



Agenda for a meeting of the Executive to be held on Tuesday, 8 June 2021 at 10.30 am in the Council Chamber - City Hall, Bradford

Members of the Executive – Councillors

LABOUR
Hinchcliffe (Chair)
I Khan
Ross-Shaw
Ferriby
Jabar
Duffy

Notes:

- Please note that under the current circumstances only Members and Alternates on the Committee will receive paper copies of the agenda, however the agenda and reports can be viewed on the Councils agenda and minutes website five clear working days in advance of the meeting.
- Given the restrictions on room capacity, any Councillors and members of the public who wish to make a contribution at the meeting are asked to email jill.bell@bradford.gov.uk & yusuf.patel@bradford.gov.uk by **10.30 on Friday 4 June 2021** and request to do so. You will then be advised on how you can participate in the meeting. **ACCESS TO THE MEETING CANNOT BE GUARANTEED IF THOSE WISHING TO ATTEND DO NOT REGISTER GIVEN THE COUNCIL MUST COMPLY WITH THE COVID REGULATIONS AND GUIDANCE .**
- If you wish to observe the proceedings a webcast of the meeting will be available to view live on the Council's website at <https://bradford.public-i.tv/core/portal/home> and later as a recording.
- On the day of the meeting please ensure that you comply with the Covid restrictions in place at the current time by wearing a suitable face covering and adhering to social distancing. Staff will be at hand to advise accordingly. Participants may be asked to wait in a separate room if the capacity in the Council Chamber has been reached and they will be escorted back into the meeting as a when their item is considered by the Committee.

From:

Parveen Akhtar

City Solicitor

Agenda Contact: Jill Bell / Yusuf Patel

Phone: 01274 434580/4579

E-Mail: jill.bell@bradford.gov.uk / yusuf.patel@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 6 April 2021 be signed as a correct record (previously circulated).

(Jill Bell / Yusuf Patel - 01274 434580 434579)

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 / Yusuf Patel - 01274 434580 434579)

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 2021/2022.

(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 / Yusuf Patel - 01274 434580 434579)

B. STRATEGIC ITEMS

LEADER OF COUNCIL & CORPORATE

(Councillor Hinchcliffe)

7. WORKING IN PARTNERSHIP WITH THE MAYOR FOR WEST YORKSHIRE 2021-2025

5 - 10

The newly elected Mayor for West Yorkshire will be invited to share initial thoughts on priorities for her term of office and opportunities for working in partnership with Bradford District. The report of the Chief Executive is submitted (**Document “A”**).

Recommended -

That the Executive thank the newly elected Mayor for attending the meeting to discuss our shared priorities.

(David Walmsley - 01274 432131)

C. PORTFOLIO ITEMS

8. BRADFORD COUNCIL'S APPROACH TO GOVERNMENT LEVELLING UP FUNDING

11 - 20

The Government has recently announced a series of funding programmes for levelling up and economic growth. This includes:

- The Levelling up fund - a £4.8 billion national fund with the aim in investing in high-value local infrastructure. Of this, Bradford District has potential access to £100 million in capital funding (£20 million per Parliamentary constituency).
- The Community Renewal Fund – where priority one areas such as Bradford District are entitled to up to £3 million investment to support skills, local businesses and communities and places.
- The Towns Fund – Keighley and Shipley were selected by government as two of 101 places across England eligible for investment through the Towns Fund. We are currently awaiting a decision from the Government on our Towns Fund proposals for the two towns.

The purpose of the report of the Chief Executive (**Document “B”**) is to outline these upcoming and continuing opportunities and how we intend to make the most of these as an authority for the whole District.

Recommended -

- (1) That Executive note the information on the levelling up fund.**
- (2) That the Council continues to work with Area Committees, MPs, businesses and wider partners on future rounds.**

(Phil Witcherley – 02174 431241)

**EDUCATION, EMPLOYMENT AND SKILLS
PORTFOLIO & DEPUTY LEADER**

(Councillor I Khan)

**9. PERSONAL TRAVEL ASSISTANCE BUDGET RATE: POST
CONSULTATION ANALYSIS AND OPTIONS**

21 - 36

Further to a public consultation held on personal travel assistance budgets (PTAB), the report of the Strategic Director of Children's Services

(**Document "C"**) seeks to present an overview analysis of the data acquired and provides a range of implementation options with associated cost implications.

Recommended -

That the Executive adopts option 4, as set out in Document "C" in respect of its PTAB rates.

(Michael Bunting - 07970 828949)

CHILDREN AND FAMILIES PORTFOLIO

(Councillor Duffy)

10. OFSTED MONITORING VISIT - 28 TO 29 APRIL 2021

37 - 40

Following Ofsted's Inspection of Children's Social Care Services from the 17 to 28 September 2018, the fifth of a series of Monitoring Visits took place on the 28 to 29 April 2021. The Director of Children's Services will present a report on the monitoring visit (**Document "D"**)

The focus of the Monitoring Visit was around Children in Need and Child Protection.

The findings will be published by Ofsted on 4 June 2021. Until such a time, the letter remains under Embargo.

Recommended -

The Executive are asked to note the contents of the letter from OFSTED.

(Irfan Alam – 01274 432904)

11. MINUTES OF THE WEST YORKSHIRE COMBINED AUTHORITY

41 - 66

To receive the minutes of the meeting(s) of the West Yorkshire Combined Authority held on 4 February and 9 March 2021 (attached)

12. EXCLUSION OF THE PUBLIC

Recommended –

That the public be excluded from the meeting during consideration of the items relating to Partner Future Pension Arrangements (item 13) and Proposed Acquisition of a Regeneration Opportunity (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 they were present, exempt information within Paragraph 3 (Finance or Business Affairs) of Schedule 12A of the Local Government Act 1972 (as amended), would be disclosed and it is considered that, in all the circumstances, the public interest in excluding public access to the relevant part of the proceedings outweighs the interest in publication of the report.

13. PARTNER-FUTURE PENSION ARRANGEMENTS-TREATMENT AS A SUBSUMPTION BODY IN THE WEST YORKSHIRE PENSION FUND

The report of the Director of Finance (**NFP Document “E”**) sets out the context and considerations in relation to a request from a Partner Organisation for the Council to guarantee Pension Fund arrangements in the form of a subsumption agreement.

Recommended –

That the recommendations contained in NFP Document “E” be approved.

(Chris Chapman – 01274 433656)

14. PROPOSED ACQUISITION OF A REGENERATION OPPORTUNITY IN THE BRADFORD DISTRICT

The Strategic Director of Corporate Resources will present a report (**NFP Document “F”**) on the proposed acquisition of a regeneration opportunity in the Bradford district.

Recommended –

(1) That the recommendations contained in NFP Document “F” be approved.

(2) It is recommended that in accordance with paragraph 8.7.4

of Part 3E of the constitution, that the recommendations above are not subject to call-in as the matter is urgent for the reasons set out in paragraphs 2.3.5 of NFP Document “F”, as any delay which may result from calling-in the decision may be prejudicial to the interest of the Council or a third party.

(Ben Middleton/Chris Chapman – 07582 101816/07971 725105)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER

This page is intentionally left blank



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

Parveen Akhtar
City Solicitor
8 June 2021

Executive Portfolios 2021-22

Dear Parveen

Please note the following Executive arrangements for 2021-22.

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
Aspiration Bradford	SD Children & Young People	Children's Services
Performance, Commissioning & Partnerships	SD Children & Young People	Children's Services
School Transport Provision	SD Place	Corporate
ISG – Industrial Services Group	SD Corporate Resources	Corporate Regeneration & Environment

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

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
Learning Disabilities	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
Climate Emergency	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

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

5. Children & Families – Cllr Sue Duffy

Function & Service	Lead Officer	Overview & Scrutiny Committee*
Children's Specialist Services	SD Children & Young People	Children's Services
Early Help	SD Children & Young People	Children's Services Health & Social Care
Transitions from Children's to Adult Services	SD Children & Young People	Children's Services Health & Social Care
Children's Trust	SD Children & Young People	Children's Services
Living Well	Director of Public Health	Health & Social Care

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
Youth Offending Team	SD Children & Young People	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 Chief Executive to the meeting of the Executive 8 June 2021

Subject:

A

Working in Partnership with the Mayor for West Yorkshire 2021-2025

Summary statement:

The newly elected Mayor for West Yorkshire will be invited to share initial thoughts on priorities for her term of office and opportunities for working in partnership with Bradford District.

EQUALITY & DIVERSITY:

There are no direct implications for equality and diversity arising from this report. However, given the importance that local strategic priorities place on equality and diversity, and the Mayor's focus on these issues, it is expected that this will be a shared principle for future collaboration.

Kersten England
Chief Executive

Portfolio:

Leader and Corporate

Report Contact: David Walmsley
Phone: (01274) 432131
E-mail: [\[e-mail address\]@bradford.gov.uk](mailto:[e-mail address]@bradford.gov.uk)

Overview & Scrutiny Area:

Corporate Services

1. SUMMARY

West Yorkshire's devolution deal presents a significant opportunity to give impetus to interventions to support the vision and ambitions of Bradford District and those of other constituent Councils. There is already a strong track record of partnership working across West Yorkshire and this will be reinforced by clarity about priorities at District and regional level. This early opportunity to discuss shared ambitions and priorities will support the further strengthening of our partnership.

2. BACKGROUND

West Yorkshire Devolution

On 11 March 2020, the Chancellor announced a "minded to" Mayoral Devolution Deal for the West Yorkshire area. A report submitted to Executive on 24 March 2020 outlined the details of the devolution deal, its benefits for Bradford District, its people and its businesses and set out the required next steps. The proposed changes to the governance arrangements required for implementation of the deal were reported to Executive on 19 May 2020.

Subsequently, decisions were made which: - endorsed the "minded to" deal on behalf of Bradford District, - approved a statutory review to be undertaken jointly with the other West Yorkshire Councils and the Combined Authority, - provided for a draft Governance scheme to be consulted on in June and July 2020, - agreed to submit a summary of the responses to the Secretary of State for Communities, - agreed in principle to the draft Order to establish a mayoral combined authority, - delegated authority to the Managing Director of the Combined Authority, in consultation with the Leader and Chief Executive of CBMDC and the other Constituent Councils and the Chair of the Combined Authority, to finalise and consent to the final draft of the Order. The statutory instrument to establish the Mayoral Combined Authority was approved on 29th January 2021. A report concerning the Protocol to be agreed by the Combined Authority and the Constituent Councils regarding the exercise of concurrent functions and statutory consents was considered by Executive at its meeting on 2 March 2021.

The Mayor will be responsible for specific functions of the Combined Authority that are 'Mayoral Functions' and functions of the Police and Crime Commissioner, supported by an appointed Deputy Mayor for Policing and Crime. The Mayoral Functions are: transport-related functions, housing and planning functions, and finance powers. The Mayor will be a member of the Mayoral Combined Authority and will chair its meetings and sit on the Local Enterprise Partnership board.

The Mayor will have the ability to bring together partners across the region to drive clean and inclusive growth to ensure investments are prioritised in a way that makes a real difference to the people of West Yorkshire. A key part of the role is to represent the region at national level, making the case to Government for the additional powers and investment needed to achieve our ambitions.

The Mayoral election took place on Thursday 6 May. Tracy Brabin MP was elected. The priorities for the Mayor are set out in her manifesto "My Pledges" ([Pledges - Tracy Brabin for West Yorkshire Mayor \(laboursites.org\)](https://www.laboursites.org/pledges-tracy-brabin-for-west-yorkshire-mayor)). The Mayor's key ten priority pledges are:

- Create 1,000 well paid, skilled jobs for young people.
- Prioritise skills and training to ensure everyone in West Yorkshire has the skills they need to secure work (including through creation of a Digital Skills Academy).
- Support local businesses and be champion for our regional economy.
- Lead a Creative New Deal to ensure our creative industries are part of the broader recovery strategy.
- Appoint an Inclusivity Champion to work to ensure that the region's recovery benefits us all.
- Recruit 750 more frontline police officers and staff to fight crime.
- Put keeping women and girls safe at the heart of my policing plan.
- Bring buses back under public control, introduce simpler fares, contactless ticketing and greener buses.
- Build 5000 sustainable homes including council houses and affordable homes
- Tackle the climate emergency and protect our environment.

Bradford District Strategic Priorities

In the light of the West Yorkshire Mayor's areas of responsibility, the most relevant and recent articulation of Bradford District's priorities is set out in our Economic Recovery Plan (<https://www.bradford.gov.uk/business/bradford-economy/bradford-district-s-economic-recovery-plan/>). This was developed by partners to address the significant impacts of COVID-19 on our ambitions and was endorsed by Executive at its meeting on 5 January 2021. The Economic Recovery Plan identifies five areas of opportunity for Bradford District some of which will be made possible by the acceleration of a 'new economy' based on developments in the application of digital technology, commitments to decarbonisation and the growth of more purpose-driven businesses. These areas of opportunity are:

- Equipping our young, diverse population with the skills and confidence they will need to succeed in our evolving economic environment in sectors where Bradford has the best growth potential;

- Supporting businesses to adapt to and exploit developments in technology by upskilling and supporting businesses to use new technologies and drive innovation;

- Leveraging Bradford's diverse cultural assets and distinctive places to drive economic growth;

- Accelerating the development of Bradford's green economy by transitioning to a sustainable, resilient and connected economy; and

- Promoting and enabling better health & wellbeing by enabling all people to lead long, happy & productive lives

Shared Priorities

It is clear from the above that there is strong alignment between the Mayor's priorities and those of the District. It is essential that we work together to ensure these synergies are realised efficiently and effectively, making best use of the available resources in the District and across West Yorkshire. There is already a strong track record of collaborative working between the West Yorkshire Combined Authority and Bradford District which suggests a strong basis for future collaboration on the following five high level priorities which reflect our Economic Recovery Plan and in which further detail is set out:

Continuing to make the case for a city-centre station for Bradford on the Northern Powerhouse Rail route and delivery of a mass transit solution for the District as part of the ambitious regional approach. (The Leader of Bradford Council is the Portfolio Holder for Transport at the West Yorkshire Combined Authority).

Taking the opportunity provided by devolution of the Adult Education budget to support the District's ambitions in relation to the skills and confidence of its young people.

Making a step-change in the attraction of inward investment into the District to provide the well-paid jobs of the future in the digital and green economy, as well as supporting our key regeneration projects.

Continuing to support the leveraging of Bradford's cultural assets for economic growth, as set out in the District's Ten Year Strategy [Culture is Our Plan](#) ,with a focus on securing City of Culture 2025 status.

Working together to deliver our shared ambition to achieve net zero carbon emissions by 2038 with significant progress by 2030

As set out above, it is a shared principle that we will pursue our collective ambitions for economic recovery with a focus on ensuring everything we do contributes to furthering equality and diversity, recognising that the impact of COVID-19 has been greater for some groups (such as young people).

3. OTHER CONSIDERATIONS

None

4. FINANCIAL & RESOURCE APPRAISAL

There are no direct financial implications from this report.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

There are no significant risks arising from this report.

6. LEGAL APPRAISAL

There are no direct legal issues arising from this report.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

It is a shared ambition to reach net zero carbon emissions by 2035, with significant progress by 2030.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

It is a shared ambition to reach net zero carbon emissions by 2038, with significant progress by 2030.

7.3 COMMUNITY SAFETY IMPLICATIONS

The Mayor's role includes the responsibilities of the Police and Crime Commissioner.

7.4 HUMAN RIGHTS ACT

No implications

7.5 TRADE UNION

No implications.

7.6 WARD IMPLICATIONS

No implications.

7.8 IMPLICATIONS FOR CORPORATE PARENTING

None.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Not applicable

10. RECOMMENDATIONS

It is recommended that the Executive thank the newly elected Mayor for attending the meeting to discuss our shared priorities.

11. APPENDICES

None

12. BACKGROUND DOCUMENTS

None

This page is intentionally left blank



Report of the Chief Executive to the meeting of the Executive 8 June 2021

Subject:

B

Bradford Council's Approach to Government Levelling Up Funding

Summary statement:

The Government have recently announced a series of funding programmes for levelling up and economic growth. This includes:

- The Levelling up fund - a £4.8 billion national fund with the aim in investing in high-value local infrastructure. Of this, Bradford District has potential access to £100 million in capital funding (£20 million per Parliamentary constituency).
- The Community Renewal Fund – where priority one areas such as Bradford District are entitled to up to £3 million investment to support skills, local businesses and communities and places.
- The Towns Fund – Keighley and Shipley were selected by government as two of 101 places across England eligible for investment through the Towns Fund. We are currently awaiting a decision from the Government on our Towns Fund proposals for the two towns.

The purpose of this Executive report is to outline these upcoming and continuing opportunities and how we intend to make the most of these as an authority for the whole District.

EQUALITY & DIVERSITY:

Each proposal for funding will create jobs, promote economic growth and are expected to have a positive impact on health outcomes.

Most of the processes around the funding bids (such as the Levelling Up Fund) are clear that the diversity and equality implications will be considered as part of the bid. We will be developing an assessment of the equality and diversity implications as part of the bidding process.

Jason Longhurst
Interim Strategic Director of Place

Report Contact: Phil Witcherley
Head of Policy and Performance

Portfolio:

Regeneration Planning and Transport

Overview & Scrutiny Area:

Regeneration and Environment

1. SUMMARY

- 1.1. In order to address the imbalance in growth and economic prosperity in some parts of the country compared to others, the government have issued a number of funding opportunities. Most recently this includes the levelling up fund, the community renewal fund and the towns fund.
- 1.2. For both the levelling up fund and the community renewal fund, Bradford District has been identified as a top priority area to receive funding. For the towns fund, Shipley and Keighley towns have been identified as priority localities for investment for towns fund resources.
- 1.3. As a Council, we are working to ensure we secure the maximum amount of funding to support the District. This paper outlines the current criteria for each of these funds and outlines our approach to bidding for funding with clear investible propositions. As these funds are highly competitive, national processes, we have not provided detail of our proposals at this stage. However, we plan to provide more detail on this at a future point.

2. Background

What is the Levelling Up Fund?

- 2.1. The Levelling Up Fund is a national fund that will invest £4.8 billion in high value local infrastructure. The first round is due to close for bids on the 18th June. The fund is UK wide but intended for places that need it the most, such as ex-industrial areas, deprived towns and coastal communities. Places have already been categorised under this need. As part of this, Bradford District has been placed in category one, meaning it is in the highest priority for investment.
- 2.2. The fund is across Government Departments. It brings together funding from the Department of Transport, the Ministry of Housing, Communities and Local Government and the Treasury. Each phase of funding will prioritise a range of projects across departments.
- 2.3. The levelling up fund is a competitive bidding process and funding will be delivered through local authorities.
- 2.4. The first round of the fund closes for bids on June 18th. It will fund capital proposals up to the value of £20 million (or £50 million for transport proposals). This round will prioritise bids that can demonstrate local investment and begin delivery on the ground in the 2021-22 financial year. All funding provided will need to be spent by 31 March 2024. The Government will be announcing round two of the funding process in the future.
- 2.5. The first round will focus on proposals in one of three areas:
 - smaller transport projects that make a genuine difference to local areas;

- town centre and high street regeneration; and
- support for maintaining and expanding the UK’s world-leading portfolio of cultural and heritage assets.

2.6. As a priority one area. Bradford District is able to bid for one project per constituency across the time period of the Levelling Up Fund. If a bid is unsuccessful in this round, it is highly unlikely it will be successful in future rounds of the fund. There will be future rounds (round two is expected in Spring 2022) and Local Authorities may consider waiting until later rounds so that they have more time to develop their proposals. In the Government’s current plans, a flat £125,000 of revenue capacity funding will be allocated to authorities most in need of support.

2.7. Bidding for levelling up fund will be a competitive process. At the end of March 2021, the Government published the application form for funding. This form will be used to make the decision on which places receive levelling up funding. There are a number of requirements for funding for round one bids. These are summarised in the table below.

Levelling Up Fund - Next Steps and future rounds

Criteria	Process
Characteristics of the place	<p>Bradford placed in category 1 on the basis of:</p> <ul style="list-style-type: none"> • need for economic recovery and growth; • need for improved transport connectivity; and, • need for regeneration. <p>Preference will be given to bids from higher priority areas that demonstrate fit with identified needs.</p>
Deliverability	<p>Projects need to be in a position to begin delivery on the ground in 2021-22 This includes having plans in place for design, planning and delivery.</p> <p>Bids should include a local financial contribution representing at least 10% of total costs.</p> <p>Matched funding will be required from private sector beneficiaries.</p>
Strategic Fit	<p>Needs to be aligned with national, regional and local strategic priorities such as:</p> <ul style="list-style-type: none"> • Bradford District Economic Recovery Plan (as approved by Executive in January 2021) • The West Yorkshire Combined Authority Recovery Plan
Value for Money	<ul style="list-style-type: none"> • A range of benefits will be considered including potential to boost local economic growth, environmental benefits, greater employment opportunities, reduced travel times to key services, increased footfall in town and city centres, crime reduction and social value. • Bids should demonstrate how they represent public value to society.

2.8. The authority is working at pace to develop bids for all other constituency areas in District, either for round one of the fund or future rounds. This is a competitive process and we need to be sure that we have investible propositions that meet the Government's criteria and ensure that funding comes to the District. We are working with communities, businesses and other partners to develop, identify and evidence those projects with maximum chance for success and alignment for the scheme. As part of the process, we also intend to work with local businesses, communities, ward members and local Members of Parliament to help develop our propositions further.

2.9. To ensure maximum chance of success in this round and future rounds of the Levelling Up fund bids. Department of Place are working to recalibrate existing resources to focus on the delivery of investible propositions to be developed for the Levelling up Fund. This will be in addition to the £125,000 that Government has proposed that they will make available to priority areas to support capacity funding to support levelling up fund bids.

Community Renewal Fund

2.10. The Government published the prospectus for the new £220m UK Community Renewal Fund. This is a fund that requires all projects to be delivered in 2021-22. This fund is aimed at people, places, and communities who wish to pilot new approaches to address. The CRF is the pre-cursor to the UK Shared Prosperity Fund to be launched in 2022 which will replace EU Structural Funds.

2.11. Bradford District has been identified by the Government as a high priority area for investment for the Community Renewal Fund. This means that there is up to £3 million in funding for the District.

2.12. The West Yorkshire Combined Authority has been identified as the lead authority for the Community Renewal Fund. This is the case for all areas that sit under a Combined Authority (e.g. Manchester Council Community Renewal Fund bids will be considered by Greater Manchester Combined Authority). WYCA have asked potential bidders to put forward projects which align with one, or deliver across several, of the following investment priorities:

- **Investment in skills** – i.e. projects that address current and emerging local skills needs and are complementary to broader place-based investment.
- **Investment for local business** – i.e. targeted support for under-represented groups and community-level interventions to increase opportunity for all, including rural enterprises.
- **Investment in communities and place** – i.e. projects for innovative pilots that address community needs and support local places.
- **Supporting people into employment** – i.e. innovative pilots delivering bespoke programmes to support individuals with multiple or complex barriers to employment.

2.13. The Government have asked that bids are prioritised against the criteria outlined in the table below.

Community Renewal Fund Criteria

2.14. The Combined Authority received a number of bids for Bradford District by their deadline of the 7th May. Partners including skills providers and the local voluntary and community sector were involved in this process.

Criteria	Process
<p>Strategic Fit</p>	<ul style="list-style-type: none"> • Fund will prioritise bids that target the top 100 priority places for investment based on an index of economic resilience. Bradford identified as one alongside Calderdale and Wakefield in West Yorks. • Level of contribution to local needs articulated in relevant local plans and with evidence of local support • Level of contribution to an articulated CRF investment priority • Level contribution to net zero objectives or wider environmental considerations (except employment support interventions) • Extent to which the project can inform UK Shared Prosperity Fund through transferable learning or opportunity to scale up • Extent to which the project demonstrates innovation in service delivery
<p>Deliverability, effectiveness, and efficiency</p>	<ul style="list-style-type: none"> • Projects should be delivered by March 2022 with realistic milestones identified • Project risks have been identified and are adequately mitigated • Assessment of value for money taking account of: <ul style="list-style-type: none"> • the level of contribution to programme outputs for funding sought • amount of match funding or leverage • Effective monitoring and evaluation strategy

2.15. The Combined Authority are, at the time of writing this report, considering which bids from Bradford District to put forward. Once West Yorkshire Combined Authority have decided upon bids, they will then submit to the Government for final approval on the deadline of the 18th June. Following this, we are expecting a decision on which projects the Government have funded to be made towards the end of the summer.

Towns Fund

- 1.1. Keighley and Shipley were selected by government as two of 101 places across England eligible for investment through the Towns Fund. The Towns Fund constitutes transformational programme of activity and investment in town and high street regeneration that will contribute to the economic growth and prosperity of the Towns for future generations.
- 1.2. The Towns Fund is primarily a capital fund and the case for investment was made through evidenced Town Investment Plans (TIPs). Development of the TIPs was overseen by the respective Town Deal Boards – one for each Shipley and Keighley. Each Towns Fund Board set out a clear vision and strategy for their town and proposing suitable projects which align with the Towns Fund criteria (set out in the table below):

Theme	Example Outputs
Local Transport	<ul style="list-style-type: none"> • Increase number of bus services • New or upgraded cycle/ walking routes • New or upgraded road infrastructure • Pedestrianised streets
Digital connectivity	<ul style="list-style-type: none"> • Provision of full fibre infrastructure with local authority as anchor tenant
Urban regeneration, planning and land use	<ul style="list-style-type: none"> • Remediation and/or development of previously abandoned or dilapidated sites
Arts, culture + heritage	<ul style="list-style-type: none"> • New or upgraded museums, theatres, community spaces, etc
Skills infrastructure	<ul style="list-style-type: none"> • Increase in capacity and accessibility to new or improved skills facilities
Enterprise infrastructure	<ul style="list-style-type: none"> • Increase high-quality and affordable commercial floor-space • Increase shared workspaces or innovation facilities

- 1.3. The Boards brought together key stakeholders who are passionate and committed to delivering a step change for their town. They have developed Town Investment Plans that promote the distinctive offer of each place and at the same time, have identified opportunities to improve the resilience and sustainability of our places and communities whilst contributing to economic growth.
- 1.4. Through the Towns Investment Plans, the Boards sought to reflect local priorities and co-design proposals with local people; ensuring communities' and businesses' voices were involved in shaping design and decision making at each phase of development. The Boards developed a Project Pro-forma as a means to invite ideas from the public and wider stakeholders to help inform the development of the Town Investment Plan. The purpose was to generate ideas from the local community about what they would like to see in within the Towns Fund boundary.

- 1.5. The projects proposals received were assessed against a wide range of factors, including strategic fit to the local objectives, HM Treasury criteria including achievability and value for money as well as strength of contribution to the Towns Fund criteria (set out in the table above).
- 1.6. The Towns Fund is an investment planning process as opposed to a traditional bidding opportunity. As such, the coherence of the Town Investment Plan (i.e. the complementarity of project proposals and their alignment with the town vision and strategic planning) will play a key role in the assessment process along with the need for sound evidential backing.
- 1.7. The over-arching project themes included in the Keighley Town Investment plan are summarised below:
 - Development Investment: to remediate and redevelop sites
 - Town centre / infrastructure
 - Skills
 - Community and Enterprise
 - Culture + Heritage
 - Health

The over-arching project themes included in the Shipley Town Investment plan are summarised below:

- Development Investment: to remediate and redevelop sites
 - Town centre / infrastructure
 - Skills
 - Supporting Enterprise
 - Community, health and recreation
- 1.8. The projects submitted not only demonstrate compliance with the Towns Fund Prospectus and criteria and net zero commitment by 2050; they also support the aims, objectives and commitments made by the Council in its District Plan, Council Plan and Sustainable Development Action Plan as well as the climate coalition with the Leeds City Region.
 - 1.9. Following submission of the Towns Fund bid in February 2021, we have been engaging with the Towns Fund national and regional team / network in advance of a final decision. This includes a 'challenge session' with Government officials during which they asked key questions around the Towns Fund proposals. At the time of writing this report, we are expecting an imminent decision.

2. OTHER CONSIDERATIONS

None

3. FINANCIAL & RESOURCE APPRAISAL

- 3.1. The Financial Implications for developing greater capacity to respond to future rounds of funding (including the Levelling Up Fund) are captured in a separate report to this Executive.

- 3.2. In respect of the Towns Fund, the Council received, from government, £162,019 for each Town as capacity funding to work up the Town Investment Plans and towards future business case development work. The Council has matched the funding to provide a total funding pot of £648,076 to support this activity.
- 3.3. In March 2021, the Council secured a further £70,000 from Government for each town in recognition of the supporting the Towns Fund activity is beyond the capacity of existing staff resource.
- 3.4. This funding can be used to cover staffing requirements as well as external consultancy / specialist support required.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

None

6. LEGAL APPRAISAL

This report does not focus on any specific projects. The detailed scope of such projects, including potential partners and willingness to provide funding, and the basis upon which they will be involved in the project (for example, as a lessee from the Council) will need to be developed on a case by case basis. Design and construction will need to be procured in accordance with the Public Contracts Regulations.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

As outlined in the bidding documentation set out by Government, all proposals will need to consider their environmental impact. We will be considering this when developing our bids and designing the programmes for development.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

See above response to item 7.1

7.3 COMMUNITY SAFETY IMPLICATIONS

No direct implications.

7.4 HUMAN RIGHTS ACT

No direct implications

7.5 TRADE UNION

No implications.

7.6 WARD IMPLICATIONS

For this round and future rounds, we will be working with ward members and officers and

have arranged briefing sessions in each of the areas in the District.

7.8 IMPLICATIONS FOR CORPORATE PARENTING

None.

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Not applicable

10. RECOMMENDATIONS

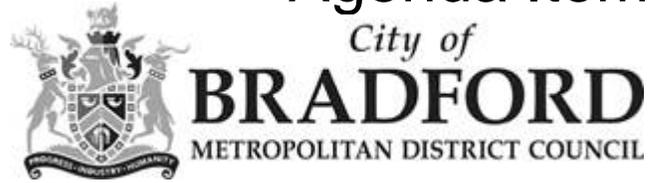
1. That Executive note the information on the levelling up fund.
2. That the Council continues to work with Area Committees, MPs, businesses and wider partners on future rounds.

11. APPENDICES

None

12. BACKGROUND DOCUMENTS

Executive Report on the Towns Fund, Executive Meeting, January 2021



Report of the Strategic Director Children's Services to the meeting of the Executive to be held on 8 June 2021

Subject:

C

Personal Travel Assistance Budget Rate: Post Consultation Analysis and Options

Summary statement:

Further to a public consultation held on personal travel assistance budgets (PTAB), this report seeks to present an overview analysis of the data acquired and provides a range of implementation options with associated cost implications.

EQUALITY & DIVERSITY:

Children whose parents benefit from PTABs are eligible for home to school transport under Schedule 35B of the Education Act 1996 (the Act) by virtue of their special educational needs, disability and / or mobility problem.

The proposal will ensure that the Council is able to continue to flexibly fulfil its statutory duty under Section 508B of the Act (the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children) by offering parents the choice of a PTAB.

The proposal will bring the PTAB in line with the HMRC rate and with other local authorities in West Yorkshire. Children whose parents no longer wish to use the PTAB as a result of the proposal will be offered alternative travel arrangements funded by the Council thereby having no negative impacts on their ability to travel and from school.

An Equality Impact Assessment has been carried out and can be seen at Appendix

Mark Douglas
Strategic Director Children's Services

Portfolio:

Education and Learning

Report Contact: Michael Bunting,
Strategic Transport Manager
Phone: 07970 828949
E-mail: michael.bunting@bradford.gov.uk
Date of report: 6 May 2021

Overview & Scrutiny Area:

Children's Services

1. SUMMARY

- 1.1 Further to the Executive's approval on 9 November 2020 to hold a public consultation on the Personal Travel Assistance Budget (PTAB) rate currently awarded to parents / carers of eligible children of compulsory school age using home to school transport, this report seeks to present an overview analysis of the data acquired.
- 1.2 It also provides a range of implementation options with associated cost implications.
- 1.3 The consultation invited views on:
1. The removal of the current PTAB rate of 75p per mile and the implementation of a new rate of 45p per mile for eligible children of compulsory school age.
 2. The removal of the minimum payment award (£6 per day for 5-7 year olds and £9 for 8-16 year olds) and additional payments given to pupils who require an escort (£1.39 for shared escorts and £5.00 for dedicated escorts).

2. BACKGROUND

- 2.1 Section 508B of the Act deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children.
- 2.2 One type of travel arrangement available for local authorities to use is the PTAB. PTABs can be awarded by a local authority when parents / carers of an eligible child make their own transport arrangements or transport their child themselves.
- 2.3 The current PTAB rate of 75p per mile for compulsory school aged children in Bradford was agreed in 2015/16.
- 2.4 As part of its PTAB framework, Bradford Council awards a minimum allowance of £6 per day for 5-7 year olds and £9 per day for 8-16 year olds.
- 2.5 Pupils who require a shared escort are awarded an extra £1.39 per day and those who require a dedicated escort are awarded an extra £5.00 per day.
- 2.6 There is no legal duty for local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school or college for post 16 children, however, by virtue of Bradford Council's post 16 policy, there are currently 229 children in receipt of this benefit.
- 2.7 There are currently 221 children¹ and young people in receipt of a PTAB in the Bradford district.

Allowance Type	Number
Minimum Mileage	22

¹ This data was acquired in July 2020 for the original report, however it is almost identical to the data checked on 12 February 2021.

PTAB at 75p per mile	169
Post 16 (£7.90 per day)	30
TOTAL	221

} Eligible Children

- 2.8 Further to the Executive's approval on 9 November 2020, the public consultation was held between 10 December 2020 and 31 January 2021. It was held online due to the restrictions of COVID-19. It was promoted to all residents generally on the Council's website, through social media and a press release. Letters were sent to elected members, MPs, schools and parents / carers.
- 2.9 Information about the proposed changes and an invitation to comment was distributed to all schools to cascade to students and parents. Materials encouraged responses using the questionnaire on the Council's website; comments were also accepted in writing to the Council's Freepost address or by email.
- 2.10 A total of 80 respondents completed the online questionnaire.² These are broken down as follows:
- 55 parents (69%)
 - 16 residents (20%)
 - 4 teachers / head teachers (5%)
 - 4 other capacity (5%)
 - 1 school governor (1%)
- 2.11 When asked if they agree or disagree that the Council should change the PTAB rate from 75p per mile to 45p per mile, the responses were as follows:
- 50 strongly disagree (63%)
 - 17 strongly agree (21%)
 - 6 disagree (8%)
 - 5 agree (6%)
 - 2 neither agree nor disagree (2%)
- 2.12 When asked if they agree or disagree that the Council should no longer award a minimum mileage allowance of £6 per day for 5-7 year olds and £9 per day for 8-16 year olds, the responses were as follows:
- 39 strongly disagree (49%)
 - 20 strongly agree (25%)
 - 6 disagree (8%)
 - 3 agree (4%)
 - 11 neither agree nor disagree (14%)

² not every respondent answered every question

2.13 When asked if they agree or disagree that the Council should no longer award parents / carers of pupils who require a shared escort an extra allowance of £1.39 per day and those who require a dedicated escort, an extra allowance of £5.00 per day, the responses were as follows:

- 34 strongly disagree (43%)
- 20 strongly agree (26%)
- 5 disagree (6%)
- 4 agree (5%)
- 16 neither agree nor disagree (20%)

3. OTHER CONSIDERATIONS

- 3.1 When agreeing the PTAB rate of 75p per mile in 2015/16, there were 100 children and young people in receipt of this type of travel assistance.
- 3.2 Since 2015/16, the number of children and young people in receipt of PTABs has more than doubled.
- 3.3 It is anticipated that the number of children and young people in receipt of PTABs will continue to increase at a steady rate. There will be a potential significant increase in PTABs if government guidance changes to there being a need to implement social distancing on dedicated home to school transport, though, at the time of writing, this looks less likely than it once did.
- 3.4 Many local authorities have the standard mileage rate of 45p per mile as set by the HMRC. Kirklees Council and Calderdale Council reimburse at this rate whilst Leeds City Council has a slightly higher rate of 50p per mile.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 The total cost of the 221 PTABs in Bradford is £523,201 per annum. When compared to local authorities with a PTAB rate of 45p per mile, Bradford Council is operating at an increased cost of around £200k per annum.

Breakdown of current Annual PTAB cost:

Allowance Type	Number	Cost
Minimum Mileage	22	£27,170
PTAB at 75p per mile	169	£429,873
Post 16	30	£45,030
Children Needing Escort	(80) ³	£21,128
TOTAL		£523,201

³ Of the 221 total children and young people in receipt of a PTAB, 80 of them also have an escort therefore this should not be double counted in the total number of children.

Indicative Reduced Annual Expenditure with new PTAB rate:

Allowance Type	Number	Cost
PTAB at 45p per mile	191	£277,619
Post 16	30	£45,030
TOTAL		£322,649
REDUCED EXPENDITURE		-£200,552

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 If some parents/carers currently in receipt of a PTAB elect to send their child to school on a dedicated home to school bus or taxi in the event of a reduced rate, the Council's reduced PTAB expenditure will be proportionately decreased. However, the tipping point at which overall costs will increase is at around 45%. This equates to around 100 parents/carers changing from PTAB to contracted transport (see 9.6 and 9.7).
- 5.2 There is a reporting mechanism to the Travel Assistance Programme Board on issues relating to policy, finance, issues and risk.

6. LEGAL APPRAISAL

- 6.1 There are general statutory duties placed on the Council to make such school travel arrangements as it consider necessary for 'eligible children' within its area free of charge, to facilitate their attendance at the relevant educational establishment. Eligible children are defined by statute.
- 6.2 The Council also has discretionary powers to make school travel arrangements for other children and young persons not covered by statute but the transport does not have to be free.
- 6.3 All councils must publish their general arrangements and policies in respect of transport for pupils of compulsory school age and must produce an annual Transport Policy Statement for sixth form and FE transport.
- 6.4 When developing or changing its Policy the Council must consult various persons and interested bodies for at least 28 days. A consultation must observe the following principles:
- consultation must be made at a time when proposals are at a formative stage;
 - sufficient reasons for the proposal must be given to allow intelligent consideration and response;
 - adequate time must be given for a response.
- 6.5 PTABs are part of Bradford Local Authority's Local Offer. A local offer should include information about what transport services are available and what financial help there is available. Where a local authority reviews the local

offer it must consult children and young people with SEN, their parents/carers. The Authority must also publish any feedback on changes to the local offer from parents and its response to those comments on the local offer website

6.6 The Council must have regard to The Public Sector Equality Duty under the Equality Act 2010 which requires the Council when exercising its functions to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it

6.7 The Council must ensure that it has sufficient information to enable it to identify whether a proposal, if implemented, would disproportionately affect particular groups with relevant protected characteristics and if so whether any such adverse impact can be avoided or mitigated.

6.8 The courts have established a number of principles which the Council should take into account in making decisions:

- the duty means that the potential impact of a decision on people with different protected characteristics must always be taken into account as a mandatory relevant consideration
- where large numbers of vulnerable people, very many of whom share a protected characteristic, are affected, consideration of the matters set out in the duty must be very high
- even if the number of people affected by a particular decision may be small, the seriousness or the extent of discrimination may be great. The weight given to the aims of the duty is not necessarily less when the number of people affected is small.

6.9 Council's should also consider the general duty of Best Value when making changes to services or ending service provision.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

Data relating to the transport methods of children currently in receipt of this benefit is not available. If all parents/carers chose to continue to transport their child from home to school in the event of the implementation of a new PTAB rate, there will be no new sustainability implications.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

As detailed in 7.1.

7.3 COMMUNITY SAFETY IMPLICATIONS

None

7.4 HUMAN RIGHTS ACT

There are no direct Human Rights implications arising from this report. The Human Rights Act incorporates the European Convention on Human Rights which provides that no person shall be denied the right to education.

7.5 TRADE UNION

Not applicable.

7.6 WARD IMPLICATIONS

All councillors were consulted during this process.

7.7 AREA COMMITTEE ACTION PLAN IMPLICATIONS (for reports to Area Committees only)

None

7.8 IMPLICATIONS FOR CORPORATE PARENTING

None

7.9 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

Not applicable.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

9.1 **Option 1:** Make no change to the mileage rate and minimum and additional payments. Assuming current volume, PTAB total expenditure will remain at £523,201.

Option 1 would result in a 0% reduction in PTAB costs and all new PTAB awards would be made at 75p per mile.

9.2 **Option 2:** Remove the minimum payment and the additional payment and change the mileage rate from 75p per mile to 45p per mile for all of the current cohort and new applicants from September 2022.

Implementation: September 2022

Allowance Type	Number	Cost
PTAB at 45p per mile	191	£277,619
Post 16	30	£45,030
TOTAL		£322,649
REDUCED EXPENDITURE		-£200,552

Option 2 would result in a 38% reduction in PTAB costs from September 2022 and all new PTAB awards would be made at 45p per mile.

Option 2 means that parents / carers currently in receipt of a PTAB would see their allowance reduce from September 2022.

- 9.3 **Option 3:** Change the mileage rate from 75p per mile to 45p per mile for all current cohort and new applicants from September 2022.

Implementation: September 2022		
Allowance Type	Number	Cost
PTAB at 45 p per mile	191	£277,619
Minimum Mileage	22	£27,170
Children Needing Escort	80	£21,128
Post 16	30	£45,030
TOTAL		£370,947
REDUCED EXPENDITURE		-£152,254

Option 3 would result in a 29% reduction in PTAB costs from September 2022 and all new PTAB awards would be made at 45p per mile. Minimum mileage and escort costs would remain unchanged.

Option 3 would mean that parents / carers currently in receipt of a PTAB would see their mileage allowance reduce from September 2022 but minimum mileage and escort allowances would be unaffected.

- 9.4 **Option 4:** Implement a phased approach to remove minimum payment and additional payment and change the mileage rate from 75p per mile to 45p per mile over an eleven-year period.

Year	Children on reduced rate	Cost of PTABs	Reduced Expenditure
2021/22	Year 1	£504,969	-£18,232
2022/23	Years 1 and 2	£486,737	-£36,464
2023/24	Years 1 to 3	£468,505	-£54,696
2024/25	Years 1 to 4	£450,273	-£72,928
2025/26	Years 1 to 5	£432,041	-£91,160
2026/27	Years 1 to 6	£413,809	-£109,392
2027/28	Years 1 to 7	£395,577	-£127,624
2028/29	Years 1 to 8	£377,345	-£145,856
2029/30	Years 1 to 9	£359,113	-£164,088
2030/31	Years 1 to 10	£340,881	-£182,320
2031/32	Years 1 to 11	£322,649	-£200,552

Option 4 would result in a year on year growing reduction in PTAB costs until 2031/32 where a total 38% reduction in PTAB costs will be achieved. This does not factor in demographic growth within this cohort, and so indicative reduced expenditure is proportionate to current volumes.

Option 4 would mean that no parents / carers currently in receipt of a PTAB would have their award reduced based solely on a decision to reduce the PTAB mileage rate but all new applicants would receive the lower rate from September 2021.

By implementing the lower rate with new applicants from September 2021, the Council is responding proportionately to the need to reduce budgetary spending.

- 9.5 **Option 5:** Implement a two-year phased approach to remove minimum payment and additional payment and change the mileage rate from 75p per mile to 45p per mile with a two-year lead in time.

Year	Cost of PTABs	Reduced Expenditure
2021/22	£523,201	£0
2022/23	£474,316	-£48,885
2023/24	£322,649	-£200,552

Option 5 would result in a 38% reduction in PTAB costs from September 2023 and all new PTAB awards would be made at 45p per mile from September 2022.

Option 5 would mean that parents / carers currently in receipt of a PTAB would see their allowance reduce from September 2023. This would give them a longer lead in time than option 2 to adjust to the reduced payment.

- 9.6 It should be noted that if the PTAB rate is reduced, parents' / carers' uptake of them may also reduce as they may decide not to transport their child to school. Based on a highly assumptive cost model underpinned by average PTAB and taxi costs (£1,453.50 and £4,441.50 per child per annum respectively), it is estimated that the tipping point at which no savings will be made with the proposed rate is when around 45% of parents currently being awarded a PTAB elect to no longer transport their child to and from school. It is estimated that if more than around 45% of parents currently being awarded a PTAB elect to no longer transport their child to and from school, there will be a proportionate increase in overall cost as shown in the table below.
- 9.7 It should also be noted there is the potential (albeit diminishing) that PTABs will become more widely used during the COVID-19 outbreak should capacity be reduced either, for example, due to the need to adopt social distancing on dedicated home to school transport or if the Travel Assistance Service staffing levels are adversely affected by the need for drivers and escorts to isolate.

Reduced PTAB uptake	PTAB	TAXI	Total	Saving
---------------------	------	------	-------	--------

0%	£277,619	0	£277,619	-£200,553
20%	£222,095	£169,665	£391,760	-£131,441
30%	£194,333	£254,498	£448,831	-£74,370
40%	£166,571	£339,331	£505,902	-£17,299
50%	£138,809	£424,163	£562,973	£39,772
60%	£111,047	£508,996	£620,043	£96,842
70%	£83,286	£593,829	£677,114	£153,913
80%	£55,524	£678,661	£734,185	£210,984

10. RECOMMENDATIONS

- 10.1 It is recommended that the Executive adopts option 4 in respect of its PTAB rates.

11. APPENDICES

APPENDIX 1 - EIA

12. BACKGROUND DOCUMENTS

Survey results.

Equality Impact Assessment Form

Reference –

Department	Children's Services	Version no	1.0
Assessed by	Michael Bunting	Date created	10/12/2020
Approved by		Date approved	
Updated by	Michael Bunting	Date updated	19/05/2021
Final approval		Date signed off	

The Equality Act 2010 requires the Council to have due regard to the need to

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups

Section 1: What is being assessed?

1.1 Name of proposal to be assessed.

1. The personal travel assistance budget (PTAB) rate.
2. The minimum payment award.
3. Additional payments given to pupils who require an escort.

1.2 Describe the proposal under assessment and what change it would result in if implemented.

Section 508B of the Education Act 1996 (the Act) deals with the duty on local authorities to make such travel arrangements as they consider necessary to facilitate attendance at school for eligible children.

One type of travel arrangement available for local authorities to use is personal transport assistance budgets (PTAB). PTABs can be awarded by a local authority when parents / carers of an eligible child make their own transport arrangements or transport their child themselves. The current rate is 75p per mile.

Bradford Council also awards a minimum allowance of £6 per day for 5-7 year olds and £9 per day for 8-16 year olds.

Pupils who require a shared escort are awarded an extra £1.39 per day and those who require a dedicated escort are awarded an extra £5.00 per day.

This proposal sets out to reduce the PTAB rate to 45p per mile and to remove the minimum mileage allowances and the escort allowances. This will bring the rate in line with a number of other local authorities who provide personal allowances and is consistent with the HMRC mileage allowance payments.

To be clear the proposal means that the benefit will not be withdrawn.

Parents / carers who are currently in receipt of a PTAB will be unaffected by the proposal (due to the phasing out of the current mileage rate). Parents / carers who are offered a PTAB for the first time after the implementation of the proposal, will be offered the reduced rate.

Given there is a statutory duty placed on the Council to make travel arrangements for eligible children, parents / carers will have the choice of another form of travel arrangements for their child if they do not wish to accept a PTAB at the reduced rate.

Section 2: What the impact of the proposal is likely to be

2.1 Will this proposal advance equality of opportunity for people who share a protected characteristic and/or foster good relations between people who share a protected characteristic and those that do not? If yes, please explain further.

A vast majority of children whose parents benefit from PTABs are eligible for home to school transport assistance under Schedule 35B of the Act by virtue of their special educational needs, disability and / or mobility problem.

The proposal will ensure that the Council is able to continue to flexibly fulfil its statutory duty under Section 508B of the Act by offering parents a PTAB. However ultimately the decision as to what is the most appropriate travel arrangement for children sits with the Council but PTABs can only be used where parents agree to accept this arrangement.

2.2 Will this proposal have a positive impact and help to eliminate discrimination and harassment against, or the victimisation of people who share a protected characteristic? If yes, please explain further.

Children with special educational needs and/or a disability are often required to travel further to school than their mainstream contemporaries because they may need specialist provision.

This proposal will continue to give the Council affordable options when discharging its duty under the Act thereby ensuring that all eligible children can access suitable education provision to meet their particular needs. It will also ensure that the transport demands placed on their parents are not greater than others by virtue only of their child's needs.

2.3 Will this proposal potentially have a negative or disproportionate impact on people who share a protected characteristic? If yes, please explain further.

No.

2.4 Please indicate the level of negative impact on each of the protected characteristics?

(Please indicate high (H), medium (M), low (L), no effect (N) for each)

Protected Characteristics:	Impact (H, M, L, N)
Age	N
Disability	L
Gender reassignment	N
Race	N
Religion/Belief	N
Pregnancy and maternity	N
Sexual Orientation	N
Sex	N
Marriage and civil partnership	N
Additional Consideration:	
Low income/low wage	L

2.5 How could the disproportionate negative impacts be mitigated or eliminated?

(Note: Legislation and best practice require mitigations to be considered, but need only be put in place if it is possible.)

. The statutory duty to provide free school transport to eligible children continues. The Council will continue to assess eligible children and identify the most appropriate form of travel assistance for eligible children.

Section 3: Dependencies from other proposals

3.1 Please consider which other services would need to know about your proposal and the impacts you have identified. Identify below which services you have consulted, and any consequent additional equality impacts that have been identified.

Education and Learning (Children's Services) and schools need to know about this proposal so that they are able to have informed communications with parents / carers in receipt of this payment and when making travel arrangements.

A public consultation was held between 10 December 2020 and 31 January 2021. It was held online due to the restrictions of COVID-19. It was promoted to all residents on the Council's website, through social media and a press release. Letters were sent to Elected Members, MPs, schools and parents / carers.

Section 4: What evidence you have used?

4.1 What evidence do you hold to back up this assessment?

- HMRC rate is currently 45 p per mile.
- Kirklees Council's and Calderdale Council's rate is 45p per mile.
- Leeds City Council's rate is 50p per mile, neighbouring authority rates, current data on children in receipt of PTABs in Bradford.
- Feedback from the Council's Consultation process

4.2 Do you need further evidence?

No.

Section 5: Consultation Feedback

5.1 Results from any previous consultations prior to the proposal development.

N/A

5.2 The departmental feedback you provided on the previous consultation (as at 5.1).

N/A

5.3 Feedback from current consultation following the proposal development (e.g. following approval by Executive for budget consultation).

The consultation results showed that the majority of respondents disagreed with the reduction in the payment rate. It is important to note that the allowance is not being withdrawn completely and other travel options will be available should parents / carers chose not to accept a PTAB.

Many SEN children travel cross border to school, the current 75p per mile rate in Bradford is more favourable than neighbouring authorities. The proposal would bring this allowance in line with payments parents receive in neighbouring authorities whose children may attend the same school.

A total of 80 respondents completed the online questionnaire. These are broken down as follows:

- 55 parents (69%)
- 16 residents (20%)
- 4 teachers / head teachers (5%)
- 4 other capacity (5%)
- 1 school governor (1%)

When asked if they agree or disagree that the Council should change the PTAB rate from 75p per mile to 45p per mile, the responses were as follows:

- 50 strongly disagree (63%)
- 17 strongly agree (21%)
- 6 disagree (8%)
- 5 agree (6%)
- 2 neither agree nor disagree (2%)

When asked if they agree or disagree that the Council should no longer award a minimum mileage allowance of £6 per day for 5-7 year olds and £9 per day for 8-16 year olds, the responses were as follows:

- 39 strongly disagree (49%)
- 20 strongly agree (25%)
- 6 disagree (8%)
- 3 agree (4%)
- 11 neither agree nor disagree (14%)

When asked if they agree or disagree that the Council should no longer award parents / carers of pupils who require a shared escort an extra allowance of £1.39 per day and those who require a dedicated escort, an extra allowance of £5.00 per day, the responses were as follows:

- 34 strongly disagree (43%)
- 20 strongly agree (26%)
- 5 disagree (6%)
- 4 agree (5%)
- 16 neither agree nor disagree (20%)

5.4 Your departmental response to the feedback on the current consultation (as at 5.3) – include any changes made to the proposal as a result of the feedback.

Having considered the Council's financial challenges, the position of neighbouring authorities, the risks posed by COVID-19 and feedback from the public consultation, the proposal remains unchanged.

This remains the best option for the Council in light of its financial challenges and corporate priorities. The proposal will not hinder children eligible for free school travel assistance from getting to and from school as alternative transport arrangements can be offered where parents do not accept the offer of PTAB.

This page is intentionally left blank



Report of the Strategic Director Children's Services to the meeting of Executive to be held on 8 June 2021

D

Subject:

Ofsted Monitoring Visit – 28 to 29 April 2021

Summary statement:

Following Ofsted's Inspection of Children's Social Care Services from the 17 to 28 September 2018, the fifth of a series of Monitoring Visits took place on the 28 to 29 April 2021.

The focus of the Monitoring Visit was around Children in Need and Child Protection.

The findings were published by Ofsted on 4 June 2021.

Equality & Diversity:

There are no direct implications for equality and diversity arising from this report. Children's Services have a duty to ensure that vulnerable children and families have their holistic needs addressed in a non-judgemental manner.

Mark Douglas
Strategic Director Children's Services

Portfolio:

Children & Families

Report Contact: Irfan Alam
Phone: (01274) 432904
E-mail: irfan.alam@bradford.gov.uk

Overview & Scrutiny Area:

Children's Services

1. SUMMARY

- 1.1 The focus of the Monitoring Visit was around Children in Need and Child Protection. The findings will be published in a letter by Ofsted on 4 June 2021. Until such a time, the letter remains under Embargo.

2. BACKGROUND

- 2.1 OFSTED use the “inspecting local authority children’s services (ILACS) frame” when undertaking an inspection or monitoring visit. The Framework was first published November 2017.

- 2.2 These inspections focus on the effectiveness of local authority services and arrangements:

- to help and protect children;
- the experiences and progress of children in care wherever they live, including those children who return home;
- the arrangements for permanence for children who are looked after, including adoption;
- the experiences and progress of care leavers.

OFSTED also evaluate:

- the effectiveness of leaders and managers;
- the impact they have on the lives of children and young people;
- the quality of professional practice.

- 2.3 OFSTED will usually carry out between 4 and 6 monitoring visits before a full re-inspection. This was 5th monitoring visit since the 2018 inadequate judgement.

- 2.4 This monitoring visit focussed on “the experiences and progress of children who need help and protection”. At the time of this monitoring visit, there were 2,380 children in receiving help and protection.

2.5 Summary of Findings

See attached letter.

3. OTHER CONSIDERATIONS

- 3.1 None to note.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 As cited in the enclosed letter, there are likely to be some resource implications in view of the of additional social work capacity created within the service.

5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 The Children's Services Improvement Board continues to monitor progress and will ensure that effective responses are made to all Ofsted's recommendations and DfE required improvements. The Children's Services Improvement Board focuses on outcomes for children and provides the drive and focus to ensure that necessary improvements are achieved and evidenced.

6. LEGAL APPRAISAL

- 6.1 The inspection in September 2018 was undertaken under the new Framework, Evaluation Criteria and Inspector Guidance for the Inspections of Local Authority Children's Services (ILACS). This contains provisions regarding actions to be taken after an inadequate inspection report. These include monitoring by Ofsted including an action planning visit, quarterly monitoring visits and a re-inspection, and also an action plan prepared by the local authority within 70 days of receiving the report.
- 6.2 On 4 December 2018, following the Secretary of State's decision to take a non-statutory approach in Bradford's case, the DfE issued an Improvement notice to the council, requiring the council to take a number of actions to address all areas of improvement identified in the Ofsted report. The notice also provides for DfE reviews of progress against the improvement agenda.

7. OTHER IMPLICATIONS

7.1 SUSTAINABILITY IMPLICATIONS

Not applicable.

7.2 GREENHOUSE GAS EMISSIONS IMPACTS

Not applicable.

7.3 COMMUNITY SAFETY IMPLICATIONS

Not applicable.

7.4 HUMAN RIGHTS ACT

Not applicable.

7.5 TRADE UNION

Consultation with trade unions continues around structures and budgets. Caseloads continue to be monitored by management.

7.6 WARD IMPLICATIONS

The Improvement Notice and Improvement Plan affect all Wards, due to the Inadequate Judgement.

7.7 IMPLICATIONS FOR CORPORATE PARENTING

In addition to the improvements identified, further areas of improvement are also necessary within our children in care and care leavers services.

7.8 ISSUES ARISING FROM PRIVACY IMPACT ASSESMENT

None; both the Notice to Improve and Ofsted report have been published on their respective websites and are therefore in the public domain.

8. NOT FOR PUBLICATION DOCUMENTS

8.1 Not applicable.

9. OPTIONS

9.1 Not applicable.

10. RECOMMENDATIONS

10.1 The Executive are asked to note the contents of the letter from OFSTED.

11. APPENDICES

11.1 Appendix 1 – Ofsted Report of the Monitoring Visit 28 to 29 April 2021.

12. BACKGROUND DOCUMENTS

12.1 None.

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

T 0300 123 1231
Textphone 0161 618 8524
enquiries@ofsted.gov.uk
www.gov.uk/ofsted



4 June 2021

Mark Douglas
Strategic Director of Children's Services
Bradford Metropolitan District Council
1st Floor
Margaret McMillan Tower
Princes Way
Bradford
BD1 1NN

Dear Mark Douglas

Monitoring visit of Bradford children's services

This letter summarises the findings of the monitoring visit to Bradford children's services on 28 April 2021. This was the fifth monitoring visit since the local authority was judged inadequate in October 2018. The inspectors were Jan Edwards, Her Majesty's Inspector, and Victoria Horsefield, Her Majesty's Inspector.

The local authority is starting to make progress in improving services in some specific areas. However, the progress on the quality of core social work practice has been too slow to show impact for children and families. This has been exacerbated by the breadth of the inadequacy and maintaining service delivery during the pandemic.

Areas covered by the visit

During the course of this visit, inspectors reviewed the progress made in the experience of children in need of help and protection, with a particular focus on children in need and children subject to a child protection plan. This focus is based on the recommendations and areas for improvement identified in the ILACS judgement inspection in October 2018.

The visit considered a range of evidence, including electronic case records and discussion with social workers and managers and leaders. In consultation with the director of children's services (DCS), it was agreed that the visit should be conducted on site. COVID-19 (coronavirus) precautions were observed.

Overview

There have been four previous monitoring visits, which have all reported on the slow pace of change in improving the quality of core social work practice. Although the

service has been restructured and there has been significant investment in staffing and service improvement planning, due to the breadth and depth of the inadequacy identified in 2018, this has not led to sufficient positive change for some children.

Inspectors identified delays in the completion of assessments leading to delays in the identification of risk, need and early intervention. Where risks are identified, this does not always result in the timely progression to an initial child protection conference and, if needed, resultant multi-agency protection plan. Bradford has a very small number of children who are known to be living in private fostering arrangements. Of these, there are a small number who have not been supported by the right checks to confirm the safety of these placements, and visiting is not always conducted according to private fostering standards.

The positive practice in relation to strategy meetings and section 47 enquires has been sustained since the assurance focus visit in December 2020.

Senior leaders have been successful in recruiting to management posts at all levels and to specialist positions. However, the recruitment of experienced social workers remains a challenge. This means that there are still some social workers with high caseloads, and children still experience too many changes of social worker and managers. As a result, too often, children's circumstances are not improving quickly enough.

Findings from this visit concur with the view of the senior leadership team, that there is more to do to improve the standard of practice and embed the new practice standards.

Findings and evaluation of progress

Referrals and demand for children's social care have remained constant throughout the last six months. Consequently, there are demands in every part of the service, including high numbers of assessments. A significant number of assessments are new assessments on open children's cases. This is as a result of the practice of updating assessments every six months. These updated assessments are proportionate and include all the adults of the family. Some social workers have demonstrated persistence in trying to engage non-resident fathers. Assessments include the child's voice, although their unique and diverse needs, identity and culture are not routinely considered in order to understand the child's world and their lived experience.

When risks to children escalate, strategy meetings are timely and there is good participation and information-sharing by partner agencies. A clear statement for next steps is made, children's interim safety is considered and actions determined. The subsequent section 47 enquiries include multi-agency information and the views of parents and, in some cases, the wider family. Children are seen and spoken to, to ascertain their views, facilitating effective decision-making about next steps. This confirms that the positive practice in strategy meetings and section 47 enquiries seen at the assurance focused visit in December 2020 has been maintained.

When section 47 enquiries confirm that the risk to children requires a multi-agency child protection plan, some children's cases are not taken to conference quickly enough. This means that there has been delay in the needs of those children being considered and to having a multi-agency plan in place to reduce the risk. In addition, some children's needs, which were identified at the onset of the assessment, have not been swiftly addressed through timely services or intervention. Child protection conference chairs are routinely talking to parents before their meeting, which ensures that parents are more prepared and understand the concerns. There is also more recent evidence of the child protection chairs raising appropriate challenge to the social worker when practice falls below expected standards. It is too soon to evaluate the impact of this practice.

Many assessments (both on new referrals and on open children's cases) are taking too long for children. This means that children's circumstances or the risks that they are exposed to are not swiftly identified or responded to in order to manage risk. Much of this delay is attributable to the numerous changes of social worker and team manager on children's cases. This has had a very real impact: delaying the progression of children's cases; making children subject to statutory services for too long; children's needs not being assessed and identified, and risk not being reduced quickly enough. Social workers told inspectors that it has also impacted on children and families being able to trust in their worker and has hindered meaningful relational social work practice.

Some family assessments are also overly focused on the child who was specifically referred for a service. When this happens, the other children in the family are not always included in any depth in the assessment. As a result, inspectors saw examples where the other children in the family had been re-referred after they had experienced harm.

Children in need and child protection plans are regularly reviewed by a range of partner agencies. However, there is variability in how rigorously the social worker uses the child's plan to check progress to avoid drift. The initial plans developed from the first child protection conference are too long. This means that it can be overwhelming for parents to understand those areas which are a priority for them to focus on, and how they will be supported. For some children, the child protection planning had ended too quickly and without all the identified needs being addressed or before there was evidence that change could be sustained. This was also an issue found at the assurance visit.

There is very recent evidence that, since February, newly commissioned agency social work teams have incrementally been introduced, increasing social work capacity by 50 practitioners. These teams are beginning to have a positive impact for some children. Where there has been drift and delay, assessments are now leading to clear and focused planning, and children are beginning to make progress.

Inspectors have seen a range of interventions for befriending, family support, domestic abuse and substance misuse, which are available to children and their

families as part of the plan to improve their circumstances. The community resource workers hold a key role in delivering targeted interventions identified in the plan, which are making a real difference to children's circumstances.

Social workers lack confidence and knowledge in recognising private fostering arrangements, which then leads to a lack of authoritative planning for children. Following a recent review of these children's cases, the local authority has taken action to ensure the appropriateness of these arrangements. However, at this visit inspectors found that some children are not being seen according to the standards expected in private fostering. Not all social workers are aware that they need to conduct checks, including police checks, to ensure that the arrangements are safe.

Social workers have continued to see children face to face where this has been possible. However, some visiting has not been regular and according to the child's needs. For families who have been in self-isolation, visits have been virtual. There is an option of being able to undertake home visits to vulnerable children in families affected by COVID-19 through the specialist COVID-19 team. Recording of visits undertaken is variable, with some clearly being purposeful and hearing the child's voice and others being perfunctory.

Some social workers have been able to deliver creative pieces of direct work to identify children's wishes and feelings, but this is not consistently the case. This has been affected by the limitations dictated by the pandemic and, also, the many changes of worker. Some older children have become disengaged and frustrated by the numerous changes of social worker and the necessity of repeating their story many times. This stop-start approach has meant that the new worker has had to earn trust and persist with engaging the child, which can take time.

Social workers' recording practices are demonstrably improving. Case summaries are available on the majority of the children's files and provide a good overview of the case. The pen-picture of the child is child focused, and in the strongest cases these are completed with the children.

Quality assurance and management information have continued to improve in the last six months, giving leaders a clearer line of sight to practice. The audit tool has improved to include both a compliance and quality of practice element and is strengthened through a process of moderation from the quality assurance team. Learning from moderation is less effective when it is done, with a significant time lag from the audit. An increasing number of audits are undertaken collaboratively with social workers. However, the learning from audit and moderation is not always evidenced in supervision, which is a missed opportunity to ensure that audits are influencing practice development for staff and managers.

Since the ILACS inspection two and a half years ago, the now permanent senior leadership team has been engaged in a phased improvement programme supported and challenged by an improvement board chaired by the Department for Education (DfE) commissioner. The improvement to date has transformed the basic infrastructure of the service, leading to an improved front door service, a revamped

training programme, improved quality assurance and performance management, and significant financial investment to increase social work and managerial capacity.

Caseloads for most social workers in the child and family service are steadily reducing. In addition, successful succession planning has enabled permanent social workers to progress in their careers, introducing increasing levels of experience and skill in the system. Both these developments are very new, although there is already some positive impact, which can be seen in some children's cases.

Social workers told inspectors that senior managers are available and approachable and that their supervision is regular, providing a helpful space to talk and think about children's cases. However, the written record is not as successful in demonstrating this level of reflection.

Social workers are positive about working in Bradford and told inspectors that they value the new mandatory training programme, which they said was contributing to them producing better assessments, written records and plans. Team meetings are being used to further embed the learning from the training into practice.

I am copying this letter to the Department for Education. This letter will be published on the Ofsted website.

Yours sincerely

Jan Edwards
Her Majesty's Inspector

This page is intentionally left blank



MINUTES OF THE MEETING OF THE WEST YORKSHIRE COMBINED AUTHORITY HELD REMOTELY ON THURSDAY, 4 FEBRUARY 2021

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Andy D'Agorne (Substitute)	York Council
Councillor Judith Blake CBE	Leeds City Council
Councillor Stewart Golton	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Steven Leigh MBE	Calderdale Council
Roger Marsh OBE DL	Leeds City Region Local Enterprise Partnership
Councillor Peter McBride (Substitute)	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council

In attendance:

Councillor Kim Groves	Chair, Transport Committee
Councillor Peter Harrand	Chair, Overview & Scrutiny Committee
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Alexander Clarke	West Yorkshire Combined Authority
Heather Waddington	West Yorkshire Combined Authority
Seamus McDonnell	West Yorkshire Combined Authority
Justin Wilson	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

77. Chair's Comments

The Chair advised Members that this was Councillor Judith Blake's last meeting as she had become a Peer in the House of Lords and was now officially Baroness Blake of Leeds. Members and officers passed on their good wishes and congratulations to Baroness Blake on her achievement

and thanked her for the hard work she had done for the Leeds City Region and nationally.

In response, Baroness Blake thanked the Chair, Members and officers for their kind comments and looked forward to continue working closely with the Authority in the future.

78. Apologies for Absence

Apologies for absence were received from Councillors Keith Aspden and Shabir Pandor.

79. Declarations of Disclosable Pecuniary Interests

Councillor Stewart Golton declared a non-pecuniary interest in Agenda Item 11, MCA Preparations, as he was the Liberal Democrat candidate for the role of West Yorkshire Mayor.

80. 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 Appendices 1-3 to Agenda Item 13 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.

81. Minutes of the Meeting of the Combined Authority held on 10 December 2020

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 10 December 2020 be approved.

82. COVID-19 Update

The Combined Authority considered a report of the Directors of Economic Services and Policy, Strategy and Communications which:

- Provided an update on developments around the COVID-19 crisis, including economic intelligence and the delivery and development of products and services in response.
- Provided an update on progress on the West Yorkshire Economic Recovery Plan.
- Sought approval for £5 million of immediate local recovery funding across West Yorkshire resulting from the local Economic Recovery Plans.

Members discussed the work being undertaken to support the region to respond to COVID-19. This included the business, employment and skills

support being provided and the longer-term planning for West Yorkshire's economic recovery. Further information in respect of the support being given to businesses and the impact of the investments being made to them would be circulated to Members. It was reported that an independent evaluation of business support activities was being undertaken and a report would be brought to a future meeting.

It was reported that further work has been undertaken in partnership with the five West Yorkshire Local Authorities and the report outlined a request for the funding of key cultural and local economic initiatives to support recovery using £5 million from the gainshare part of the Single Investment Fund (SIF). It was proposed that given the urgent need to support the recovery, delivery will take place at the earliest opportunity, in advance of the SIF being established. It was acknowledged that this is an exceptional arrangement and that all future gainshare/SIF proposals will be approved through the route defined in the Assurance Framework.

It was noted that it has not been possible to provide the statutory 28 days' notice of this key decision being considered due to the need to approve immediate local recovery funding as a priority action to support the local Economic Recovery Plans. However, in accordance with the Combined Authority's Access to Information Annex to Procedure Standing Orders (part 1 section 7C – General Exception), the Chair of the Overview and Scrutiny Committee had been notified and notification has been published on the Authority's website. Accordingly, as set out in the rules of General Exception, the Combined Authority may still make the decision.

A report on further funding proposals for business support, focussing on start-ups, entrepreneurship and innovation will be prepared for the next meeting.

Resolved:

- (a) That the Combined Authority approves £5 million gainshare for local COVID-19 recovery to support the delivery of local recovery plans.
- (b) That the latest update around the economic impacts of COVID-19 and progress on the delivery and development of the response to the crisis, including on the economic recovery plan be noted.

83. Capital Spending and Project Approvals

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

- MCA Digital
- A64 Regent Street Bridge – Leeds City Centre Package
- Thorpe Park Rail Station

In addition, it was noted that the following decision points and change requests had been assessed and approved through the agreed delegation process:

- One City Park, Bradford
- Corridor Improvement Programme Phase 1, Huddersfield Southern Corridors
- Parry Lane Enterprise Zone
- Strategic Inward Investment Fund (SIIF) Pipeline Projects
- Leeds Public Transport Investment Programme (LTPTIP) Review 2020 – Part One
- Bradford ‘City Village’ Phase 1
- Knottingley Skills, Business and Services Hub
- Leeds City Centre Grey to Green
- White Rose Rail Station
- A647 Corridor
- Leeds City Region Employment Hubs – supporting the Economic Recovery Plan
- [re]boot – Adult Retraining Programme

It was reported that a second review of the West Yorkshire plus Transport Fund had been undertaken and had been considered by the Investment Committee on 7 January 2021. The Authority approved the recommendations of the Investment Committee which included the proposed funding allocations which were set out in Appendix 1 and the revised programme dates for each project provided in Appendix 2

Members were advised that at their meeting held on 3 February 2021, the Investment Committee had considered an extension of the [re]boot Adult Retraining Programme as part of the West Yorkshire Economic Recovery Plan. Details were provided in the submitted report and it was agreed that approval be delegated to the Investment Committee in order to ensure preparations can be made so the programme can start in line with Government’s delivery timeframe.

Details of all the schemes were provided in the submitted report.

Resolved:

(a) In respect of the West Yorkshire plus Transport Fund Review –

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

- (i) That the proposed revised funding allocations as set out in Appendix 1 of the submitted report be approved.
- (ii) That following a number of requests for funding being received for projects within operational programmes, costs should be managed within the operational programme allocation. It is proposed that any changes to individual projects should be

considered by each operational programme board and final recommendations brought for approval to the Investment Committee as and when required. These requests must remain within the envelope of each operational programme.

- (iii) That it be noted that the original purpose of the Corridor Improvement Programme was to provide small to medium scale measures to road corridors to improve traffic flow and bus access. Informal agreement was that costs per project should not exceed £15 million and it was agreed that this should be formalised to help to ensure that the programme budget can be managed within the current funding envelope.
- (iv) That the revised programme dates for each project as set out in Appendix 2 to the submitted report be approved.
- (v) That in future:
 - Over-programming will be capped at the current level (£115.19 million or 11.5%).
 - All indicative funding levels will be capped, except:
 - a. Where projects are part of an operational programme in this case funding can move between projects or take up unallocated programme headroom funding (all amendments to allocations within operational programmes must be approved by the Investment Committee).
 - b. In exceptional circumstances - officers of the Combined Authority and partner councils will work together to set out the events that would trigger this consideration. Any additional funding requirement will be subject to the availability of headroom within the overprogramming and would need to be agreed before the business case can be approved.
 - c. The Transport Fund will continue to be reviewed annually (commencing in August each year to inform the annual budget setting process). The scope of the review will include: any increased requirement for funding; actual spend and forecast spend; review of overall progress (number of projects in development, delivery and complete); monitoring of the level of over-programming and the estimates of QRA /contingency; and project timetable dates. (Note: decreases in funding can be agreed at any time).
 - d. An interim review will also be undertaken in the spring of 2021 to consider any urgent requests for increases or decreases in project indicative allocation. This review will have a turnaround time of one month and will be undertaken following closure of the annual

accounts in May each year and be considered by the Investment Committee at its meeting in July.

- e. Within the year each operational programme boards will consider requests for changes to funding allocations. Any changes to indicative funding allocations will be reported back to the Investment Committee.
- f. Underspend on completed projects or completed operational programmes will be returned to the Transport Fund central pot to address overprogramming.

(b) In respect of the Digital Skills Programme -

- (i) That the retrospective approval to accept and spend the funding for the £1.3 million Digital Skills pilot be delegated to the Investment Committee so that delivery can commence in line with government's delivery timeframes.
- (ii) That approval, to accept and spend the additional funding for the Digital Skills Programme bid, of up to £3 million (West Yorkshire bid), or up to £9 million (joint bid), subject to the successful outcome of the funding bid, be delegated to the Investment Committee so that delivery can commence in line with government's delivery timeframes.

(c) In respect of MCA Digital –

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

- (i) That the MCA Digital project proceeds through decision point 2 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the total project value of £1.97 million is given, to be funded by the Combined Authority from borrowing or the use of capital receipts 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).
- (iii) That development costs of £0.156 million are approved in order to progress the scheme to decision point 5 (full business case with finalised costs).
- (iv) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report, which will be subject to the scheme remaining within the tolerances outlined in the report.

(d) In respect of A64 Regent Street Bridge – Leeds City Centre Package

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

- (i) That the A64 Regent Street Bridge – Leeds City Centre Package scheme proceeds through decision point 5 and work commences on activity 6 (delivery).
 - (ii) That approval be given to the Combined Authority's contribution of £12 million to be funded from the West Yorkshire plus Transport Fund (WY+TF). The total scheme value is £31 million.
 - (iii) That approval be given to increase the Leeds City Centre Package programme budget by £12 million from £66.8 million to £78.8 million.
 - (iv) That the Combined Authority enters into a funding agreement with Leeds City Council for expenditure of up to £12 million from the WY+TF.
 - (v) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report subject to the scheme remaining within the tolerances outlined in the report.
- (e) In respect of Thorpe Park Rail Station –

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

- (i) That the Thorpe Park Rail Station scheme proceeds through decision point 3 and work commences on activity 4 (Full business case).
- (ii) That an indicative approval be given to the Combined Authority's contribution of £13.9 million (£3.8 million from the Leeds Public Transport Investment Programme and £10.1 million 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). The total scheme cost is £31.642 million.
- (iii) That development funding of £3.8 million is approved from the Leeds Public Transport Investment Programme to enable the scheme to progress to decision point 4 (Full business case).
- (iv) That development funding of £0.936 million is approved from the West Yorkshire plus Transport Fund to enable the scheme to progress to decision point 4 (Full business case), bringing the total development costs from the WY+TF to £1.436 million.

- (v) That the Combined Authority enters into a legal agreement with Leeds City Council to secure land required for the delivery of the scheme.
- (vi) That future approvals are made in accordance with the assurance pathway and approval route outlined in the submitted report subject to the scheme remaining within the tolerances outlined in the report.

84. Covid Bus Funding

The Combined Authority considered a report of the Director Transport and Property Services on COVID bus funding.

The report provided an update on the current position regarding bus service funding and the uncertainties and cost pressures the ongoing situation was creating in managing the budget for 2021/22.

It was noted that the uncertainty around the continuation of funding to offset the reduced passenger revenues will be a significant financial issue for the Combined Authority in 2021/22. A letter had been sent to the Secretary of State for Transport, jointly signed by all political leaders on the Combined Authority. This had set out the issues and sought assurance that the Government will work closely with the Leeds City Region to support the recovery of bus services essential in rebuilding the economy. A copy of the letter was attached at Appendix 1 to the submitted report. The Authority was advised that an additional letter had also been sent from the Conservative Group and a positive response received.

At this stage, the budget for bus funding will be based on expenditure in 2020/21 and will be kept under review when further clarification on the recovery funding is received. It was expected that further details would become available, possibly in March 2021, when the Government's National Bus Strategy is published and a report would be brought to a future meeting.

Resolved: That the report be noted.

85. Budget and Business Plan 2021/22

The Combined Authority considered a report of the Director, Corporate Services which:

- Sought approval to the proposed revenue budget and transport levy for 2021/22, the indicative capital budget and programme and treasury management statement.
- Sought approval to the summary business plan for 2021/22 that sets out the services, activities and priorities for the organisation in the coming year.
- Sought approval for the revised forecast outturn revenue position for 2020/21.

Revenue Budget Position 2020/21

Members noted the final forecast position which was set out in Appendix 1. This included, as previously approved, some use of gainshare to support the costs of transition to becoming a mayoral combined authority, including early election costs and legal and project resources.

Business Plan 2021/22

It was reported that all directorates had produced a detailed business plan and a summary of the overarching business plan for the organisation for 2021/22 was attached at Appendix 2. A public facing corporate plan was being developed, and this would draw on the information in the business plans to demonstrate what the Combined Authority and LEP intend to deliver for people in the region in the coming year.

Revenue Budget 2021/22

Members considered the draft baseline revenue budget which was set out in Appendix 3. This assumes that the transport levy is maintained at the current level. It was noted that the budget for 2021/22 will be the first for the Combined Authority as a 'mayoral combined authority'. It was recognised that the budget was not without risks and challenges and these were set out in the report. The future funding position for local authorities, combined authorities and LEPs was still unclear and the pressures and demands to support the region following the exit from the EU and the pandemic were acknowledged.

Details of the Reserves Policy were outlined in the submitted report and the workings for this year's reserves policy were set out in Table 1.

Transport Levy

Details of the net and gross levy by population were provided in Table 2. It was noted that local authorities will be notified of the transport levy by mid-February 2021.

Capital Strategy

It was noted that the capital strategy was currently being reviewed/revised and will be brought to a future meeting for approval.

Capital Budget

The Authority noted the capital funding available to the Combined Authority for 2021/22 and the subsequent years and the indicative capital programme expenditure which were outlined in the submitted report. The capital expenditure and funding budget estimates for the period 2020/21 to 2023/24 were set out in Appendix 4.

It was reported that the Investment Committee would continue to be a key part of the process whereby programmes and projects are considered and recommended for progression. It was also proposed that the arrangement for the Transport Committee to approve Integrated Block funded projects up to a value of £3 million is continued.

Treasury Management

Members noted the Treasury Management Statement which was attached at Appendix 5 and had been endorsed by the Governance & Audit Committee.

It was reported that the draft budget had been produced following scrutiny and input from the Authority, with the Budget Working Group overseeing the detail. In addition, members of the public have been provided with information on the budget position via an engagement campaign on the internet and social media.

Further reports on budgets and changes arising as progress is made on introducing the mayoral powers and functions will be brought to future meetings.

Resolved:

- (a) That the Combined Authority proposed revenue budget for 2021/22 be approved.
- (b) That the indicative capital programme and budget for 2020/21 – 2023/24 be approved.
- (c) That progress on the 2021/22 business plan be noted.
- (d) That £1.5 million of the 2021/22 gainshare to meet the costs of both the Mayor's Office and mayor readiness costs that are incurred in 2021/22, including final costs of the election process be approved.
- (e) That approval be given to use the 2021/22 Mayoral Capacity Fund of £1 million to meet the additional capacity/support costs as set out in the submitted report.
- (f) That the Transport Committee be delegated to approve individual schemes within the integrated transport block of the 2021/22 capital programme up to a maximum cost of £3 million.
- (g) 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 £103 million be determined for the year ended 31 March 2022.
- (h) That the Director, Corporate Services be authorised to issue the levy letter in respect of the financial year ending 31 March 2022 to the five District Councils in West Yorkshire.

- (i) That a payment of £5.09 million be made to the five District Councils in accordance with Table 2 of the report.
- (j) That authorisation be given to the Director, Corporate Services to arrange appropriate funding for all expenditure in 2020/21 and 2021/22 subject to statutory limitation, including the most appropriate application of capital funding as set out in the report.
- (k) That once funding is received, approval be given for the Director, Corporate Services to approve payment of highways maintenance funding and the pothole action fund, to be paid quarterly to the West Yorkshire local authorities in accordance with the DfT formula.
- (l) That approval be given to the continuing of the policy, effective from 2017/18, for recovering the Combined Authority costs of managing the capital programme against the capital programme spend being mainly West Yorkshire plus Transport Fund, Transforming Cities, Getting Building Fund, Brownfield Housing, Local Transport Plan Integrated Transport and any schemes developed in year. For 2021/22 the estimated total value is £9.6 million (2% - 3% of the total capital programme).
- (m) That the adoption of the CIPFA Code of Practice for Treasury Management in Public Services be reaffirmed.
- (n) That the treasury management policy as set out in **Appendix 5** be approved.
- (o) That the prudential limits for the next three years as set out in **Appendix 5** be adopted.

86. EU Exit

The Combined Authority considered a report of the Director, Policy, Strategy and Communications which provided an update on EU exit, including the implications of the EU-UK Trade and Cooperation Agreement.

Members discussed the support being provided to businesses as many were finding it difficult to adjust to the changes. It was recognised that the volume of EU Exit-related enquiries was rising and some required specialist support because they were complex. The Department for Business, Energy and Industrial Strategy (BEIS) had allocated c.£250,000 to assist in the delivery of business support up to 31 March 2021. Enterprise Growth Solutions (EGS) have been appointed to deliver an EU Exit support service which will provide advice via a team of experts and this facility will be initially available until the end of March 2021. It was also proposed to appoint two delivery partners to provide advice with legal and finance issues related to EU Exit and it was expected that additional support in respect of marketing and communications would be provided in the near future

It was noted that as a result of the EU-UK Agreement further financial resources may be required to support businesses in maximising the opportunities and minimising any potential negative impacts of the deal's implementation. This would be subject to further analysis and intelligence relating to key issues.

Resolved:

- (a) That the initial analysis of the EU-UK Trade and Cooperation Agreement be noted.
- (b) That the business support activity being undertaken in West Yorkshire be noted.

87. Strategic Rail

The Combined Authority considered a report of the Director, Policy, Strategy and Communications which provided an update on strategic rail matters affecting the Leeds City Region.

Members discussed and noted the updates which included

- Rail Strategy
- Rail Needs Assessment and Integrated Plan
- Spending Review and Impact on rail budget
- Northern Powerhouse Rail Strategic Outline Case
- Union Connectivity Review
- Rail Industry Reform

It was noted that the Rail Needs Assessment had been published by the National Infrastructure Commission (NIC) and the West Yorkshire Leaders had written to the Secretary of State for Transport highlighting their concerns. It was considered that the report did not sufficiently address the economic consequences if the rail projects for the region did not go ahead. Whilst there was a focus on regional connectivity and an attempt to look at the packaging of schemes their conclusions were considered to be insufficient to address the levelling up agenda for the North and that the future of the region's long-awaited rail schemes were being compromised because of other projects such as HS2 going over budget elsewhere in the country.

It was reported that an initial preferred Northern Powerhouse Rail network had been endorsed by TfN and they would submit the Strategic Outline Case (SOC) in Spring 2021.

Members expressed their concern regarding the delay to the publication of the Williams Rail Review and associated White Paper and its treatment of rail devolution. This had originally been expected to be published in Autumn 2019 but was now expected early in 2021.

An independent review on connectivity in the UK was being undertaken by Sir Peter Hendy. An interim report was due to be published in the near future and a final report setting out recommendations in Summer 2021.

Resolved: That the report be noted.

88. MCA Preparations

The Combined Authority considered a report of the Managing Director on Mayoral Combined Authority (MCA) preparations which:

- Provided an update on work underway to become an MCA and to implement the 'minded to' devolution deal agreed between West Yorkshire Leaders and Government on 11 March 2020.
- Sought approval on the decision-making arrangements for new Non-Mayoral Functions.
- Sought approval on the proposals to recruit and appoint an additional Director post to accommodate the extra functions that will result from the move to an MCA.

It was reported that the Mayoral Order had been debated and passed in both the House of Commons and House of Lords. Members welcomed the confirmation of the landmark West Yorkshire devolution deal. It was noted it had taken many years to finalise and the Chair thanked both Members and officers for the achievement.

Progress across the three areas of the MCA Ready Programme – Partnerships, Organisational Readiness and Deal Implementation was outlined in the report. It was noted that Combined Authority officers are working closely with the Electoral Services Manager at Leeds City Council in order to prepare for the election of the Mayor in May 2021. It was agreed that the Chief Executive of Leeds City Council be appointed as the Combined Authority Returning Officer (CARO), supported by the Combined Authority's Managing Director as one of the Deputy Combined Authority Returning Officers.

The Authority considered and approved the recommendations in respect of the decision-making arrangements for the new non-mayoral functions and MCA governance which were set out in the report. It was reported that the Assurance Framework had been revised to include the Mayoral Combined Authority's role and remit including the Mayor's role in decision-making and this had now been formally approved by Government.

Members considered the review of the organisational structure which had been undertaken and discussed the proposed amendments which included an additional Director post. The Authority approved the proposed amendments and endorsed the role profiles and approach to recruiting to the additional Director position.

Resolved:

- (a) In respect of MCA Governance, the Combined Authority approves:
- (i) That decision-making in respect of the Non-Mayoral Functions be carried out under current arrangements, subject to the outcome of any future general review of committee arrangements, and any amendments to be made by the Head of Legal and Governance Services under delegated authority and in consultation with the Chair of the Combined authority to facilitate their implementation.
 - (ii) That authority be delegated to the Head of Legal and Governance Services, in consultation with the Chair of the Combined Authority, to make any amendments to existing governance arrangements to facilitate the implementation of the new Non-Mayoral Functions.
 - (iii) That the Head of Legal and Governance Services be authorised to extend the remit of the Independent Remuneration Panel to include any other allowances should such a review be needed at any time in the next 12 months, and to determine and pay an allowance or expenses to the members of the Independent Remuneration Panel.
- (b) In respect of the organisational structure:
- (i) That an amendment to the Combined Authority's establishment be approved to create an additional Director position and separate out the current Policy, Strategy and Communications Directorate.
 - (ii) That the proposed role profiles and approach to recruiting to the subsequent vacant position be endorsed, delegating finalisation to the Combined Authority's Managing Director, in consultation with Members as set out in paragraph 2.54 of the submitted report.
 - (iii) That authority be given to the Combined Authority's Managing Director to implement interim arrangements if required.

89. Corporate Planning & Performance

The Combined Authority considered a report of the Director, Corporate Services which provided an update on corporate performance including progress against corporate plan priorities and risk management.

Members noted the summary of the performance against the key performance indicators and strategic organisational risks which were provided in Appendix 1.

In respect of the revenue budget position 2020/21, the Authority had considered a separate report on the agenda which provided full information on the revenue budgets for 2020/21 and 2021/22.

Resolved: That the information provided on corporate performance be noted.

90. European Structural and Investment Funds (ESIF) – Sustainable Urban Development (SUD)

The Combined Authority considered a report of the Director, Corporate Services on the European Structural and Investment Funds (ESIF) – Sustainable Urban Development (SUD).

It was reported that the Investment Committee had considered the detail and endorsed the advice and decision provided in the two full assessment forms which were attached as Exempt Appendices 2 and 3.

In its role as the Intermediate Body (IB), the Combined Authority discussed and agreed the recommendations and advice provided in the exempt appendices. Members raised the importance of the flood risk authorities being involved in the assessment of the Erringden Hillside Flood Alleviation Scheme. Confirmation of this would be sought and Members' comments reflected in the assessment. The Ministry of Housing, Communities and Local Government (MHCLG), as Managing Authority (MA), will finalise its assessment and make its decision based on a reconciliation to the available budget.

Resolved: That the Combined Authority, in its role as the Intermediate Body for the SUD part of the ESIF programme, approves the advice included in the full assessment forms at part 2 of exempt Appendices 2 and 3 to allow the Managing Authority to now issue a funding agreement subject to the proposed conditions set out in the full assessments being fully met.

91. Minutes for Information

The Combined Authority noted the minutes of the committees and panels that have been published on the West Yorkshire Combined Authority's website since the last meeting.

Resolved: That the minutes of the Combined Authority's committees and panels be noted.

This page is intentionally left blank

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD REMOTELY ON TUESDAY, 9 MARCH 2021**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Tim Swift MBE (Deputy Chair)	Calderdale Council
Councillor Andy D'Agorne (Substitute)	York Council
Councillor James Lewis	Leeds City Council
Councillor Stewart Golton	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Steven Leigh MBE	Calderdale Council
Roger Marsh OBE DL	Leeds City Region Local Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council

In attendance:

Councillor Kim Groves	Chair, Transport Committee
Councillor Peter Harrand	Chair, Overview & Scrutiny Committee
Dr Declan Hall	Independent Remuneration Panel
Ben Still	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Ian Smyth	West Yorkshire Combined Authority
Sarah Bowes	West Yorkshire Combined Authority
Alexander Clarke	West Yorkshire Combined Authority
Khaled Berroum	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

92. Chair's Comments

On behalf of the Combined Authority, the Chair congratulated Councillor James Lewis on becoming Leader of Leeds City Council and welcomed him to the meeting.

93. Apologies for Absence

Apologies for absence were received from Councillor Keith Aspden.

94. Declarations of Disclosable Pecuniary Interests

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

95. Exclusion of the Press and Public

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

96. Minutes of the Meeting of the Combined Authority held on 4 February 2021

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 4 February 2021 be approved.

97. Covid-19 and Economic Recovery

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on COVID-19 and Economic Recovery.

The report provided an update on the work being undertaken to support the region to respond to COVID-19 and the development of products and services in response to the economic impacts of the pandemic.

Members discussed and noted the implications of the recent Budget which had included additional business support measures and welcomed the announcement that the UK's first infrastructure bank will be based in Leeds.

The Authority discussed and endorsed the Economic Recovery Plan attached at Appendix 1 which had been refreshed in light of the further impacts the pandemic had had on the economy. The update included the addition of a fifth proposition on Culture and Creative Industries which had been developed in partnership with culture leads across local authorities and details were attached at Appendix 2. It was noted that a summary version of the Economic Recovery Plan will also be produced.

It was noted that because no direct Government funding had yet been allocated to the Combined Authority to deliver the Economic Recovery Plan, the Authority had previously approved gainshare funding to support immediate priority recovery programmes. Members considered an additional three proposals which were aimed at creating jobs and new businesses which were outlined in the report – Entrepreneurship, Net Zero Carbon Pipeline and Health Innovation. The Authority supported the programmes in principle and Members discussed the proposal for approval to be given to the Investment Committee for programmes to pass through Decision Point 2, totalling no more than the £7 million revenue that remains unallocated from the Combined Authority's 2020-21 gainshare allocation. It was reported that this would enable the programmes to be implemented without delay in the context of the pandemic, and Members were advised that all of the proposals are consistent with the themes set out in the Covid Economic Recovery Plan, the draft West Yorkshire Investment Strategy priorities and will be subject to the Combined Authority's Assurance Framework as appropriate.

Resolved:

- (a) That the Combined Authority supports in principle the programmes outlined in the submitted report.
- (b) That the Combined Authority delegates to the Investment Committee the approval for programmes to pass through Decision Point 2, totalling no more than the £7 million revenue that remains unallocated from the Combined Authority's 2020-21 gainshare allocation.
- (c) That the Combined Authority endorses the redrafted West Yorkshire Economic Recovery Plan, as contained in Appendix 1 and the related Culture and Creative Industries proposition, as contained in Appendix 2.
- (d) That progress on the delivery of products and services in response to the economic impacts of the pandemic be noted.

98. The Single Investment Fund and the West Yorkshire Investment Strategy

The Combined Authority considered a report of the Director, Policy, Strategy and Communications and Director, Corporate Services on the Single Investment Fund and the West Yorkshire Investment Strategy.

It was noted that the Authority was required to create a Single Investment Fund (SIF) as part of the devolution deal for West Yorkshire. The report provided an update on progress made in the development of the SIF and the design of a new West Yorkshire Investment Strategy (WYIS) which outlines the funding priorities for the SIF. This will facilitate the creation of an ambitious set of projects and programmes, based on core objectives to achieve far reaching outcomes in carbon reduction, inclusive growth and the reduction of inequality, connectivity and infrastructure.

It was reported that the high level operating principles of the SIF had previously been agreed by the Authority on 27 July 2020 and these were attached at Appendix 1 and further detail on the draft investment priorities of the WYIS was attached at Appendix 2.

The Authority considered and endorsed the proposed approach to the SIF, the design of the West Yorkshire Investment Strategy and the proposed next steps which were detailed in the report. Further work would be undertaken to complete the Investment Strategy and this would be brought to a future meeting.

Resolved: That the approach to the Single Investment Fund (SIF), the design of the West Yorkshire Investment Strategy (WYIS) and the proposed next steps be endorsed.

99. West Yorkshire Business Accelerator Fund

The Combined Authority considered a report of the Director, Economic Services on the West Yorkshire Business Accelerator Fund (WYBAF).

The Authority considered the proposed business case for the creation of a West Yorkshire Business Accelerator Fund (WYBAF), a new business loan facility to help deliver revenue, business growth and job creation in light of the COVID-19 pandemic.

It was reported that the LEP Board had supported the project to create a successor to the Growing Places Fund (GPF) using the returned GPF loans of c.£17 million, as core funding for the new loans.

Members discussed the proposed business case and noted the intention for the fund to be self-sustaining with initial modelling based on a ten year fund. It was agreed that up to £100,000 from the GPF development funding be approved for the establishment of a Business Accelerator Fund. This would be for external legal and tax consultants and specialist consultants to specify the fund, develop the business case, prepare for the governance, recruit the necessary resources and procure. This will go through the Assurance Framework and be brought to the Combined Authority for final approval.

A specialist Financial Conduct Authority (FCA) regulated Fund Manager would need to be appointed for an initial three year period and appropriate decision making and delegations would need to be put in place by the Authority.

Resolved: That up to £100,000 from the Growing Places Fund development funding be approved to expedite the establishment of a Business Accelerator Fund, for external legal and tax consultants and specialist consultants to specify the fund, develop the business case, prepare for the governance, recruit the necessary resources and that the Fund will go through the Assurance Framework and Combined Authority for final approval.

100. Carbon Impact Assessment

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Carbon Impact Assessment.

The report provided an update on progress in the development of a carbon impact assessment methodology to allow the impact of proposals on carbon emissions to be considered in decision making.

The project is divided into five phases and these were outlined in the report. Members were advised that the project was now part way through the assessment of existing projects (those currently going through the assurance process) and detailed recommendations for how carbon impact should be considered at different stages in the assurance process have been received from the consultants. The methodology for carbon impact assessment has been developed and is likely to be refined further as it is used to assess existing projects.

The importance of collaborative working with partners was highlighted and it was noted that discussions and briefings have been held with Leaders, portfolio holders and officers from partner councils.

Resolved: That the report be noted.

101. Inclusive Growth Framework

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Inclusive Growth Framework.

Members discussed the draft Inclusive Growth Framework, which was attached at Appendix 1 and noted the working draft data set attached at Appendix 2. The draft Framework had been developed through discussion and engagement with public, private and third sector stakeholders and had also informed the development of the West Yorkshire Economic and Transport Recovery Plans.

The importance of involving and working with the private sector was highlighted and it was reported that the LEP Board had endorsed the Inclusive Growth Framework for adoption as part of the wider Strategic Economic Framework. The LEP Board had also considered, in principle, 'early win' inclusive growth related interventions, noting that any future funding decisions would rest with the Combined Authority. A pipeline of potential interventions to drive inclusive growth in the region will be considered in a future report.

Resolved: That the Inclusive Growth Framework be adopted as part of the overall Strategic Economic Framework.

102. Employment & Skills Plan Refresh

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Employment and Skills Framework.

The report provided an overview on the work being done to refresh the Employment and Skills Plan and summarised the key components. The strategic context, evidence base and objectives were provided in Appendix 1. Members discussed and endorsed the proposal for the revised Employment and Skills priorities and indicative actions to be published as a Framework, as part of the Strategic Economic Framework. This would set out the strategic aims of the Leeds City Region whilst allowing flexibility to produce further detail within specific plans.

The framework will be published later this year, following the Mayoral election.

Resolved: That the publication of the Employment and Skills Framework as part of the Strategic Economic Framework be endorsed.

103. Innovation Framework

The Combined Authority considered a report of the Director, Policy, Strategy and Communications on the Innovation Framework being developed as part of the Strategic Economic Framework.

A copy of the draft Leeds City Region Innovation Framework which builds on the work carried out for the Local Industrial Strategy was attached at

Appendix 1. Public consultation on the Framework had taken place via the YourVoice platform and there had also been significant additional input from members of the West Yorkshire Innovation Network, Business Innovation & Growth Panel and the LEP Board.

Members discussed and endorsed the draft which will provide a new framework for activity and investment in innovation in the region in order drive economic growth and societal benefit around a shared set of ambitions.

Resolved: That the Combined Authority endorses and approves the overarching vision and priorities of the innovation framework and its positioning as part of the Strategic Economic Framework.

104. MCA Preparations - governance arrangements

The Combined Authority considered a report of the Director, Corporate Services on MCA preparations.

The report provided an update on work in relation to the governance arrangements for the Combined Authority as a mayoral combined authority (MCA).

Members considered the proposal that the Combined Authority adopt a formal Constitution to provide a robust and integrated governance framework. Details were outlined in the report and an indicative outline of the Constitution was attached at Appendix 1. It was noted that key arrangements for the Mayor will need to be in place at the start of the Mayor's term of office on 10 May 2021 and therefore there will be a phased approach to adopting the new Constitution.

Members considered key draft constitutional documents for the MCA's decision-making arrangements which were attached at Appendices 2-5. It was noted that these may be subject to revision as other elements of the new Constitution are developed and it was agreed that authority be delegated to the Head of Legal and Governance Services to make any further technical amendments. Arrangements for PCC functions are currently being developed and these will be brought to the next meeting.

The Constitution will be considered as a whole at the Combined Authority's Annual Meeting in June 2021.

Resolved:

- (a) That the Combined Authority notes that arrangements are being put in place for decision-making relating to new Non-Mayoral Functions.
- (b) That the Combined Authority notes the timeline set out in paragraph 2 of the report for approving revised governance documents for the MCA.
- (c) That the Combined Authority approves the governance documents attached as Appendices 2-5 to the report to be of effect from 10 May

2021, and authority be delegated to the Head of Legal and Governance Services to make any further technical amendments to these documents, should these be required as the Constitution is developed.

105. Future Scrutiny Arrangements

The Combined Authority considered a report of the Director, Corporate Services on a proposal for new and improved scrutiny arrangements for the mayoral combined authority.

Members discussed the proposal to increase the number of overview and scrutiny committees from one to three to cover corporate, economic and transport scrutiny. Councillor Harrand, Chair of the Overview & Scrutiny Committee advised that the Overview & Scrutiny Committee had reviewed scrutiny arrangements and a working group had been established to provide input and had made recommendations regarding a new governance structure and scrutiny arrangements which differed from the proposals in the report.

The Authority discussed the Overview & Scrutiny Committee's original recommendation and advice outlined in Appendix 1 and considered a proposal to replace the existing scrutiny arrangements with three overview and scrutiny committees to cover corporate, economic and transport scrutiny. As an MCA, it was considered important to increase scrutiny and involve more members to broaden the engagement and each Committee would comprise of 16 members, increasing the number of scrutiny members from 18 to 48.

Due to the proposed change in the scrutiny structure, terms of reference and membership numbers, it was agreed that an Independent Remuneration Panel (IRP) be convened to reassess the level of allowances paid to Combined Authority scrutiny chairs and members. A report would be brought to the next meeting.

It was noted that additional staff resource will be required to support the enhanced scrutiny structure and it was agreed that initially an additional support officer be appointed although this would be considered further as part of a review of the new structure to take place 6 months after the annual meeting.

The Authority thanked the Overview & Scrutiny Committee and the working group for their review of scrutiny arrangements.

Resolved:

- (a) That the work undertaken by the Overview and Scrutiny Committee in reviewing scrutiny arrangements and the Committee's original recommendation and advice, as outlined in Appendix 1, be noted.
- (b) That the Combined Authority approves the proposal to replace the existing scrutiny arrangements with three overview and scrutiny committees, each consisting of 16 members (3 from each West

Yorkshire constituent authority and 1 from the non-constituent authority York), and asks officers to progress developing governance arrangements to enable such appointments to be made at the annual meeting on 24 June 2021 as outlined in paragraphs 2.6 – 2.11 of the report.

- (c) That the Combined Authority approves the convening of an Independent Remuneration Panel to reassess the allowances to be paid to scrutiny chairs and members as outlined in paragraph 2.9 of the report.
- (d) That the Combined Authority approves the additional investment into the scrutiny function including additional staff resource and other potential associated costs as outlined in section 5 of the report.

106. Governance Arrangements

The Combined Authority considered a report of the Director, Corporate Services on governance arrangements.

Leeds City Council – Appointments

It was noted that Leeds City Council had advised of the following changes in their appointments to the Combined Authority:

- Councillor James Lewis to replace Baroness Judith Blake as the Combined Authority member.
- Councillor Debra Coupar to replace Councillor James Lewis as the substitute Combined Authority member.
- Councillor Helen Hayden to replace Councillor Lisa Mulherin as the ex-officio member of the West Yorkshire & York Investment Committee.

Notification had also been received for a change in Leeds City Council's nomination to the Place Panel, and the Authority agreed the appointment of Councillor Helen Hayden to the Place Panel.

Employment & Skills Panel – Advisory Membership

It was reported that at its meeting held on 24 February 2021, the LEP Board had considered and recommended to the Authority, the appointment of a non-voting advisory representative from the TUC to the Employment & Skills Panel. The Authority approved this appointment.

Governance & Audit Committee

The Authority noted the resignation of Andy Clayton, the independent member and current Chair of the Governance & Audit Committee. It was agreed that the Head of Legal & Governance Services be authorised to commence recruitment arrangements for the vacant position. It was noted that there was one remaining meeting scheduled in the current municipal year and it would be necessary for a current member of the Governance & Audit Committee to act as interim chair for that meeting.

Resolved:

- (a) That the Combined Authority notes Leeds City Council's change in appointments to the Combined Authority and the West Yorkshire & York Investment Committee as detailed in paragraphs 2.1 and 2.2 of the report.
- (b) That the Combined Authority approves the appointment of Councillor Helen Hayden to the Place Panel.
- (c) That the Combined Authority approves the appointment of a non-voting advisory representative from the TUC to the Employment & Skills Panel.
- (d) That the Combined Authority notes the resignation of Andy Clayton, independent member of the Governance & Audit Committee and the arising vacancy for both a member and chair.
- (e) That the Combined Authority authorises the Head of Legal & Governance Services to progress recruitment and appointment arrangements to the current independent member vacancy on the Governance & Audit Committee.
- (f) That, in respect of any future in-year vacancies, the Combined Authority delegates arrangements for convening an interview panel and making subsequent recommendations to the Authority to the Head of Legal & Governance Services.
- (g) That a current member of the Governance & Audit Committee acts as interim chair for the remaining meeting of the current municipal year.

107. Independent Remuneration Panel – West Yorkshire Mayor's Allowance

The Combined Authority considered a report of the Director, Corporate Services on the report of the Independent Remuneration Panel in respect of the remuneration of West Yorkshire Combined Authority's Mayor.

Councillor Stewart Golton took no part in discussion of this item as he was the Liberal Democrat candidate for the role of West Yorkshire Mayor.

It was noted that the WYCA (Election of Mayor and Functions) Order 2021 specifies that a remuneration must be determined for the West Yorkshire Mayor and in setting this, the Combined Authority must consider a report by an independent remuneration panel (IRP).

The IRP review was undertaken in February 2021 by a Panel of three members, headed by Dr Declan Hall who was in attendance at the meeting to present the IRP's report which was attached at Appendix 1. The IRP recommended that the remuneration of the West Yorkshire elected Mayor be set at £105,000 and that it be indexed linked to the NJC index, namely the percentage annual cost of living salary increase as applied each year to

staff. It was noted that the allowance paid by the Combined Authority should not exceed the amount specified in the recommendation of the IRP.

Dr Hall was thanked for chairing the review and attending the meeting.

Resolved:

- (a) That the report of the Independent Remuneration Panel be noted.
- (b) That the recommendations of the Independent Remuneration Panel's report in respect of remuneration for the West Yorkshire Mayor, including indexation, attached at Appendix 1, be approved.

108. Minutes for Information

The Combined Authority noted the minutes of the committees and panels that have been published on the West Yorkshire Combined Authority's website since the last meeting.

Resolved: That the minutes of the Combined Authority's committees and panels be noted.