

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 20 JUNE 2024 AT COMMITTEE ROOM 1,
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

Present:

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Susan Hinchcliffe	Bradford Council
Councillor Jane Scullion	Calderdale Council
Councillor Habiban Zaman (Substitute)	Kirklees Council
Councillor James Lewis	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Sue Holdsworth	Calderdale Council
Councillor Carole Pattison	Kirklees Council
Councillor Alan Lamb	Leeds City Council
Mandy Ridyard	West Yorkshire Business Board
Councillor Peter Kilbane (Substitute)	City of York Council

In attendance:

Ben Still (Chief Executive)	West Yorkshire Combined Authority
Alan Reiss (Chief Operating Officer)	West Yorkshire Combined Authority
Simon Warburton (Executive Director)	West Yorkshire Combined Authority
Dave Haskins (Director)	West Yorkshire Combined Authority
Liz Hunter (Director)	West Yorkshire Combined Authority
Felix Kumi-Ampofo (Director)	West Yorkshire Combined Authority
Angela Taylor (Director)	West Yorkshire Combined Authority
Caroline Norreys (Assistant Director)	West Yorkshire Combined Authority
Myles Larrington (Officer)	West Yorkshire Combined Authority

1. Membership of the Combined Authority

The Chair commenced the proceedings by welcoming everyone to the first Combined Authority meeting of the second mayoral term. The Chair introduced several new members, Cllr Habiban Zaman (substitute for Cllr Cathy Scott), Cllr Carole Pattison (Labour political balance member), and Cllr Peter Kilbane (substitute for Cllr Claire Douglas).

The Combined Authority considered a report on the appointments and voting rights of members to the Combined Authority. Officers introduced the report, detailing the Mayor and Deputy Mayor's positions, political balance requirements and the voting rights of certain members and their substitutes.

Resolved:

(a) That the following actions as set out in Appendix 1 to the report be noted :

- (i) The position of Mayor as Chair of the Combined Authority by virtue of that office,
- (ii) The ongoing appointment of the Deputy Mayor by the Mayor,
- (iii) The appointment of Constituent Combined Authority Members and their Substitutes by the Constituent Councils and
- (iv) The appointment of the Non-Constituent Council Member and Substitute by York City Council

(b) That Mandy Ridyard be appointed as the West Yorkshire Business Board (WYBB) Member of the Combined Authority, (formerly known as the Local Enterprise Partnership (LEP)), and Asma Iqbal as substitute WYBB Member to act in the absence of the WYBB Member.

(c) That the Non-Constituent Council Combined Authority Member may exercise one vote at any Combined Authority meeting (including any decision-making committee or sub-committee to which the Non-Constituent Council Combined Authority Member is appointed) only in respect of any decision which gives rise to a direct and significant financial liability for the Non-Constituent Council.

(d) That the Substitute Non-Constituent Council Combined Authority Member may exercise the voting rights granted to the Non-Constituent Council Combined Authority Member when acting in the absence of the Non-Constituent Council Member.

(e) That the WYBB Member may vote at any meeting of the Combined Authority (including any committee or sub-committee to which the WYBB Member was appointed) on any decision, except in matters pertaining to budget and levy setting, as well as the adoption of implementation plans attached to the Local Transport Plan specific to the Combined Authority's area, namely West Yorkshire.

(f) That the Substitute WYBB Member may exercise the voting rights granted to the WYBB Member when acting in the absence of the WYBB Member.

2. Apologies for Absence

Apologies for absence were received from Cllrs Cathy Scott (Kirklees Council) and Claire Douglas (York Council). Cllrs Habiban Zaman (Kirklees Council) and Peter Kilbane (York Council) were in attendance as substitutes.

3. Declarations of Disclosable Pecuniary Interests

There were no declarations of pecuniary interests at the meeting.

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

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

5. Minutes of the Meeting of the Combined Authority held on 14 March 2024

Resolved: That the minutes of the meeting of the Combined Authority held on 14 March 2024 were approved as a correct record.

6. Mayor's Update

The Chair remarked that it was the first Combined Authority meeting of her second mayoral term. She noted the pre-election period and commented that due to this several decisions had been deferred to the July meeting. The Chair expressed her pride in the role and highlighted the collective goal of improving life for West Yorkshire residents, the achievements with local partners and the commitment to new initiatives such as tackling street violence, affordable housing and economic growth. She also emphasised the importance of inclusive growth, skills enhancement and looked forward to continued collaboration with regional mayors.

7. Committee Arrangements and Appointments

The Combined Authority considered a report which sought to appoint committees, members, Chairs, and Deputy Chairs, the granting of voting rights and confirmation of Independent Persons. The report recommended the establishment and appointments for various committees, the merging of certain committees, granting voting rights, and confirming the continuation of Independent Persons' roles.

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 report:

- Governance and Audit Committee (Appendix 1)
- Scrutiny Committee (Appendix 2).

(ii) That the following decision-making committees be appointed, on the terms of reference set out in the relevant Appendix:

- Business, Economy, and Innovation Committee (Appendix 3),
- Climate, Energy, and Environment Committee (Appendix 4),
- Culture, Heritage, and Sport Committee (Appendix 5),
- Employment and Skills Committee (Appendix 6),
- Finance, Resources, and Corporate Committee (Appendix 7),

- Place, Regeneration, and Housing Committee (Appendix 8),
 - Transport Committee (Appendix 9).
- (iii) That the proposal to merge the Business, Economy and Innovation Committee and the Employment and Skills Committee to provide for a new Economy Committee be agreed in principle and that the next steps as set out in the report be noted.
- (iv) That the arrangements made by the Mayor and Chief Constable of West Yorkshire for the Joint Independent Audit Committee be noted.
- (b) That, in relation to the appointment of committee members -
- (i) The Combined Authority appoints its members to the Governance and Audit Committee, as set out in Appendix 10 to the submitted report, together with Debbie Simpson as an independent member of the Governance and Audit Committee for this municipal year.
- (ii) The Combined Authority notes that, in line with their previous delegation, the Assistant Director Legal, Governance & Compliance will progress recruitment to the independent member vacancy on the Governance and Audit Committee, including convening an interview panel to make recommendations to a subsequent meeting of the Authority.
- (iii) The Combined Authority approves the recruitment of a third independent member to the Governance and Audit Committee and notes that the Assistant Director Legal, Governance & Compliance will progress recruitment in line with the existing delegation.
- (iv) The Combined Authority appoints Jocelyn Manners-Armstrong as an independent member of the Finance, Resources, and Corporate Committee for this municipal year.
- (v) The Combined Authority appoints Combined Authority Members as set out in Appendix 10 to the submitted report, to each of the decision-making committees.
- (vi) That the Combined Authority appoints members as set out in Appendix 10 to the submitted report to the scrutiny committee.
- (vii) That the Combined Authority co-opts members to committees of the Combined Authority as set out in Appendix 10 to the submitted report.
- (c) That in relation to voting right for committee members (in addition to any Combined Authority Member on the committee exercising one vote)
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- (i) That any Independent Member of the Governance and Audit Committee shall be a voting member of that committee.

- (ii) That any Independent Member of the Finance, Resources, and Corporate Committee shall be a voting member of that committee.
- (iii) That it be noted that any member of a Constituent Council appointed to an overview and scrutiny committee has one vote and that this may be exercised in their absence by their substitute.
- (iv) That any Co-optee from a Constituent Council on any ordinary decision-making committee shall be a voting member of that committee (and of any sub-committee to which they might be appointed by that committee).
- (v) That any Co-optee who is Deputy Chair of a committee shall be a voting member of that committee (and of any sub-committee to which they might be appointed by that committee).
- (d) That the Combined Authority appoints the Chairs and Deputy Chairs to committees, as set out in Appendix 10 to the submitted report.
- (e) That Ian Brown and Carolyn Lord continue as Independent Persons 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 2025.

8. Representation on Outside Bodies

The Combined Authority considered a report on its representation on outside bodies. Officers introduced proposed appointments for the 2024/25 municipal year, including various committees for Transport for the North (TfN), Consortium of East Coast Main Line Authorities and NHS West Yorkshire Integrated Care Board. Changes were noted due to the establishment of the York and North Yorkshire Combined Authority.

Resolved: The Combined Authority approved the appointments to the outside bodies for the municipal year 2024/25 as detailed in Appendix 1 of the report.

9. Officer Arrangements

The Combined Authority considered a report to approve the Officer Delegation Scheme for Non-Mayoral Functions. Officers introduced proposed changes aimed at enhancing the organisation's efficiency in delivering outcomes for West Yorkshire residents, delineating delegations to Statutory Officers and broader functional and organisational delegations to Executive Directors and senior officers which will progressed via the Chief Executive's sub-delegation scheme which will be published once finalised.

The Assistant Director for Legal, Governance and Compliance clarified that the appendix was not in tracked changes as referenced in the agenda pack. Correct versions of the appendix were distributed to members at the meeting.

Resolved: That the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to the submitted report be approved.

10. Constitutional Arrangements

The Combined Authority considered a report to confirm its constitutional arrangements.

Resolved: That the Combined Authority approves:-

- (i) The minor amendments to Constitution documents, as set out in Appendix 1 to the submitted report.
- (ii) Article 10 of the Constitution, as set out in Appendix 2 to the submitted report.
- (iii) The Scrutiny Standing Orders, as set out in Appendix 3 to the submitted report.
- (iv) The remaining unamended Constitution documents for the next municipal year.

11. Corporate Governance Code and Framework

The Combined Authority considered a report seeking approval for the Code of Corporate Governance and noted the steps for the Annual Governance Statement. Officers highlighted revisions, organisational changes, and future plans for enhanced accountability. The Code follows the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) guidance and is annually reviewed and revised.

Resolved: That the Code of Corporate Governance as set out in Appendix 1 to the submitted report be approved and it be noted that a draft Annual Governance Statement would be brought forward for approval to a future meeting.

12. Members' Allowance Scheme

The Combined Authority considered a report in respect of the Members' Allowance Scheme, including a report from the Independent Remuneration Panel (IRP) making recommendations for remuneration for members of the Scrutiny committee following a review of the Scrutiny function. Members considered the IRP report and its recommendations and also noted the proposed minor changes to the Allowance Scheme.

Resolved:

- (a) That the Combined Authority approves the recommendations of the Independent Remuneration Panel on remuneration for Scrutiny members as set out in Appendix 1 to the submitted report.
- (b) That the Combined Authority adopts the Members' Allowances

Scheme, as set out in Appendix 2 to the submitted report, as amended for the municipal year 2024/2025 to reflect matters outlined in paragraphs 3.2 to 3.4 of the submitted report.

13. Calendar of Meetings 2024-25

The Combined Authority considered a report setting out a proposed calendar of meetings for 2024/25.

Resolved: That the calendar of meetings of the Combined Authority and its committees for 2024/25, as detailed in Appendix 1 to the submitted report be approved.

14. Bradford Interchange Update

The Combined Authority considered a report on Bradford Interchange bus station, seeking delegated authority for the Chief Executive to approve change requests. Officers introduced the report, detailing the station's closure, ongoing structural issues, disruption impacts, investment plans, and steps to address public safety and support users amid continued closure.

The Chair referred to the disruption caused by the closure and acknowledged the frustration felt by passengers and businesses. Efforts to decide on the Interchange's future, emphasising public safety, were ongoing. Progress on potential temporary station options were highlighted, with a commitment to continue investing in Bradford.

Members discussed the disruption caused by the Interchange closure. Ongoing efforts focused on determining the Interchange's future with the priority on public safety and investing in Bradford. Cllr Hinchcliffe emphasised the need for a swift resolution and proactive planning regardless of the survey outcomes. A member highlighted the urgent need to address accessibility issues affecting bus users, noting difficulties such as buses parked inconveniently and challenges for visually impaired passengers. The Chair acknowledged operational challenges and committed to resolving bus parking issues. The Executive Director for Transport agreed to update members on staff deployment and operational plans. All members concurred on the need for transparent communication and support for affected residents.

Resolved: That the Combined Authority:

- (i) Noted the report, endorsed the proposed next steps to better support travellers, and noted that options relating to the future of Bradford Interchange bus station would be presented to the September meeting of the Combined Authority.
- (ii) Delegated to the Chief Executive, in consultation with the Mayor and Chair of the Transport Committee, approval of change requests concerning the Bradford Interchange Station Access scheme.

15. Project Approvals

15a (i) CRSTS Safe Roads

The Combined Authority approved that:

- (i) The CRSTS Safe Roads Programme, for the 2024/25 financial year (Year 3), proceeded through Decision Points 2 and 4, and delivery continued until the end of 2024/25, with work commencing on the development of the strategic outline case for Year 4.
- (ii) Full approval to delivery costs of £6,014,643 were approved for the CRSTS Safe Roads Programme (Year 3). The total allocation up to the end of Year 3 was £16,661,643.
- (iii) The Combined Authority entered into addendums to the existing funding agreements with the five partner councils to include the expenditure of £6,014,643 for the 2024/25 financial year, with up to £1,224,000 allocated to City of Bradford Metropolitan District Council, £340,000 to Calderdale Council, £925,000 to Kirklees Council, £2,775,643 to Leeds Council, and £750,000 to Wakefield Council.
- (iv) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

15a (ii) TCF Horsefair Gateway

The Combined Authority approved that, subject to the conditions set by the Executive Director of Transport:

- (i) The TCF Horsefair Gateway scheme proceeded through decision points 2 to 4 (business justification) and work commenced on activity 5 (delivery).
- (ii) Full approval was given to the Combined Authority's contribution of £2,595,787. The total scheme value was £3,979,770.
- (iii) The Combined Authority entered into a funding agreement with Wakefield Council for expenditure up to £2,595,787.
- (iv) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

15a (iii) Local Electric Vehicle Infrastructure (LEVI) Fund Phase 1

The Combined Authority approved that, subject to conditions set by the Executive Director of Transport:

- (i) The Local Electric Vehicle Infrastructure (LEVI) Fund (Phase 1) proceeded through decision points 2-4 (business justification) and work commenced on activity 5 (delivery).

- (ii) Full approval was given to the Combined Authority's contribution of £1,500,000. The total scheme value was £4,219,025.
- (iii) The Combined Authority entered into funding agreements with West Yorkshire District Partners for expenditure of up to £282,000 each with Bradford Council, Calderdale Council, Kirklees Council, Leeds City Council, and Wakefield Council.
- (iv) Approval of the LEVI Phase 2 Business Case was delegated to the Combined Authority's Chief Executive.
- (v) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

15a (iv) LEVI Capability Fund

The Combined Authority approved that:

- (i) Full approval to the change request to the LEVI Capability Fund, increasing the total scheme cost from £1,316,000 to £1,502,709 (an increase of £186,709), was approved.
- (ii) Funding Agreement Letters were entered into with West Yorkshire District Partners as follows: Bradford Council received £235,995 (an increase of £51,515), Calderdale Council received £232,318 (an increase of £37,318), Kirklees Council received £238,757 (an increase of £59,939), and Wakefield Council received £232,939 (an increase of £37,936).
- (iii) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

15a (v) Active Travel Capability Funding 2024

The Combined Authority approved the following change request:

- (i) Full approval for additional funding of £2,518,865 from the Active Travel Capability Fund 2024 was added to the ATF4 programme, increasing the indicative approval to the Combined Authority's contribution from £24,309,438 to £26,828,303. The total scheme value was £26,828,303.
- (ii) The DP5 completion of delivery date for the Active Travel Capability Fund 2024 was extended from December 2024 to December 2025. Activity 5 (Delivery) continued.
- (iii) The Combined Authority entered into new grant funding agreements or addendums to the existing funding agreements with each partner council for the following amounts from the Active Travel Capability

Fund 2024: Bradford Council received up to £412,000, Calderdale Council received up to £157,600, Kirklees Council received up to £315,800, Leeds City Council received up to £599,400, and Wakefield Council received up to £253,300.

- (iv) A delegation to the Executive Director of Transport was approved to allow allocated funding amounts released as part of this decision to be amended as required.
- (v) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

15a (vi) Delegated Decisions

The Combined Authority approved funding for several transport projects to move forward:

- (i) **Leeds City Bus Station Roof:** £375,000 to progress planning (total project value £3.5 million, fully funded by the Combined Authority).
- (ii) **Dewsbury Town Centre Walking and Cycling Improvements:** Up to £10.25 million from the Combined Authority for a £12.2 million project.
- (iii) **South Bradford Park and Ride and Expressway:** £12.09 million from the Combined Authority for a £33.7 million project.
- (iv) **Bus Fares and Network Plan:** £44.3 million from the Combined Authority for a multi-year plan with the total value still under estimation.
- (v) **Corridor Improvement Programme:** Holmfirth Town Centre: Up to £10.2 million from the Combined Authority for a £10.5 million project.
- (vi) **Wakefield City Centre Bus, Cycle and Walking Improvements:** An additional £297,680 to progress planning (total project value £2.7 million, fully funded by the Combined Authority).
- (vii) Several infrastructure projects, such as Park & Ride facilities, safety improvements, and bus route upgrades, were completed, totalling £183.6 million in funding from the Combined Authority. Additionally, additional funding was approved for Wakefield's transport improvement scheme. Note: This summary does not include the funding details for all the closed projects.

15b Project Approvals – Investment Priority 3 Creating Great Places and Accelerated Infrastructure - West Yorkshire Health Innovation and Digital Tech Investment Zone Programme Update

The Combined Authority approved that:

- (i) Authority was delegated to the Combined Authority's Section 73 Officer to sign and accept the Memorandum of Understanding from the Department of Levelling Up, Housing and Communities for the West Yorkshire Investment Zone Programme.
- (ii) Authority was delegated to the Combined Authority's Chief Executive, in consultation with either the Chair of the Business, Economy and Innovation Committee or the Chair of the Place, Regeneration and Housing Committee, depending on relevance, to remove and accept new projects onto the Investment Zones Programme pipeline.
- (iii) Future approvals were made in accordance with the assurance pathways and approval routes outlined in this report, subject to remaining within tolerances.

16. Local Growth Plan

The Combined Authority considered a report on the development of a Local Growth Plan for West Yorkshire. The report detailed the plan's framework, priorities for addressing regional challenges and alignment with local and national opportunities. The final draft was set to be presented in July, with a launch event planned in Autumn.

Members endorsed the plan as a catalyst for business engagement and regional transformation. They recognised the plan's grounded approach, focusing on transport and sustainability. Members emphasised increased investment in skills and the role of universities in research partnerships. They stressed inclusive regional development and cross-Combined Authority collaboration for broad Yorkshire benefits. Members highlighted potential trans-regional growth and stressed the significance of cluster developments, despite potential challenges in measuring economic impacts.

Resolved: The Combined Authority noted the proposed draft framework for the Local Growth Plan set out in Appendix 1, provided feedback, and endorsed a full narrative to be produced from the framework document to be agreed at the July meeting.

17. Devolved Adult Education Budget

The Combined Authority considered a report which provided an update on the progress of the devolved Adult Education Budget (AEB) and sought approval to retain current rules on prior attainment. Officers introduced the report, highlighting positive performance in skill development and employment outcomes and outlined procurement and budget plans for 2024-2025.

Resolved: The Combined Authority approved the recommendation to retain the current rules on prior attainment and to deviate from the Education and Skills Funding Agency (ESFA) rules for the current year, rather than follow the national changes in line with priorities outlined in the AEB strategy. This decision would be reviewed and revisited ahead of the 2025/26 academic

year.

18. Corporate Delegations

The Combined Authority considered a report on extending delegation to the Chief Executive for creating and appointing Director-level roles, crucial for the Authority's priorities.

The Chief Executive clarified that officers would seek confirmation during Combined Authority meetings or through the delegation if timing was an issue. Members were assured of participation on selection panels. After identifying suitable candidates, officers would finalise appointments and report back to the Combined Authority.

Resolved: That the Combined Authority agreed:

- (i) The delegation approved at the Combined Authority meeting on 14 March 2024, enabling the Chief Executive to create, revise, and appoint director-level roles, was extended to the end of the current calendar year (31 December 2024).
- (ii) This delegation was to be exercised in consultation with the Mayor and only following engagement with Combined Authority members.

19. Minutes for Information

The Combined Authority noted a report which provided details of published minutes and notes since the last meeting.

20. Date of Next Meeting

It was noted that the next meeting of the Combined Authority was scheduled to be held on Thursday 25 July 2024.