

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 28 JUNE 2018 AT COMMITTEE ROOM A -
WELLINGTON HOUSE, LEEDS**

Present:

Councillor Susan Hinchcliffe (Chair)	Bradford Council
Councillor Peter Box CBE	Wakefield Council
Councillor Stewart Golton	Leeds City Council
Councillor David Hall	Kirklees Council
Councillor James Lewis (Substitute)	Leeds City Council
Roger Marsh OBE	Leeds City Region Enterprise Partnership
Councillor Shabir Pandor	Kirklees Council
Councillor John Pennington	Bradford Council
Councillor Andrew Waller	City of York Council
Councillor Barry Collins (Substitute)	Calderdale Council

In attendance:

Councillor Kim Groves	Incoming Chair, Transport Committee
Councillor Keith Wakefield OBE	Outgoing Chair, Transport Committee
Ben Still	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority
Ruth Chaplin	West Yorkshire Combined Authority

1. Membership of the West Yorkshire Combined Authority

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

- The appointment of members and substitute members to the West Yorkshire Combined Authority (the Combined Authority), by the constituent councils (West Yorkshire councils) and the non-constituent council (the City of York Council).
- The appointment of the Leeds City Region Local Enterprise Partnership Combined Authority Member ('the LEP Member') and substitute LEP Member to the Combined Authority.
- Granting of voting rights to the Combined Authority Member appointed by the non-constituent council (the City of York Council) and to the LEP Member, and their substitutes.



Resolved:

- (a) That the members of the Combined Authority and their substitutes appointed by the constituent councils and the non-constituent council (the City of York Council) as set out in the appendix to the report be noted.
- (b) That Roger Marsh be appointed as the LEP Member of the Combined Authority and Bob Cryan as substitute LEP Member, to act in the absence of the LEP Member.
- (c) That the LEP Member and the member of the Combined Authority appointed by the non-constituent council (City of York Council) may vote at any meetings of the Combined Authority (including any committee or sub-committee to which those members are appointed) on any decision, subject to the following exceptions:-
 - Budget and levy setting.
 - The adoption of any implementation plans appended to the West Yorkshire Transport Strategy 2040 which relate specifically to the combined area (that is, West Yorkshire).
- (d) That the substitutes for the LEP Member and the member of the Combined Authority appointed by the non-constituent council (City of York Council) may exercise the voting rights granted to the LEP Member and the member of the Combined Authority appointed by the non-constituent council (the City of York Council) when acting in the absence of their respective member.

2. Appointment of the Chair and Vice Chair

Members were asked to consider nominations for the positions of Chair and Vice Chair of the West Yorkshire Combined Authority (Combined Authority) for the municipal year 2017/18.

Councillor Susan Hinchcliffe was proposed and seconded for the position of Chair and Councillor Tim Swift was proposed and seconded for the position of Vice Chair.

Resolved:

- (a) That Councillor Susan Hinchcliffe be appointed as Chair of the Combined Authority.
- (b) That Councillor Tim Swift be appointed as Vice Chair of the Combined Authority.

3. Apologies for Absence

Apologies for absence were received from Councillors Judith Blake and Tim Swift.

A handwritten signature in black ink, appearing to be 'SKA' or similar, located in the bottom right corner of the page.

4. Declarations of Disclosable Pecuniary Interests

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

5. Exempt Information - Possible Exclusion of the Press and Public

Resolved: That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 9 to Agenda Item 16 and Appendices 1,2,3,4 and 5 to Agenda Item 20 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.

6. Minutes of the Meeting of the Combined Authority held on 10 May 2018

Further to minute 134, draft minutes of the Transport Committee held on 16 March 2018, members discussed rail performance issues in the north following the timetable changes in May 2018.

It was reported that Northern had introduced an emergency timetable which would run until the end of July. The Combined Authority expressed their deep concern about the severe effect the disruptions were having on their constituents and the economy and asked what steps were being taken to ensure people would be compensated, and actions to avoid this happening again.

Members were advised that rail performance was one of the issues being discussed at a meeting of the Transport for the North (TfN) where the Combined Authority's concerns would be raised by Councillor Judith Blake who was their representative on the TfN Members' Board. Members stressed that the situation must continue to be monitored by the Combined Authority and Transport Committee, in particular that the Combined Authority continue to press TfN for a full compensation arrangement for passengers, and that details of compensation be widely communicated.

It was noted that Councillor Blake was also leading a review with Jo Johnson, Minister of State for Transport, on the lessons to be learnt in respect of the timetable issues and the findings and recommendations would be reported to a future meeting.

Resolved: That the minutes of the meeting of the West Yorkshire Combined Authority held on 10 May 2018 be approved and signed by the Chair.

7. Announcements

The Chair paid tribute to Councillor Keith Wakefield who as former Leader of Leeds City Council, had been instrumental in establishing the Combined Authority and since 2015, as Chair of the Transport Committee.

A handwritten signature in black ink, appearing to be 'SKW', is located in the bottom right corner of the page.

In response Councillor Wakefield thanked members and officers of the Combined Authority for their support over the last 4 years and said he looked forward to continuing to be involved in a constructive role in employment and skills.

Members also welcomed Councillors Shabir Pandor and Stewart Golton who had previously been substitute members of the Combined Authority and Councillor Kim Groves who was the new Chair of the Transport Committee.

8. Committee Arrangements and Appointments

The Combined Authority considered a report of the Director of Resources in respect of committee arrangements and appointments:

- To appoint committees of the West Yorkshire Combined Authority (the Combined Authority).
- To appoint or co-opt members onto the Combined Authority's committees.
- To appoint the Chairs and Deputy Chairs of the Combined Authority's committees.
- To grant voting rights to some members of the Combined Authority's committees.
- To confirm the continuing appointment of Independent Persons.

The Chair thanked Roger Marsh who was stepping down as Chair of the Governance and Audit Committee and advised the meeting that the independent member, Andy Clayton, would take on the role. The Chair of the Inclusive Growth and Public Policy Panel would be Councillor Pandor and Councillor Swift would be Chair of the Place Panel.

Resolved:

- (a) That, in relation to appointment of committees –
- (i) That the following statutory committees be appointed on the terms of reference set out in the relevant Appendix attached to the submitted report:
 - Governance and Audit Committee (Appendix 1)
 - Overview and Scrutiny Committee (Appendix 2)
 - (ii) That the following committees be appointed, on the terms of reference set out in the relevant Appendix attached to the submitted report:
 - Transport Committee (Appendix 3)
 - West Yorkshire and York Investment Committee (Appendix 4)
 - Leeds City Region Partnership Committee (Appendix 5)



(iii) That the following advisory panels be appointed as advisory committees which also report to the LEP Board, on the terms of reference set out in the relevant Appendix attached to the submitted report:

- Business Innovation and Growth Panel (Appendix 6)
- Employment and Skills Panel (Appendix 7)
- Green Economy Panel (Appendix 8)
- Inclusive Growth and Public Policy Panel (Appendix 9)
- Place Panel (Appendix 10)

(b) That, in relation to the appointment of committee members –

(i) That in accordance with Section 17 Local Government and Housing Act 1989 the Combined Authority appoint the following of its members to:

- The Transport Committee and the West Yorkshire and York Investment Committee, as set out in Appendix 11 to the submitted report.
- The Leeds City Region Partnership Committee as follows:
 - each of the 5 Combined Authority Members singly appointed by each constituent council; and
 - the member of the Combined Authority appointed by the non-constituent council (the City of York Council).
- The Business Innovation and Growth Panel, Employment and Skills Panel, Green Economy Panel, Inclusive Growth and Public Policy Panel and the Place Panel as set out in Appendix 12 of the submitted report.

(ii) That the Combined Authority appoints its members to the Governance and Audit Committee, as set out in Appendix 11 to the submitted report, together with Andy Clayton as an independent member of the Governance and Audit Committee.

(iii) That the Combined Authority appoints members and substitutes to the Overview and Scrutiny Committee as set out in Appendix 11 of the submitted report.

(iv) That the Combined Authority co-opts members to:

- the Transport Committee as set out in Appendix 11;
- the West Yorkshire and York Investment Committee as set out in paragraph 2 of the submitted report;
- the advisory panels as set out in Appendix 12;



- the Leeds City Region Partnership Committee as set out in paragraph 2 of the submitted report, including a substitute for each member as set out in the submitted report.
- (c) That, in relation to voting rights for committee members, (in addition to each member of the Combined Authority on any relevant committee exercising one vote) –
- (i) It be noted that each member of a constituent council appointed to the Overview and Scrutiny Committee has one vote (and resolves that this may be exercised in their absence by their substitute).
 - (ii) That each member of the City of York Council co-opted to the Overview and Scrutiny Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee) and resolves that any such vote may be exercised in their absence by their substitute.
 - (iii) That the independent member of the Governance and Audit Committee will be a voting member of that committee.
 - (iv) That all co-opted members of the Leeds City Region Partnership Committee shall be voting members of that committee and resolves that a vote may be exercised by their absence by their substitute.
 - (v) That any constituent council member co-opted to the Transport Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee).
 - (vi) That any constituent council member of member of the City of York Council on the West Yorkshire and York Investment Committee shall be a voting member of that committee (and of any sub-committee to which they may be appointed by that committee).
 - (vii) That each of the following members appointed to the advisory panels set out in Appendix 12 shall be a voting member:
 - each member co-opted from a local authority; and
 - each private sector representative.
- (d) That the Combined Authority appoints:
- Chairs and Deputy Chairs to committees, as set out in paragraph 2.8 of the submitted report for the Leeds City Region Partnership Committee, and Appendices 11 and 12 in respect of other committees and panels; and

- the leader of the opposition position on Transport Committee, as set out in Appendix 11.
- (e) That Ian Brown and Carolyn Lord continue as Independent Persons available to act in relation to complaints concerning allegations of a breach of the Combined Authority's Members' Code of Conduct on the existing terms for remuneration, until the Combined Authority's annual meeting in 2019.

9. Representation on Outside Bodies

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

It was noted that a nomination to the Rail North Committee would be considered at the next meeting.

Resolved: That the appointments to the outside bodies for the municipal year 2018/19 as detailed in Appendix 1 to the submitted report be approved.

10. Governance Arrangements

The Combined Authority considered a report of the Director of Resources in respect of amendments to the Combined Authority's Standing Orders and related governance documents:

Resolved:

- (a) That the following Standing Orders as attached in the relevant appendices to the submitted report be approved:
- Procedure Standing Orders – Appendix 1
 - Access to Information Annex to Procedure Standing Orders – Appendix 2
 - Code of Practice for recording meetings – Appendix 3
 - Scrutiny Standing Orders – Appendix 4
 - Contracts Standing Orders – Appendix 5
 - Financial Regulations – Appendix 6
- (b) That the Members' Code of Conduct attached as Appendix 7 and the Procedure for Considering Complaints against Members attached at Appendix 8 to the submitted report be approved.

11. Corporate Governance Code and Framework

The Combined Authority considered a report of the Director of Resources in respect of a revised Corporate Governance Code and Framework and the Annual Governance Statement for inclusion in the annual statutory accounts.

Resolved:

- (a) That the revised Corporate Governance Code and Framework be approved.
- (b) That the Annual Governance Statement be endorsed.

12. Members' Allowances Scheme

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

Resolved: That the Members' Allowances Scheme, attached as Appendix 1 to the submitted report, be adopted for the municipal year 2018/19.

13. Officer Delegation Scheme

The Combined Authority considered a report of the Director of Resources in respect of the Combined Authority's Officer Delegation Scheme.

Resolved: That the Officer Delegation Scheme, attached as Appendix 1 to the submitted report, be approved.

14. Calendar of Meetings 2018/19

The Combined Authority considered a report of the Director of Resources setting out a proposed calendar of meetings for 2018/19.

Resolved:

- (a) That the dates of meetings for the LEP Board as agreed by the LEP Board at its annual meeting be noted.
- (b) That the calendar of meetings of the Combined Authority, its committees and sub-committees for 2018/19 as detailed in Appendix 1 to the submitted report be approved.

15. Capital Spending and Project Approvals

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

- Land Release Fund
- Leeds Integrated Station Masterplan
- Northgate House, Halifax
- Real Time Bus Information
- Ultra Low Emissions Vehicles (ULEV) taxi scheme

Details of the five schemes were provided in the submitted report and it was noted that these had been considered and recommended by the Investment



Committee for approval. In respect of real time bus information, it was reported that the Investment Committee had asked that consideration be given to rolling the scheme out across West Yorkshire if funding could be secured.

The Combined Authority also considered the following schemes which have had change requests which have been assessed in the line with the Combined Authority's Assurance Process and also been considered and recommended by the Investment Committee for approval:

- Harrogate Road New Line – junction improvement
- A65-A658 airport link road project

Consideration was also given to additional expenditure for Highways Maintenance Incentive funding and the Strategic Cycle Network project which was detailed in the submitted report.

Resolved:

(a) In respect of the Land Release Fund (LRF)

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

- (i) That the Land Release Fund (LRF) project proceeds through decision point 2 and work commences on activity 6 – delivery.
- (ii) That an approval to the total project value of £662,125 is given from the OPE Capital Grant fund with full approval to spend granted.
- (iii) That delivery costs of £662,000 are approved in order to progress the scheme to activity 6 – delivery, taking the total project approval to £662,125.
- (iv) That the Combined Authority enter into a funding agreement with Craven, Wakefield, Leeds and Selby Councils for expenditure of up to £493,750, £18,750, £130,875 and £18,750 respectively from the OPE Capital Grant Fund.
- (v) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the report.

(b) In respect of the Leeds Integrated Station Masterplan (LISM) project –

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

A handwritten signature in black ink, appearing to be 'S. J. Smith', is located in the bottom right corner of the page.

- (i) That the Leeds Integrated Station Masterplan project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project value of £6.32 million of which £5 million will be funded by the Combined Authority (to be funded from the Leeds Public Transport Investment Programme (LPTIP)), £320,000 from the LCR HS2 Growth Strategy and West Yorkshire plus Transport Fund and £1 million match funding from Network Rail, 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 up to £1 million are approved in order to progress the scheme to decision point 3 (outline business case).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(c) In respect of Northgate House, Halifax -

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

- (i) That the Northgate House project proceeds through decision point 2 and work commences on activity 4 (full business case).
- (ii) That an indicative approval from the Combined Authority of £3 million from the Local Growth Fund (previously a £1.3 million loan) is given 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 project value is £11.87 million.

(Note - £300,000 of this £3 million has already been paid to Calderdale Council as a loan).

- (iii) That approval be given to amend the terms of the funding agreement from an interest free loan to grant funding.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report which includes a Combined Authority approval at decision point 4 and at decision point 5 through a delegation to Combined Authority's Managing Director following a recommendation by Combined Authority's Programme

SKA

Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(d) In respect of Real Time Bus Information -

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

- (i) That the Real Time project proceeds through decision point 3 (outline business case) and work starts on activity 5 (full business case with finalised costs).
- (ii) That approval to the total indicative project value of £7.2 million from the LPTIP is given 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 approval be given for development costs of £1.74 million for the purchase and installation of the first 490 units and bus shelters with existing power supply along the core network (£1.64 million) and for funding a project manager (£100,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(e) In respect of the Ultra Low Emissions Vehicles (ULEV) taxi scheme -

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

- (i) That the ULEV Taxi Scheme project proceeds through decision point 4 and work commences on activity 5 (full business case with finalised costs).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.18 million which will be funded through £1.2 million from the LTP fund and £1.98 million from the OLEV grant is given 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 approval be given to the additional £200,000 development costs to allow advance site preparation tasks to commence, taking the total development costs for the project to £380,000.



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

- (f) In respect of Harrogate Road - New Line – junction improvement -

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

- (i) That the change request to the Harrogate Road New Line Junction Improvement project to increase the indicative approval to the Combined Authority's contribution to £6.765 million, which will be funded from the Transport Fund and is given 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 project value is £8.691 million (£6.765 million plus £1.926 million Bradford council section 106 monies) is approved.
- (ii) That the change request to the Harrogate Road New Line – Junction Improvement project to additional development costs of £585,000 in order to progress the scheme to decision point 5 (full business case with finalised costs) is approved.
- (iii) That the Combined Authority enters into an addendum of £585,000 to the existing funding agreement with the City of Bradford for expenditure of up to £1.885 million from the Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 (full business case with finalised costs) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

- (g) In respect of the A65-A658 airport link road project -

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

- (i) That the Change Request to A65-A658 airport link road project for additional development costs of £975,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total project approval to £1.785



million. This will be funded from the West Yorkshire plus Transport Fund.

- (ii) That the Combined Authority enter into an addendum for £975,000 to the existing funding agreement with Leeds City Council for total expenditure of up to £1.785 million.
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (h) In respect of Highways Maintenance Incentive funding, additional expenditure of £66,000 of the Highways Maintenance Incentive Funding, taking the total approval to £2.498 million to be funded from the Highways Maintenance Incentive funding award from the Department for Transport be approved.
- (i) In respect of the Strategic Cycle Network, additional expenditure of £86,000 on the Strategic Cycle Network project to be funded from the revenue grant award from the Department for Transport, taking the total expenditure approval to £186,000 be approved.

16. Further Capital Spend Proposals (following the 'Call for Projects')

The Combined Authority considered a report of the Director of Delivery which, following the call for projects in Autumn 2017, put forward proposals regarding progression of the following West Yorkshire Combined Authority supported projects, for funding through the West Yorkshire plus Transport Fund (Transport Fund) and Growth Deal, for consideration by the Investment Committee at stage 1 of the Combined Authority's assurance process.

- Institute for High Speed Railways and System Integration – Phase 1
- Leeds City Region Enterprise Zones Programme
- Leeds Inland Port
- Gateway to Huddersfield – Phase 1
- CityConnect Cycle City Ambition Programme (CCAG) Phase 1 & 2 extension
- Bradford City Centre Heritage Properties
- Halifax Living, Halifax
- Wakefield City Centre – South East Gateway
- Rail Park & Ride Programme – Phase 2
- York Central Kickstarter – Phase 1
- Leeds City Centre Package – change request

It was noted that in-principle support for the 11 projects listed above had been approved in February 2018 by the Combined Authority and the promoters had been invited to resubmit their expressions of interest and provide updated information.



A summary of the call for project submissions was attached at Appendix 1 and the background information on the Combined Authority's assurance framework through which each of the schemes are being approved was attached at Appendix 2. The Investment Committee had considered the benefits of the schemes at a workshop held on 5 June 2018 and the location maps for the projects were attached at Appendices 3-8.

It was noted that the York Central Kickstarter Phase 1 project was not seeking a recommendation at the present time although it may be resubmitted at a later stage in the programme.

It was reported that the Investment Committee had strongly supported the Leeds Inland Port scheme and had asked that opportunities be investigated in the other districts.

Resolved:

- (a) In order to allow these additional and accelerated Local Growth Fund benefits to be delivered on new jobs created and new homes completed, the Combined Authority approves that:
 - (i) The Local Growth Fund be over-programmed.
 - (ii) The Combined Authority agree to borrow to a maximum of £90 million (above currently agreed borrowing on the Transport Fund of circa £40 million to £50 million by March 2021, part of the £217 million already agreed as match within the £1 billion programme).
 - (iii) The above will be reviewed bi-annually dependent upon the progress of schemes / more accurate forecasting and will be implemented as phased expenditure to ensure borrowing limits and approvals are closely monitored. It is proposed that schemes achieve an approval at decision point 5 (full business case with costs) by 30 June 2020 at the latest.
 - (iv) In order to minimise the risk of over commitment, as schemes are developed and pass through the assurance process the phasing of schemes will be encouraged to ensure commitments are kept within the agreed borrowing cap.
- (b) In respect of the Institute for high speed railways and system integration -

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

- (i) That the Institute for High Speed Rail and System Integration scheme Phase 1 proceeds through decision point 2 and work commences on activity 4 (full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £11.44 million is given, which will be funded



through over-programming against the Local Growth 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 Phase 1 value is £22.88 million (The University of Leeds will contribute match funding of £11.44 million).

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

(c) In respect of Leeds City Region Enterprise Zones -

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

- (i) That the full Enterprise Zones programme proceeds through decision point 2 (case paper) and work commences on Activity 3 (outline business case) for all Enterprise Zones sites, with the exception of Leeds (Aire Valley) which will continue progressing through Activity 4 (full business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £45.044 million is given (which will be funded through £20 million from Local Growth Fund's existing approval, £24.939 million from over-programming against the Local Growth Fund, £75,000 of Department of Communities and Local Government Grant funding and £30,000 of other Combined Authority budget funding), with full approval to spend being granted once individual schemes have progressed through the assurance process to decision point 5 (full business case with finalised costs). The total programme value is £49.558 million.
- (iii) That development costs of up to £1.541 million are approved in order to progress the schemes within the programme to decision point 3 (outline business case) taking the total development cost approval up to £1.923 million. This will be funded from Local Growth Fund (£1.516 million) and the Department of Communities and Local Government Grant funding (£25,000).
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report. This will be subject to the programme remaining within the tolerances outlined in the submitted report.

(d) In respect of Leeds Inland Port -

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

- (i) That the Leeds Inland Port project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £3.17 million is given, which will be funded through over-programming against the Local Growth 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 project value is £3.37 million (Canal & Rivers Trust match funding of £200,000).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision points 3 and 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(e) In respect of Gateway to Huddersfield - Phase 1 -

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

- (i) That the Gateway to Huddersfield Phase 1 project proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £5.05 million is given, to be funded from over-programming against 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 value of this element of the project is £5.55 million (£500,000 contribution from Kirklees Council). The total forecast value of the project as a whole is £10.55 million (this incorporates the existing allocation within the West Yorkshire plus Transport Fund).
- (iii) That development costs of up to £115,000 are approved in order to progress the scheme to decision point 3 (outline business case), taking the total development cost approval to £165,000.
- (iv) That the West Yorkshire Combined Authority enter into a funding agreement with Kirklees Council for expenditure of up



to £115,000. This funding agreement will also acknowledge the existing £50,000 development funding approval.

- (v) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by the Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (f) In respect of the City Connect Cycle City Ambition Programme - Phase 1 & 2 extension -

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

- (i) That the City Connect Cycle City Ambition Programme – Phase 1 & 2 extension proceeds through decision point 2 and work commences on activity 3 outline business case for each of the projects within the programme.
- (ii) That an indicative approval to the total project value of £14.824 million is given of which £14.424 million will be funded by the Combined Authority with full approval to spend being granted once each of the projects within the programme have progressed through the assurance process to decision point 5 (full business case with finalised costs). The Combined Authority contribution will be funded from £12.053 million from over-programming against the West Yorkshire plus Transport Fund and £2.371 million from the existing City Connect programme funding from the Department for Transport.
- (iii) That development costs of up to £350,000 are approved in order to progress the projects within the programme to decision point 3 (outline business case) to be funded from over-programming against the West Yorkshire plus Transport Fund.
- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report including at decision point 3 (outline business case) through a delegation to the Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (g) In respect of the Bradford city centre heritage properties development scheme -



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

- (i) That the Bradford city centre heritage properties development scheme proceeds through decision point 2 and work commences on activity 3 (outline business case).
 - (ii) That an indicative approval to the Combined Authority's contribution of up to £7.4 million, which will be funded through over-programming against the Local Growth Fund, is given 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 project value is £31.602 million (private sector investment estimated at £24.202 million).
 - (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision point 5 (full business case with finalised costs). This will be subject to the scheme remaining within the tolerances outlined in the submitted report.
- (h) In respect of the Halifax Living programme (Phase 1) -

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

- (i) That the Halifax Living Programme (Phase 1) proceeds through decision point 2 and work commences on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority contribution to the programme of £764,000 is given to be funded from over-programming against the Local Growth 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). In addition, that an additional £797,000 of over-programming against the Local Growth Fund can be utilised to fund the land remediation element of the Beech Hill project (which will be considered as a separate business case at a later meeting) and subject to satisfactory progress through the assurance process.
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including through a delegation to the Combined Authority's Managing Director at decision point 5. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.



(i) In respect of Wakefield City Centre South East Gateway -

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

- (i) That the Wakefield City Centre South East Gateway project proceeds through decision point 2 and work commences on activity 3 (outline business case) or 4 (full business case) dependent on sufficient detail being available at submission stage.
- (ii) That an indicative approval to the total project value of £41.55 million is given, which includes a £6.505 million contribution from the Combined Authority to be funded from over-programming against the Local Growth 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).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including through a delegation to the Combined Authority's Managing Director at decision points 5, following a recommendation by the Combined Authority's Investment Committee or Programme Appraisal Team respectively. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

(j) In respect of the Rail Park & Ride Programme Phase 2 -

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

- (i) That the Rail Park & Ride Programme Phase 2 proceeds through decision point 2 and work on the individual schemes commences on activity 3 (outline business case).
- (ii) That an indicative approval to the total project delivery cost of £33.638 million is given which will be funded entirely by the Combined Authority (with £5 million from the Leeds Public Transport Investment Programme to fund works at New Pudsey rail station and £28.638 million from over-programming against the West Yorkshire plus Transport Fund) with full approval to spend being granted once individual projects have progressed through the assurance process to decision point 5 (full business case with finalised costs).
- (iii) That development costs of up to £2.016m are approved in order to progress the scheme to decision point 3 (outline business case) from over-programming against the West Yorkshire plus Transport Fund.



- (iv) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including the use of a delegation to the Combined Authority's Managing Director at decision points 3 and 5, following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

(k) In respect of the Leeds City Centre Package -

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

- (i) That the change request for Leeds City Centre Package (LCCP) to increase the funding contribution from the West Yorkshire plus Transport Fund from £36.5 million to £66.8 million is given indicative approval, that the LCCP package will now be delivered as four individual phases is approved and work continues on Activity 4 (full business case) for Phase 1 and on Activity 3 (outline business case) for Phases 2, 3 and 4.
- (ii) That the revised total package delivery cost of £149.8 million is noted of which indicative funding from the Combined Authority is £79.6 million. This will be funded from the West Yorkshire plus Transport Fund's original allocation (£36.5 million), over-programming against the West Yorkshire plus Transport Fund's requested as part of this report (£30.3 million) and Leeds Public Transport Investment programme (£12.8 million).
- (iii) That future approvals are made in accordance with the approval pathway and approval route outlined in the submitted report, including at decision point 5, which will be made through a delegation to Combined Authority's Managing Director following a recommendation by the Combined Authority's Programme Appraisal Team. This approval route will be subject to the scheme remaining within the tolerances outlined above.

17. Corporate Planning and Performance

The Combined Authority considered a report of the Director of Resources in respect of corporate planning and performance.

The report provided an update on corporate performance including progress against corporate priorities, risk management and budget position and an overview of work currently underway to review and revise internal governance procedures at the Combined Authority.

In respect of performance, the report set out some of the key highlights for the last municipal year and a final year end position for the 2017/18 Key Performance Indicators was attached at Appendix 1. Members noted the summaries provided at Appendices 2, 3 and 4 in respect of the Corporate

Risk Register, Final outturn 2017/18 budget and current spend to budget for 2018/19. In respect of the 2017/18 Budget Summary provided at Appendix 3, it was requested that a 'performance of spend against budget' column be added to the table.

The Combined Authority noted the update in respect of the internal governance review and the current senior management structures which were attached at Appendix 5. It was now considered appropriate to review the current officer decision making structures to ensure they are effective and fit for purpose and Members discussed the proposals which were outlined in the submitted report.

Resolved:

- (a) That the information on corporate performance be noted.
- (b) That the proposals for changes to the internal governance arrangements of the Combined Authority including that the senior leadership team meet with the Chairs of the Combined Authority and LEP Board on a quarterly basis to drive the strategic agenda of the organisation be endorsed.

18. Corporate Priorities

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

- Provided an update on the work underway on the Corporate Technology Programme.
- Sought approval for the progression of the intranet project through decision point 2.
- Put forward proposals for the progression of, and funding for, the head office accommodation project, in accordance with the recommendations of the Combined Authority's assurance process.

Resolved:

- (a) That the work underway to progress the corporate technology programme be noted.
- (b) In respect of the intranet project, the Combined Authority approves:
 - (i) That the intranet project proceeds through decision point 2 and commences work on activity 3 (outline business case).
 - (ii) That future approvals are made in accordance with the approval pathway and approval route set out in the case paper, including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by Combined Authority's Programme



Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the case paper.

- (c) In respect of the West Yorkshire Combined Authority head office accommodation project, the Combined Authority approves:
- (i) That the head office accommodation project proceeds through decision point 3 and work commences on activity 4 (full business case).
 - (ii) That an indicative approval to the forecast total project cost of £5.942 million is given. This will be funded entirely by the Combined Authority (from the approved budget for corporate projects), 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 £275,000 are approved in order to progress the scheme to decision point 5, taking the total development cost approval to £375,000.
 - (iv) That further spend of up to £127,000 on the previously awarded NEC3 Professional Services contract to NPS Property Consultants for design team services on the WYCA head office accommodation project, taking the total approved spend on this contract to £175,000 be approved.
 - (v) That future approvals are made in accordance with the approval pathway and approval route set out in the submitted report, including at decision point 5 through a delegation to the Combined Authority's Managing Director following a recommendation by Combined Authority's Programme Appraisal Team. This will be subject to the scheme remaining within the tolerances outlined in the submitted report.

19. Superfast Broadband West Yorkshire and York

The Combined Authority considered a report of the Interim Director of Policy and Strategy and the Director of Delivery which provided an update on progress of the funding bids and governance review on Superfast Broadband West Yorkshire and York.

It was noted that the Combined Authority had previously considered a report on future funding bids for a third phase of broadband infrastructure delivery across West Yorkshire and York including the use of Gainshare.

In respect of governance, it was noted that the Broadband Programme Board, together with Directors of Development have recommended that the Combined Authority remains the accountable body for the third phase of the broadband delivery programme and Leeds City Council remain the primary delivery partner. The existing partnership agreement for phase two is being reviewed and may require some amendments to bring the work of the

Programme Board in line with the Combined Authority's Contract Standing Orders and scheme of delegations.

Details of the funding bids which had been submitted and the next steps in respect of phase three were outlined in the report and it was noted that the Programme Board and Directors of Development have recommended that up to £1.7m Gainshare from Contract 1 is reinvested into a third contract, across the West Yorkshire and York geography.

Resolved:

- (a) That the Combined Authority notes progress with the governance review to date, approves the proposed governance structure for a future third phase of broadband as outlined in paras 2.8 - 2.9 of the submitted report and delegates to the Managing Director, in consultation with the Chair of the Combined Authority and Chair of the Local Enterprise Partnership, the finalisation of any future changes to the Partnership Agreement for Contract Two once discussions with partner councils have concluded.
- (b) That the use of up to £1.7 million Gainshare from the Phase One Investment Fund to support proposed Phase Three of the West Yorkshire and York broadband programme be endorsed.

20. Rail Station Legacy Projects - Final Accounts

The Combined Authority considered a report of the Director of Delivery on Rail Legacy Projects – Final Accounts which:

- Provided an update on the outcome of discussions with Network Rail on final accounts for the Kirkstall Forge, Apperley Bridge, Leeds Station Southern Entrance (LSSE) and Low Moor projects.
- Sought approvals of relevant budget allocations and virements in relation to the proposed final accounts and payment(s) to Network Rail for Kirkstall Forge, Apperley Bridge and LSSE and to delegate authority to the Managing Director, in conjunction with the Chair of the Combined Authority, to conclude final account discussions and payments on Low Moor.

The report provided information on the final account discussions with Network Rail and members considered the information provided in the exempt appendices 1-5 which were attached to the submitted report. It was noted that cost overruns on all four projects were experienced and the quantum of costs payable by the Combined Authority have now been established and agreed in principle with Network Rail for Kirkstall Forge, Apperley Bridge and LSSE. Members welcomed the positive resolution to this matter and thanked officers for their work and delivery of these stations. In respect of Low Moor, discussions were continuing and it was proposed that the finalisation of this account and payment to Network Rail within the maximum funding envelope outlined in Appendix 1 be delegated to the Combined Authority's Managing Director.

Resolved:

- (a) That the proposed final account and payment(s) with Network Rail for Kirkstall Forge and Apperley Bridge outlined in Appendix 2 and 3 to the submitted report be approved, subject to receipt in writing of Network Rail's acceptance of the terms.
- (b) That the final account and payment(s) with Network Rail for LSSE outlined in Appendix 4 to the submitted report be approved, subject to receipt in writing of Network Rail's acceptance of the terms.
- (c) That the current status of discussions with Network Rail on Low Moor and the potential budget implications be noted and that authority be delegated to the Managing Director, in conjunction with the Chair of the Combined Authority, to conclude final account discussions and make the relevant payment(s) within the funding approval detailed in Appendix 1 of the submitted report, subject to receipt in writing of Network Rail's acceptance of the terms.
- (d) That the budget allocations and virements detailed in Appendix 1 of the submitted report be approved.

21. Draft minutes of the Green Economy Panel held on 17 April 2018

Resolved: That the draft minutes of the Green Economy Panel held on 17 April 2018 be noted.

22. Minutes of the West Yorkshire and York Investment Committee held on 18 April 2018

Resolved: That the minutes of the West Yorkshire and York Investment Committee held on 18 April 2018 be noted.

23. Draft Minutes of the Land and Assets Panel held on 20 April 2018

Resolved: That the draft minutes of the Land and Assets Panel held on 20 April 2018 be noted.

24. Draft Minutes of the Business Innovation and Growth Panel held on 24 May 2018

Resolved: That the draft minutes of the Business Innovation and Growth Panel held on 24 May 2018 be noted.

25. Draft Minutes of the Transport Committee held on 25 May 2018

Resolved: That the draft minutes of the Transport Committee held on 25 May 2018 be noted.

A handwritten signature in black ink, appearing to be 'S. K. A.', located in the bottom right corner of the page.

26. Draft Minutes of the Employment and Skills Panel held on 1 June 2018

Resolved: That the draft minutes of the Employment and Skills Panel held on 1 June 2018 be noted.

27. Draft Minutes of the West Yorkshire and York Investment Committee held on 5 June 2018

Resolved: That the draft minutes of the West Yorkshire and York Investment Committee held on 5 June 2018 be noted.

Sheldene