still  
Angela Taylor  
Caroline Allen  
Heather Waddington

Peggy Haywood

Ruth Chaplin

Chair, Transport Committee (to minute  
86 only)

Chair, Overview & Scrutiny Committee  
West Yorkshire Combined Authority  
West Yorkshire Combined Authority  
West Yorkshire Combined Authority  
West Yorkshire Combined Authority  
(minute 93 only)

Ministry of Housing, Communities &  
Local Government (minute 93 only)  
West Yorkshire Combined Authority

**80. Apologies for Absence**

Apologies for absence were received from Councillor N Turner.

**81. Declarations of Disclosable Pecuniary Interests**

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



## **82. Exempt Information - Possible Exclusion of the Press and Public**

**Resolved:** That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 1 to Agenda Item 5 and Appendix 1 to Agenda Item 14 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## **83. Minutes of the Meeting of the Combined Authority held on 14 December 2017**

**Resolved:** That the minutes of the meeting held on 14 December 2017 be approved and signed by the Chair.

## **84. Capital Spend and Project Approvals**

The Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through WYCA's Assurance Framework:

- Bradford Interchange Phase 1
- Bradford Interchange Phase 2
- Project Beta
- Natural Flood Management Programme
- Wyke Beck Valley Flood Alleviation
- York Outer Ring Road Junction

The Authority agreed to withdraw consideration of Project Raven as the situation had changed since publication of the agenda and this would be brought back to a future meeting.

The importance of the Natural Flood Management Programme was discussed and members requested further details regarding the individual projects included in the programme. It was suggested that an overview be provided to a future meeting, taking into account the work also being undertaken by the Yorkshire Flood and Coastal Committee and the Green Economy Panel.

It was noted that an exception report for the DfT Cycling and Walking to Work scheme had been assessed in line with WYCA's Assurance Framework and had progressed directly to WYCA because of timescales relating to its delivery and governance requirements of the funding stream.

Members discussed the reporting and transparency in respect of the level of detail provided for the schemes in the submitted report. The importance of engaging with the public and information being accessible was stressed and consideration would be given to the presentation of future reports. It was

suggested that options such as the inclusion of a summary box, hyperlinks to the business cases, previous papers and other reports as background information for the schemes be included going forward.

It was reported that there were rigorous processes in place for assessing schemes. These were detailed in the Leeds City Region Assurance Framework which was to be considered at agenda item 10. The process included WYCA's Programme Appraisal Team (PAT) considering scheme business cases and, subject to their assessment, these are then considered by the Investment Committee who would take a decision on whether to recommend the schemes to WYCA for approval. It was noted that business cases were published on WYCA's website. It was agreed that summary scheme performance information be included in the 'summary box'.

**Resolved:**

- (i) In respect of Bradford Interchange Phase 1 (Decision Point 2 Case Paper) –

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Bradford Interchange Phase 1 project proceeds through Decision Point 2 and work commences on Activity 3 (Outline Business Case) of the Assurance process.
- (b) That an indicative approval to the total project value of up to £5.605m is given to be funded from the West Yorkshire plus Transport Fund, with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That further development costs of up to £0.100m are approved in order to progress the scheme to Decision Point 3 (Outline Business Case) taking the total project approval to £0.180m, and that WYCA enter into an addendum to the existing funding agreement with City of Bradford Metropolitan District Council for total expenditure of up to £0.180m from the West Yorkshire plus Transport Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in the Case Paper. This will be subject to the scheme remaining within the tolerances outlined in the Case Paper.

- (ii) In respect of **Bradford Interchange Phase 2 – Pre-feasibility Option Development (Decision Point 2 Case Paper) -**

That following a recommendation from the Investment Committee, WYCA approves £0.512m pre-feasibility funding from the WY+TF Transformational Projects Fund to support the selection of a preferred option for progressing Phase 2 of this project and that WYCA enter



into a Funding Agreement with City of Bradford Metropolitan District Council for expenditure of up to £0.512m from the WY+TF Transformational Projects Fund.

(iii) In respect of **Project Beta (Decision Point 2 Case Paper) -**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That Project Beta proceeds through Decision Point 2 and work commences on Activity 4 (Full Business Case).
- (b) That an indicative approval to the proposed grant funding award £3m is given, to be funded from the Strategic Inward Investment Fund, with Full Approval to expenditure being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(iv) In respect of **Leeds City Region Natural Flood Management Scheme (Decision Point 3 Outline Business Case) -**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the LCR Pilot Natural Flood Management Programme proceeds through Decision Point 3 and work commences on Activity 4 (Full Business Case).
- (b) That an indicative approval to WYCA's contribution of £1.700m (which will be funded through from the Local Growth Deal 3 fund) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs). The total project value is £3.801m.
- (c) That development costs of £0.045m are approved in order to progress the scheme to Decision Point 4 and then WYCA enter into a Funding Agreement for expenditure of up to £0.045m from the Local Growth Deal Fund.
- (d) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report, including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the



scheme remaining within the tolerances outlined in the submitted report.

(v) In respect of **Wyke Beck Valley Flood Alleviation (Decision Point 4 Full Business Case) -**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the Wyke Beck Valley Flood Alleviation Project proceeds through Decision Point 4 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to WYCA's contribution of £2.600m (which will be funded through from the Local Growth Deal 3 fund) is given with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (FBC with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route set out in this report, including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vi) In respect of **York Outer Ring Road – Phase 1 (Full Business Case Decision Point 4) -**

That following a recommendation from the Investment Committee, WYCA approves:

- (a) That the York Outer Ring Road Phase 1 project proceeds through Decision Point 4 and work commences on Activity 5 (Full Business Case with Finalised Costs).
- (b) That an indicative approval to York Outer Ring Road Phase 1 total forecast costs of up to £3.600m is given (to be funded from the West Yorkshire plus Transport Fund) with Full Approval to spend being granted once the scheme has progressed through the Assurance Process to Decision Point 5 (Full Business Case with Finalised Costs).
- (c) That future approvals are made in accordance with the Approval Pathway and Approval Route outlined in this report including at Decision Point 5 through a delegation to WYCA's Managing Director following a recommendation by WYCA's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (vii) That in respect of **Project Raven (Decision Point 2 Case Paper)** - it was agreed to withdraw consideration of the item as the situation had changed following publication of the agenda and this would be brought back to a future meeting.
- (viii) In respect of DfT Cycling and Walking to Work Fund (Activity 6 Delivery Change Request) -

That WYCA approves:

- (a) That the additional funding of £6.40k offered by DfT to extend the programme is accepted by the Director of Resources as Chief Finance Officer by the deadline of 31 March 2018
- (b) The Request for Change to programme funding and timescales as outlined in the submitted report
- (c) That the spending of up to £2.14m to be funded from the West Yorkshire Cycling and Walking to Work DfT grant

#### **85. Leeds City Region Growth Deal Programme Review**

The Authority considered a report of the Director of Delivery which:

- Provided an update on the implementation of the Growth Deal and sought agreement of actions to actively manage scheme performance.
- Presented recommendations following the recent Call for Projects relating to Growth Deal funding, that a number of schemes are brought forward for consideration, pending the outcome of the programme re-profiling exercise and the future availability of funding, and subject to approval through the WYCA Assurance Process.
- Provided an update on current activity relating to the forthcoming 2019/20 Growth Deal Review, and sought approval for an allocation of £400,000 to undertake the work required in preparation for the Gateway Review.

The performance and management of schemes in the Growth Deal was discussed. It was reported that an Investment Committee workshop would be held in March to consider the timing and profiling of projects and WYCA members would be invited to take part in those discussions.

Members discussed the recent Call for Projects and the list of schemes outlined in the submitted report which were recommended for taking forward. They reiterated their request that hyperlinks be provided in future reports to any background information available. It was noted that based on the information that had been provided, the schemes would potentially deliver direct jobs and houses by 2021. It was recognised that because of delivery timescales, the Call for Projects had been restrictive to projects that would deliver by 2021; it was however noted that there may be further

opportunities to support a wider range of projects with the development of the Local Inclusive Industrial Strategy. It was proposed that a further Call for Projects be considered and this would be discussed at a future meeting of the Investment Committee.

It was noted that the Growth Deal review is a stipulation by Government. A project ceiling budget of £400,000 has been identified by Government to undertake the Gateway Review exercise in the Leeds City Region, including all lead-in activity and reporting to Central Government. It was reported that WYCA was working with other LEP areas and Government to understand what the money would be spent on and how it could be reduced, including whether it was possible that some of the initial work could be undertaken in-house to reduce the expenditure.

**Resolved:**

That WYCA approves:

- (i) In-principle support to the projects identified in paragraphs 2.10 and 2.11 of the submitted report and that the projects be brought forward for consideration for entry into the WYCA pipeline list, pending the outcome of the programme re-profiling exercise and the future availability of funding, and subject to approval through the WYCA Assurance Process.
- (ii) A maximum of £400,000 to be funded from the Local Growth Fund to fund the Growth Deal Review activity as detailed in the submitted report.

**86. Local Inclusive Industrial Strategy update**

The Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the development of a single, bold city region strategy, owned by both the LEP and WYCA that provides a compelling proposition using the city region's tech assets and opportunities to deliver inclusive growth outcomes.

It was noted that there was an ambition to deliver this work at pace in order to position the City Region so that it forms part of the first wave of Local Industrial Strategies agreed by Government by March 2019.

Members discussed and noted the update which included the draft vision statement, emerging priorities and proposals that could form the core building blocks of the local inclusive industrial strategy and the suggested approach to the development of the strategy.

In welcoming the progress to date, the following comments/observations were made:

- The important development work being undertaken across all the local authorities should be highlighted.



- Inclusive growth needs to be reflected in the emerging priorities and throughout the document.
- Ensure that the narratives are written for different audiences and take other views into account.

The opportunity to consider how businesses could be supported as the economy grows and new jobs created was recognised and the challenges in respect of skills, retraining, working practices and the apprenticeship levy were discussed. It was agreed that a skills report would be prepared for a future meeting.

**Resolved:** That WYCA endorses the direction of travel on the following areas:

- (i) An updated Leeds City Region strategic framework.
- (ii) The draft vision statement as set out in paragraph 2.7 and the intention to develop further 'expressions' for different audiences.
- (iii) The emerging priorities and proposals summarised in paragraph 2.10 that could form the core building blocks of our local, inclusive industrial strategy and will be key to securing future investment.
- (iv) The proposed 'open policy' approach that intends to harness the views and influence of partners in co-producing a compelling, bold city region proposition.

## **87. West Yorkshire plus Transport Fund Transformational Programme**

The Authority considered a report of the Interim Director of Policy & Strategy on the proposed approach for the Transformational Fund which is part of the West Yorkshire plus Transport Fund (WY+TF).

It was noted that the WY+TF Growth Deal Transformational Fund provides the opportunity to undertake early development work to shape the future transformational pipeline of schemes. The WY+TF includes an allocation of £12.5m within the Transformational Fund and endorsement of £7m to develop the LCR Connectivity Strategy Priority pipeline was sought. This would take into account the recent call for projects and Inclusive Growth Corridor Plans.

Members were advised that the Investment Committee had endorsed the approach set out in the submitted report at their meeting held on 3 January 2018. It was proposed that a further report be prepared for consideration by the Investment Committee and WYCA to seek approval to spend within the £7m allocation, subject to approval through the WYCA Assurance Process.



## **Resolved:**

- (i) That the proposed approach for the West Yorkshire plus Transport Fund Transformational Fund, as set out in the submitted report, be endorsed.
- (ii) That an allocation of £7m be made within the West Yorkshire plus Transport Fund Transformational Fund to develop the Leeds City Region Connectivity Strategy Priority pipeline taking into account the recent call projects and Inclusive Growth Corridor Plans.
- (iii) That a further report be prepared for consideration by the Investment Committee and WYCA to seek the capital approval to spend the £7m allocation subject to approval through the WYCA Assurance Process.

## **88. Business Planning and Budget 2018/19**

The Authority considered a report of the Director of Resources and was given a presentation which:

- Set out the outline corporate plan for West Yorkshire Combined Authority (WYCA) for 2018/19 and its strategic aims on behalf of local people.
- Sought approval for the proposed revenue budget and transport levy for 2018/19, the indicative capital programme and the treasury management statement.

### **Corporate Plan 2018/19**

It was reported that the Corporate Plan was in the process of being developed. A high level summary of the draft business plans for each of the organisation's five Directorates was attached at Appendix 1 and these will form the basis of the 2018/19 corporate plan which will be brought to the next WYCA meeting for approval. The proposed shape of the corporate plan was set out in Appendix 2.

### **Revenue Budget 2018/19**

Members considered the revenue budget and transport levy for 2018/19. Details of the proposed budget for 2018/19 and early estimates for the subsequent two years were provided in Appendix 3.

The challenges in setting a balanced budget were noted together with a number of actions which had been required, including identifying budget savings and income targets required.

The proposed transport levy reduction of £1m was in response to continuing pressure on local government funding with proposals that the levy is further reduced by £1m in each of the next two years. A review would be undertaken over the next year of the way in which transport services are provided in order to reduce expenditure over the next three years. Details of

the net and gross levy by population, showing the decrease was set out in Table 2 of the submitted report together with the rebates due to each District.

Details of the Reserves Policy and position for 2017/18 were outlined in the submitted report. The workings for this year's reserves policy were set out in Table 1 and were based on the approach taken in previous years with an updated assessment of the relative risks.

### **Capital Programme 2017/18 and 2018/19**

WYCA noted the capital programme for 2018/19 and subsequent years and the indicative capital programme which were outlined in the submitted report.

It was reported that the Investment Committee had considered the individual projects within the West Yorkshire plus Transport Fund (WY+TF) and would continue to be a key part of the process whereby Growth Deal and other projects are considered and recommended for progression. This would also include the further work on the call for projects. It was proposed that the arrangements for the Transport Committee to approve Integrated Block funded projects up to a value of £3m also be continued for 2018/19.

### **Treasury Management**

Members noted the Prudential Funding Statement which was attached at Appendix 4. This set out the treasury management activity in the year, the arrangements in place and details of the funding position.

### **Resolved:**

- (i) That the approach to the corporate plan for 2018/19 be endorsed.
- (ii) That the revised budget/forecast for 2017/18 and the proposed budget for 2018/19 for WYCA be approved.
- (iii) That the indicative capital programme for 2018/19 – 2020/21 be approved.
- (iv) That the Transport Committee be delegated to approve individual schemes within the integrated transport block of the 2018/19 capital programme up to a maximum cost of £3m.
- (v) That in accordance with the powers contained in the Local Government Finance Act 1988 (as amended) and by virtue of article 9(6) of the West Yorkshire Combined Authority Order and the Transport Levying Bodies Regulations 2015 (as amended) a levy of £105m be determined for the year ended 31 March 2019.
- (vi) That the Chief Financial Officer be authorised to issue the levy letter in respect of the financial year ending 31 March 2019 to the five District Councils in West Yorkshire.



- (vii) That a payment of £5.099m be made to the District Councils in accordance with Table 2 of the report.
- (viii) That the Chief Financial Officer be authorised to arrange appropriate funding for all expenditure in 2017/18 and 2018/19 subject to statutory limitation, including the most appropriate application of capital funding as set out in the report.
- (ix) That the expenditure of highways maintenance funding of £28.4m and the pothole action fund of £2.2m, to be paid quarterly to the West Yorkshire local authorities in accordance with the DfT formula be approved, and that the Director of Resources be authorised to vary these amounts should DfT revise the payments from those provisionally indicated be approved.
- (x) That the policy, effective from 2017/18, for recovering the WYCA costs of managing the capital programme against the capital programme spend being mainly Growth Deal, Leeds Public Transport Investment Programme and Local Transport Plan Integrated Transport be approved. For 2018/19 the estimated total value is £5.24m (2%-3%).
- (xi) That the adoption of the CIPFA Code of Practice for Treasury Management in Public Services be reaffirmed.
- (xii) That the treasury management policy as set out in Appendix 4 to the report be approved.
- (xiii) That the prudential limits for the next three years as set out in Appendix 4 to the report be adopted.

#### **89. Leeds City Region Assurance Framework - Annual Review**

The Authority considered a report of the Director of Delivery which:

- Provided an update on progress relating to changes proposed to the Leeds City Region Assurance Framework arising from its annual review, and with the recently issued review of Local Enterprise Partnership Governance & Transparency (October 2017).
- Sought feedback on the updated assurance requirements and approval of the substantive form of the document following the incorporation of further changes requested, and sought authority for WYCA's Managing Director to finalise the document in consultation with the Chair of WYCA and the Chair of the LEP Board for submission, and to make further in-year changes as may be required.

It was reported that the Assurance Framework had to be updated annually and published on the Local Enterprise Partnership's website. Members discussed the draft document which was attached at Appendix 1 and noted that this had been shared and discussed at meetings of the LEP Board,

Overview & Scrutiny Committee and Governance & Audit Committee. The Overview & Scrutiny Committee, through their SEP Delivery Working Group, had offered level of challenge to the approach taken and were content with the current progress. It was proposed that the scrutiny sessions would continue to ensure that the Assurance Framework remains fit for purpose as this was a 'live' document.

It was noted that the changes to the LCR LEP's governance arrangements which were approved by the LEP Board on 16 January 2018 had been reflected in the document. The LEP Board had agreed the revised framework subject to any further comments from WYCA and, in this respect, members' views regarding reporting and transparency which had been discussed earlier in the meeting would be incorporated. It was proposed that WYCA's Managing Director would finalise the content of the Assurance Framework in consultation with the Chair of WYCA and the Chair of the LEP Board prior to its submission to Government by 28 February 2018.

**Resolved:**

- (i) That the substantive form of the draft Assurance Framework, subject to the incorporation of any further feedback, be approved.
- (ii) That WYCA's Managing Director be authorised to finalise the content of the Assurance Framework in consultation with the Chair of WYCA and the Chair of the LEP Board, and to submit the document to Government by 28 February 2018.
- (iii) That it be noted that further changes and updates to the Assurance Framework are anticipated during the year and WYCA's Managing Director be authorised to make such further changes as are appropriate, and to update WYCA and the LEP Board on an annual basis.

**90. Report of the Overview and Scrutiny Committee**

The Authority considered a report of the Overview & Scrutiny Committee which put forward the findings and recommendations of a task and finish working group.

It was reported that in September 2017, the Overview & Scrutiny Committee established a cross party task and finish working group consisting of 5 members. This was to consider whether any lessons could be learnt from a review of the processes and governance relating to the award of a loan to Oxford GB2 in 2013 by the Leeds City Region Local Enterprise Partnership (LCR LEP).

Members discussed the findings of the Working Group which had been considered at the meeting of the Overview & Scrutiny Committee on 24 January 2018. It was recognised that their recommendations had already been addressed by WYCA in establishing and developing its Assurance Framework and governance arrangements.



In noting the improvements which had already been introduced and approving the recommendations, the Authority thanked the Overview & Scrutiny Committee for their work and the time taken to produce the thorough report on this important issue.

**Resolved:** That WYCA notes the work of the Overview & Scrutiny Committee Working Group and agrees with the recommendations contained in their report. Further, WYCA notes the improvements to assurance and governance that have taken place over recent years.

#### **91. WYCA Procurement Strategy and Changes to Contract Standing Orders**

The Authority considered a report of the Director of Resources which sought approval of the new WYCA Procurement Strategy and updated Contract Standing Orders (CSOs).

It was reported that a review of the procurement needs of the organisation had been undertaken and a new Procurement Team created. The new Procurement Strategy would cover the period 2018 to 2021 and set out a framework for committing spend and undertaking procurement activities throughout the Authority. A copy of the Procurement Strategy was attached at Appendix 1 and it was proposed that this be reviewed annually to monitor progress and update as required.

The Contract Standing Orders were attached at Appendix 2. These had been updated and approved in April 2017 and substantial changes were now required following the introduction of new working practices that would ensure greater focus on transparency and value for money

**Resolved:**

- (i) That the new Procurement Strategy to cover the period 2018 – 2021 be approved.
- (ii) That the amended Contract Standing Orders be approved.

#### **92. Governance Arrangements - Appointments**

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

- To note a change in WYCA substitutes.
- To approve the appointment of a change in local authority appointment on the Business Innovation & Growth Panel and appoint a new private sector member.
- To approve appointments to Transport for the North.



## **WYCA Substitute Members**

It was reported that Councillor Robert Light, on behalf of the West Yorkshire Conservative Group Leaders, had notified WYCA of a change in WYCA substitute members as follows:

- Councillor Scott Benton (Calderdale Council) to replace Councillor Nadeem Ahmed (Wakefield Council) as substitute WYCA member for Councillor Andrew Carter (Leeds Council).
- Councillor John Pennington (Bradford Council) to fill the vacant position of substitute WYCA member for Councillor Simon Cooke (Bradford Council).

## **Business Innovation & Growth Panel**

It was reported that North Yorkshire County Council had notified WYCA of their wish to make the following change on the Business Innovation & Growth Panel:

- Councillor Andrew Lee to replace Councillor Patrick Mulligan

Following the conclusion of the appointments process for private sector membership on the Panel, members considered the recommendation for the appointment of an additional member and details were set out in Appendix 1 to the submitted report.

## **Appointment to TfN Shadow Board**

It was reported that a number of WYCA appointments were to be made pending TfN being established as a statutory body in April 2018 and the following appointments were agreed:

- The TfN Shadow Board - Councillor Judith Blake and Councillor Keith Wakefield as the substitute member.
- TfN when established as a statutory body - As above.
- TfN's Scrutiny Committee - Councillor Eric Firth and Councillor Barry Collins as the substitute member.

## **Resolved:**

- (i) That the change in Conservative WYCA substitute members be noted.
- (ii) That WYCA co-opts members to the Business Innovation & Growth Panel as set out in Appendix 1 to the submitted report.



- (iii) That WYCA appoints Councillor Judith Blake to the TfN Shadow Board and Councillor Keith Wakefield as the substitute TfN Shadow Board member.
- (iv) That WYCA appoints Councillor Judith Blake as TfN member and Councillor Keith Wakefield as the substitute TfN member.
- (v) That WYCA appoints Councillor Eric Firth to the TfN's Scrutiny Committee and Councillor Barry Collins as the substitute member.

**93. European Structural and Investment Funds - Sustainable Urban Development**

The Authority considered a report of the Director of Resources on European Structural & Investment Funds – Sustainable Urban Development (ESIF/SUD) which sought approval for the prioritisation list for SUD undertaken by the Department for Communities and Local Government (DCLG) as Managing Authority (MA), reconciled to the available budget.

At the last meeting, WYCA had considered and approved the advice contained in each of the outline assessments and the prioritised list for the selection of SUD projects. The MA had now finalised their assessment, taking into account the advice provided by WYCA and members considered the prioritisation list for SUD which was detailed in the exempt Appendix 1. It was noted that the total value of the projects exceeds the indicative budget attached to the Call and the MA, having taken into consideration the Intermediate Body's (WYCA's) decision in respect of local strategic fit, had reconciled the projects to the budget.

Following WYCA's agreement, as Intermediate Body, the MA will formally notify applicants of the outcome and progress the successful projects to the next stage. It was expected that the full applications will be presented to WYCA by Summer 2018.

**Resolved:** That the prioritisation list for SUD, included in exempt Appendix 1, undertaken by the Managing Authority (MA), Department for Communities and Local Government (DCLG), reconciled to the available budget, be approved.

**94. Minutes of the West Yorkshire and York Investment Committee held on 9 November 2017**

**Resolved:** That the minutes of the West Yorkshire & York Investment Committee held on 9 November 2017 be noted.

**95. Minutes of the Overview and Scrutiny Committee held on 15 November 2017**

**Resolved:** That the minutes of the Overview & Scrutiny Committee held on 15 November 2017 be noted.



**96. Minutes of the Transport Committee held on 17 November 2017**

**Resolved:** That the minutes of the Transport Committee held on 17 November 2017 be noted.

**97. Draft Minutes of the Green Economy Panel held on 21 November 2017**

**Resolved:** That the draft minutes of the Green Economy Panel held on 21 November 2017 be noted.

**98. Draft Minutes of the Governance and Audit Committee held on 28 November 2017**

**Resolved:** That the minutes of the meeting of the Governance & Audit Committee held on 28 November 2018 be noted.

**99. Draft Minutes of the Employment and Skills Panel held on 4 December 2017**

**Resolved:** That the draft minutes of the Employment & Skills Panel held on 4 December 2017 be noted.

**100. Draft Minutes of the West Yorkshire and York Investment Committee held on 3 January 2018**

**Resolved:** That the draft minutes of the West Yorkshire and York Investment Committee held on 3 January 2018 be noted.

A handwritten signature in blue ink, appearing to be 'J. H. White', is located in the lower right quadrant of the page.



**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY, 5 APRIL 2018 AT COMMITTEE ROOM A,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

---

**Present:**

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift (Vice-Chair)	Calderdale Council
Councillor Judith Blake CBE	Leeds City Council (to minute 106)
Councillor Peter Box CBE	Wakefield Council
Councillor Simon Cooke	Bradford Council
Councillor David Sheard	Kirklees Council
Councillor Andrew Waller	City of York Council

**In attendance:**

Councillor Keith Wakefield OBE	Chair, Transport Committee
Angela Taylor	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

**101. Apologies for Absence**

Apologies for absence were received from Roger Marsh and Councillors S Benton and N Turner.

**102. Declarations of Disclosable Pecuniary Interests**

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

**103. Exclusion of the Press and Public**

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

**104. Minutes of the Meeting of the Combined Authority held on 1 February 2018**

**Resolved:** That the minutes of the meeting held on 1 February 2018 be approved and signed by the Chair.

## **105. Transforming Cities Fund**

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the Transforming Cities Fund guidance.

It was reported that the Department for Transport (DfT) had issued detailed guidance and the first stage deadline for submission of a bid to the fund was 8 June 2018.

An officer task and finish group was being set up with representatives from partner councils and it was proposed that a portfolio or lead Member working group be established in order to support and shape the development of the bid.

### **Resolved:**

- (i) That the principles of the Transforming Cities Fund guidance and the first stage deadline for submission of a bid by 8 June 2018 be noted.
- (ii) That the establishment of a Member led working group for portfolio/lead Members to shape the response to the Transforming Cities Fund submission be endorsed.

## **106. Response to Transport for the North's Strategic Transport Plan Consultation**

The Combined Authority considered a report of the Interim Director of Policy & Strategy on the proposed submission and key principles of a response to Transport for the North's (TfN) consultation on its draft Strategic Transport Plan (STP).

It was reported that TfN was inviting formal feedback from its partners on the consultation for the draft STP. The Transport Committee had endorsed a set of key principles highlighting the Combined Authority's priorities which they felt should form the basis of a Combined Authority response and these were set out in the submitted report. Members discussed the importance of freight transport and investing in the road networks and considered that the response should also ask for further emphasis on the strategic transport priorities including Northern Powerhouse Rail and HS2. A draft response was being prepared for submission by 17 April 2018 and it was agreed that approval of the final response be delegated to the Combined Authority's Managing Director in consultation with the Chair of the Transport Committee.

### **Resolved:**

- (i) That a response be submitted to the Transport for the North consultation on its draft Strategic Transport Plan.

- (ii) That the key principles identified in the submitted report form the basis of the Combined Authority's response.
- (iii) That approval of the final consultation response be delegated to the Combined Authority's Managing Director in consultation with the Chair of the Transport Committee.

#### **107. Capital Spending and Project Approvals**

The Combined Authority considered a report of the Director of Delivery on the progression and funding for the following schemes through the Combined Authority's assurance process:

- Rail Park & Ride Programme – Garforth Rail Station Car Park Project
- Apprenticeship Grants for Employers (AGE) Extension
- North East Calderdale Transformational Programme
- Inclusive Growth Corridors and the Transformational Programme
- Growing Places Fund (GPF) LEP Loan 319
- The West Yorkshire Urban Traffic Management Control (UTMC) Scheme

Details of the six schemes were provided in the submitted report and it was noted that these had been considered and recommended by the Investment Committee for approval.

The Combined Authority also considered a change request to authorise spending of additional funding received in respect of the West Yorkshire Broadband Infrastructure Programme.

Members asked for consideration to be given to the narrative, presentation and information provided in future reports eg. factoring in the future proofing of investments, providing maps where appropriate and the delivery of inclusive growth objectives.

#### **Resolved:**

- (i) In respect of Rail Park and Ride Programme – Garforth Rail Station Car Park Project (decision point 2 –case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the Garforth Station Car Park project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total project value of £825,000 is given from the Transport Fund with full approval to spend being granted once the scheme has progressed through

the assurance process to decision point 5 (full business case with finalised costs).

- (c) That development costs of £45,000 are approved in order to progress the scheme to decision point 5 (full business case with finalised costs), taking the total project approval to £59,000.
- (d) That the Combined Authority enter into a funding agreement (Section 56) with Arriva Rail North for expenditure of up to £45,000 from the Transport Fund.
- (e) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (ii) In respect of Apprenticeship Grants for Employers (AGE) Extension (decision point 2 case paper) –

That following a recommendation from the Investment Committee the Combined Authority approves:

- (a) That the AGE Extension Programme proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total grant fund value of £1.2 million is given to be funded from the unallocated AGE Programme 2015-2017 funds with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (iii) In respect of North East Calderdale Transformational Programme study (decision point 2 case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the North East Calderdale Transformational Programme study proceeds through decision point 2 (case paper) and work commences on the strategic case for the programme.
- (b) That full approval is given for the total study costs of £400,000.
- (c) That the Combined Authority enters into a funding agreement with Calderdale Council for expenditure of up to £400,000 to be funded from the Transport Fund.
- (d) That any change requests relating to the study are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (iv) In respect of Inclusive Growth Corridors and the Transformational Fund (decision point 2 case paper) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the Inclusive Growth Corridors and the Transformational Fund Phase 1 proceeds through decision point 2 (case paper) and work commences on the completion of the Corridor Plans and Connectivity Strategy.
- (b) That indicative approval to the total programme value of £7 million is given and full approval of £2.395 million for Phase 1 is approved.
- (c) That any change requests relating to Phase 1 are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (v) In respect of Growing Places Fund 319 Loan (decision point 3 outline business case) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) That the project proceeds through decision point 3 and work commences on activity 5 (full business case with finalised costs).
- (b) That an indicative approval to the total project value of £1.5 million, and the Combined Authority contribution of £1 million (to be funded from the Growing Places Fund) with full approval to spend being granted once the scheme has progressed through

the assurance process to decision point 5 (full business case with finalised costs).

(c) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vi) In respect of the West Yorkshire Urban Traffic Management Control (UTMC) decision point 3 (outline business case) –

That following a recommendation from the Investment Committee, the Combined Authority approves:

(a) That the UTMC project proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(b) That the project includes the reorganisation of the four existing district UTC services into a combined West Yorkshire UTC service.

(c) That an indicative approval to the total project value of £7.49 million is given from the Transport Fund, with full approval to spend being granted once the scheme has progressed through the assurance process to decision point 5 (full business case with finalised costs).

(d) That development costs of £170,000 from the Transport Fund are approved in order to progress the scheme to decision point 4 (full business case), taking the total project approval to £450,000.

(e) That the Combined Authority enters into an addendum to the existing funding agreement with Kirklees Council for expenditure of up to £450,000 from the Transport Fund.

(f) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report to include approval at decision point 4 and decision point 5 to be delegated to the Combined Authority's Managing Director. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(vii) In respect of West Yorkshire and York Broadband Infrastructure Programme (activity 6 delivery) change request:

That following a recommendation from the Investment Committee, the Combined Authority approves:

- (a) The change request to the West Yorkshire and York Broadband Infrastructure Programme as set out in the submitted report.
- (b) Expenditure of the increase in external funding from £7.25 million to £17.6797 million to be funded from BDUK, ERDF, BET and British Telecom contract 1 and districts as detailed in the submitted report, in order to fund contract 2 deployment of the West Yorkshire and York Broadband Programme.
- (c) That the Combined Authority enters into the variation to funding agreement between the Combined Authority and the Ministry of Housing, Communities and Local Government covering funding from ERDF (current award is £7,299,918) for the broadband programme.
- (d) That authority is delegated to the Combined Authority's Managing Director to approve any future grant variation agreements which are the result of financial re-profiling and are within the total ERDF funding envelope of £7,229,918.

#### **108. Broadband Approvals and Spending**

The Combined Authority considered a report of the Interim Director of Policy & Strategy and the Director of Delivery on the approach to digital infrastructure delivery across the City Region and funding bids for a proposed Contract 3 of the West Yorkshire and York Superfast Broadband Programme, including use of Gainshare.

Members discussed the options for digital infrastructure delivery and the key considerations for the next phase which were outlined in the submitted report.

It was reported that there are a number of funding opportunities that can support investment in digital infrastructure in West Yorkshire and the City Region including DEFRA, the Department for Media Culture and Sport and European Funding. There was also an opportunity to invest an element of the Gainshare accruing from Contracts 1 and 2 of the existing broadband programme as capital match and Members discussed the range of options, the proposed West Yorkshire and Yorkshire Superfast Broadband Contract 3 and potential programme risks which were outlined in the submitted report.

#### **Resolved:**

- (i) That the Combined Authority note the context to digital infrastructure and its alignment with national and City Region policy.

- (ii) That the Combined Authority agrees that the governance for Contract 2 and the Partnership Agreement be reviewed to ensure alignment with the Combined Authority governance model.
- (iii) That the Combined Authority agrees in principle that proposed funding applications for Contract 3 be submitted. Officers to develop options for Contract 3 making use of the funding available and which will best achieve the Combined Authority's objectives. These options will be shared with Members with the final decision on the bids to be submitted delegated to the Combined Authority's Managing Director in consultation with the LEP Chair and Combined Authority's Chair.

#### **109. Energy Accelerator**

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the Energy Accelerator including:

- The draft Contract for Funding between the EIB (European Investment Bank) and the West Yorkshire Combined Authority.
- Highlighting potential risks for the Combined Authority and project sponsors should the contract be signed.
- A recommendation from the Green Economy Panel.

The report also sought approval for the signing of the EIB Contract and progress through decision point 5 with all final approvals delegated to the Combined Authority's Managing Director.

It was reported that the Green Economy Panel had welcomed the offer of funding from the EIB. The LEP Board had considered the report at its meeting on 27 March 2018 and recommended that the Combined Authority sign the contract and proceed to establishing the Accelerator by September 2018.

**Resolved:** That the signing of the EIB Contract be approved and the programme progresses through decision point 5 with all final approvals delegated to the Combined Authority's Managing Director with input from the Investment Committee with regard to the assurance process.

#### **110. Embedding Inclusive Growth Across City Region Activity**

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on the inclusive growth project and set out how inclusive growth will be embedded across the City Region's expanded policy framework.

The report outlined the work of partner councils in delivering prototype services which, subject to further investment, might be extended across the City Region to deliver inclusive growth outcomes. It was recognised that inclusive growth depended upon partnership working between public, private and community organisations with partner councils playing a vital



role to ensure economic growth benefits all residents. The LEP Board had agreed to work towards a broader policy framework where partners agree to work together on a range of topics to drive inclusive growth. Members were assured that inclusive growth was embedded in all of the Combined Authority's activities and included in the business plan with key performance indicators. Members reiterated their request that inclusive growth be referenced in future reports.

The achievements of the inclusive growth project through partnership working across the City Region were set out in Appendix 1 and Members considered that this was a good example of articulating the work of the Combined Authority. The future approach to resourcing inclusive growth within the Combined Authority was discussed and Members asked that their thanks be passed to Ruth Redfern, Project Director for Inclusive Growth, for her work on the project.

**Resolved:**

- (i) That the update on the inclusive growth project be noted and inclusive growth continues to be embedded across the City Region's expanded policy framework.
- (ii) That the work of partner authorities, including where activity might be extended across the City Region to delivery inclusive growth outcomes be noted.
- (iii) That the comprehensive approach to resourcing inclusive growth work within the Combined Authority as detailed in the submitted report be approved.
- (iv) That the Combined Authority's thanks be passed to Ruth Redfern, Project Director for Inclusive Growth, for her work on the project.

**111. Gender Pay Gap**

The Combined Authority considered a report of the Director of Resources which provided information on the gender pay gap.

It was reported that all organisations and businesses with over 250 employees were required, by legislation, to publish their gender pay gap. Appendix 1 showed the gender make-up of the Combined Authority, the mean and median pay gap and the pay breakdown by quartiles. Members considered the comparisons to district partners' gender pay reports and noted that York's figures would be added to the table.

Members discussed the measures and future plans to reduce the pay gap and noted that the Combined Authority has a number of policies and working practices to encourage gender diversity and women into more leadership roles. It was agreed that further work on the talent management pipeline, including apprenticeships and links to schools and colleges would be undertaken and a report prepared for a future meeting.

**Resolved:** That the gender pay gap and the actions proposed to address this be noted.

## **112. Corporate Planning and Performance**

The Combined Authority considered a report of the Director of Resources which:

- Provided an update on progress against the 2017/18 corporate plan and wider corporate performance issues.
- Sought endorsement to the proposed text of the corporate plan for 2018/19.

Members discussed the current progress against the 23 key performance indicators (KPIs) attached at Appendix 1 to the submitted report. It was reported that work had continued to update the corporate risk register following the review of strategic risks and the current version was attached at Appendix 2.

It was noted that the content for the 2018/19 corporate plan had been developed and this was attached at Appendix 3. Members were asked to provide comments on the list of KPIs which was being prepared to measure progress against priorities by 9 April 2018. It was noted that the Overview & Scrutiny Committee were also being given the opportunity to consider the KPIs.

It was proposed that updates on corporate performance be provided at future meetings.

### **Resolved:**

- (i) That the information on corporate performance be noted.
- (ii) That the 2018/19 corporate plan be endorsed with final sign off delegated to the Combined Authority's Managing Director in consultation with the Chair of the Combined Authority and the LEP Chair.

## **113. Devolution**

The Combined Authority considered a report of the Interim Director of Policy & Strategy which provided an update on progress towards securing devolution to Leeds City Region.

It was reported that a proposal had been submitted by 18 Leaders as a basis for initiating negotiation. The Government had acknowledged receipt of the Yorkshire proposal but the Secretary of State had not yet formally responded.

In noting the current position, Members endorsed the approach for a One Yorkshire Chief Executives' devolution sub group of the Yorkshire

Leaders Board to progress with the further work outlined in the submitted report.

**Resolved:** That the progress be noted and the next steps outlined in paragraph 2.11 of the submitted report be endorsed.

**114. Minutes of the Overview & Scrutiny Committee held on 4 January 2018**

**Resolved:** That the minutes of the meeting of the Overview & Scrutiny Committee held on 4 January 2018 be noted.

**115. Draft minutes of the Land & Assets Panel held on 5 January 2018**

**Resolved:** That the draft minutes of the Land & Assets Panel held on 5 January 2018 be noted.

**116. Minutes of the Transport Committee held on 12 January 2018**

**Resolved:** That the minutes of the Transport Committee held on 12 January 2018 be noted.

**117. Draft Minutes of the Overview & Scrutiny Committee held on 24 January 2018**

**Resolved:** That the draft minutes of the Overview & Scrutiny Committee held on 24 January 2018 be noted.

**118. Draft Minutes of the Governance & Audit Committee held on 25 January 2018**

**Resolved:** That the draft minutes of the Governance & Audit Committee held on 25 January 2018 be noted.

**119. Chair's Comments**

The Chair reported that this was Councillor Simon Cooke's last meeting as a representative on the Combined Authority and Members thanked him for his contributions at the meetings.



This page is intentionally left blank