

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

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**Present:**

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

**In attendance:**

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

**101. Apologies for Absence**

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

**102. Declarations of Disclosable Pecuniary Interests**


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

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

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

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

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



## **105. Transforming Cities Fund**

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

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

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

### **Resolved:**

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

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

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

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

### **Resolved:**

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



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

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

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

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

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

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

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

#### **Resolved:**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Resolved:**

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



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

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

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

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

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

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

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

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

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

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

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

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

**Resolved:**

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

**111. Gender Pay Gap**

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

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

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

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

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

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

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

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

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

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

### **Resolved:**

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

## **113. Devolution**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**119. Chair's Comments**

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

