



West
Yorkshire
Combined
Authority

Tracy
Brabin
Mayor of
West Yorkshire

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY, 19 SEPTEMBER 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 Carole Pattison	Kirklees Council
Councillor James Lewis	Leeds City Council
Councillor Denise Jeffery	Wakefield Council
Councillor Martin Love	Bradford Council
Councillor Rebecca Poulsen (Substitute)	Bradford Council
Councillor Sue Holdsworth	Calderdale Council

In attendance:

Councillor Barry Anderson (Observer)	Chair of Scrutiny Committee
Councillor Ben Burton (Observer)	York Council
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
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
Jess McNeill (Officer)	West Yorkshire Combined Authority

1. Mayor's Opening Remarks

The Chair opened the meeting by welcoming attendees and acknowledging new members. Congratulations were extended to Cllr Martin Love from Bradford Council, representing the Green Party, who had joined the Combined Authority as a political balance member. Cllr Ben Burton from York Council, attending as an observer in the absence of Cllr Claire Douglas, was also welcomed. The Chair then proceeded with the agenda.

2. Apologies for Absence

Apologies for absence were received from Cllr Claire Douglas (York Council), Cllr Alan Lamb (Leeds Council) and Private Sector Representative, Mandy

Ridyard. Cllr Ben Burton (York Council) attended the meeting as an observer and Cllr Rebecca Poulsen (Bradford Council) attended as a substitute for Cllr Lamb.

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 25 July 2024

Resolved: That the minutes of the meeting of the Combined Authority held on 25 July 2024 were approved as a correct record.

6. Mayor's Update

The Chair opened the meeting by noting that 2024 marked the 10th anniversary of the Combined Authority's first meeting in April 2014. The Chair highlighted significant achievements over the past decade, including investments in transport, flood protection, housing, and skills development. Emphasis was placed on the strength of the Combined Authority's partnership and the need to adapt as new powers from the English Devolution Bill are negotiated. The Chair also acknowledged the Chief Executive of Leeds Council, Tom Riordan's contribution to the region as he transitions to a new role in central government.

7. Appointments to the Combined Authority and Committees

The Combined Authority considered a report on membership and political balance changes. Officers detailed Kirklees Council's appointments and nominations to the Combined Authority and its committees, along with changes in political balance and committee appointments.

Resolved:

- (i) The Combined Authority noted the appointment of Cllr Carole Pattison to the Combined Authority, with Cllr Moses Crook as substitute member.
- (ii) The Combined Authority noted the appointment of Cllr Martin Love to the Combined Authority as a political balance member, with Cllr Andrew Cooper as substitute member.
- (iii) The Combined Authority approved the appointment of Cllr Carole Pattison to the Finance, Resources and Corporate Committee.
- (iv) The Combined Authority noted the changes to the appointment of

members approved in between the ordinary cycle of meetings as set out in paragraph 3.12 of the report.

8. Bradford Interchange Update

The Combined Authority considered a report on the closure of Bradford Interchange bus station due to safety concerns. Officers summarised survey findings, reopening strategies, and plans for a new interchange. Next steps included safety assessments, bus service improvements, and long-term development of a new facility.

The Chair acknowledged the hardship caused to the public by the closure of Bradford Interchange and expressed gratitude for their patience during this period. The closure, prompted by safety concerns, was deemed necessary, but recent survey results showed promising signs. The Chair anticipated the reopening of the station following necessary mitigations and highlighted ongoing collaboration with Bradford Council on plans for a new bus station to integrate with future transport developments.

Members voiced frustration over the closure's impact on the public and sought clarification on reopening timelines. Officers reiterated the closure's safety necessity and provided assurance based on favourable survey results. They committed to providing detailed updates in October. Concerns were raised about communication with local stakeholders and the decision-making process. Officers outlined plans for future asset management and recovery, emphasising the reopening's importance in alleviating public hardship and aligning with long-term transport development plans.

Resolved:

- (i) The Combined Authority noted the emerging conclusions relating to Bradford Interchange bus station following the completion of the initial stage of structural surveys and endorsed the proposed next steps in commencing work towards a plan for reopening.
- (ii) The Combined Authority noted that a further report would be presented in October updating members on the intervening activity including the outcome of further expert advice, subject to which a decision on the reopening of the Interchange would then be considered, including the timeline and future monitoring requirements.

9. Draft Local Growth Plan

The Combined Authority considered a report on the West Yorkshire Local Growth Plan. Officers introduced key priorities, including improving transport connectivity, supporting high-growth sectors, enhancing skills development, and regenerating regional areas to address local and national growth challenges.

The Chair noted the aim was to deliver the plan within the next six months.

The Chair highlighted ongoing engagement with the Government and the collaborative efforts shaping the region's long-term growth strategy.

Members discussed the six-month timeline for delivering the growth plan, emphasising its importance in shaping the region's strategy and securing resources from the Government. Officers highlighted the October submission deadline and ongoing consultations. Members stressed the need to address underinvestment in West Yorkshire, attract private investment, and improve infrastructure to support economic growth and tackle inequalities.

Resolved: That the Combined Authority noted the latest position on government engagement and endorsed the Local Growth Plan development.

10. Managing the Combined Authority's Portfolio

The Combined Authority considered a report on managing its delivery portfolio and maximising funding. Officers introduced the report, highlighting the need for transparency, improved delivery timescales, and resetting the capital portfolio to align with funding and strategic priorities, particularly in transport and capital projects.

Resolved: That the Combined Authority noted the pressures on the Combined Authority's delivery portfolio and endorsed the proposals to the revised ways of working.

11. Employment Support and Business Start-up Support

The Combined Authority considered a report on the immediate risks to employment support and business start-up provisions in West Yorkshire. Officers introduced the report, highlighting funding uncertainties for the Employment and Enterprise West Yorkshire programmes, with options to address labour market needs and support high-growth sectors.

Members discussed the importance of providing certainty for employment programmes delivered in partnership with local authorities. They also emphasised the need for value for money and to avoid duplication, stressing the importance of measuring outcomes to ensure effective use of funds and continued programme success.

Resolved:

- (i) Members provided in-principle approval for retaining Employment West Yorkshire as the primary delivery model for addressing economic activity and supporting residents into work in the region.
- (ii) They accepted the recommended option for Enterprise West Yorkshire Start-Up.
- (iii) Members delegated authority to the Combined Authority's Head of Paid Service to approve the change request for the Enterprise West Yorkshire and Employment West Yorkshire programmes, if required, in line with future guidance from central government and subject to

approval of the Combined Authority's budget.

12. Project Approvals

11a Project Approvals - Investment Priority 4 – Tackling the Climate Emergency and Environmental Sustainability

Members discussed how the region's housing contributed to carbon emissions. They emphasised the importance of retrofitting older homes and praised the Better Homes Hub as a platform for all residents, including landlords. Concerns were raised about ensuring quality installations and meeting ambitious retrofit targets. Officers confirmed robust procurement processes were in place, with ongoing assessments that showed early success in solar panel installations. Members stressed the need to exceed initial targets and ensure continuous reporting on progress.

Home Energy West Yorkshire Programme - Additional Approval

Resolved: The Combined Authority approved the change request to the Home Energy West Yorkshire programme for additional development costs of £400,000, to develop the future years business case was approved. The total programme development cost approval was £5,628,585.

Home Energy West Yorkshire – One Stop Shop

Resolved: That the Combined Authority approved, subject to conditions, that:

- (i) That the Home Energy West Yorkshire One Stop Shop scheme proceeded through decision point 4 (full business case) and work commenced on activity 5 (delivery).
- (ii) The Combined Authority's contribution of up to £10,506,015 for the One Stop Shop scheme. The total scheme cost was £10,506,015.
- (iii) That future approvals were made in accordance with the assurance pathway and approval route and tolerances outlined in the report.

Delegated Decisions

Resolved:

- (i) That, since the Combined Authority's meeting on 25 July 2024, the following decision points and change requests have been assessed in line with the Combined Authority's assurance process and approved through the delegation to the Director of Policing, Environment and Place.
- (ii) That the change request for the Better Neighbourhoods scheme was approved to increase the total scheme costs by £100,000 to £2,310,000, with a Combined Authority funding contribution of £100,000. The total scheme cost was £2,310,000.

11b Project Approvals - Investment Priority 5 – Delivering Sustainable, Integrated, Inclusive and Affordable Transport

Bus Service Improvement Plan (BSIP)

Resolved: That the Combined Authority approved:

- (i) That the change request for the Bus Service Improvement Plan (BSIP) to accept the £13,373,000 of additional funding from BSIP Phase 3, increasing the total from £77,724,512 to £91,097,512, was approved.
- (ii) That the change request for the allocation of the £13,373,000 BSIP Phase 3 funding and the reallocation of funding from the existing BSIP schemes to the Mayor's Fares, Enhanced Safer Travel Partnership, and Network Enhancements and Superbus schemes was approved as follows:
 - Mayor's Fares – an increase of £17,400,000, from £33,974,070 to £51,374,070, to ensure the delivery of the scheme to 31 December 2024.
 - Network Enhancements and Superbus – a decrease of £2,548,000, from £29,100,000 to £26,552,000.
 - Enhanced Safer Travel Partnership – an increase of £316,000, from £1,000,000 to £1,316,000, to ensure the delivery of the scheme to 31 March 2025.
- (iii) That the Combined Authority provided the additional funding to bus operators for the Mayor's Fares and Network Enhancements and Superbus schemes using existing compensation arrangements. The bus routes supported by the Network Enhancements and Superbus (Tranche 1) scheme and the amount of funding allocated to each bus operator were delegated to the Executive Director, Transport.
- (iv) That future approvals were made in accordance with the assurance pathway and approval route and tolerances outlined in the report.

City Region Sustainable Transport Settlements (CRSTS) - Highways Asset Management and Enhancement and Off Highway Walking and Cycling Network

Resolved: That the Combined Authority approved:

- (i) That the change request to increase the indicative approval for the CRSTS Highways Asset Management and Enhancements and Off Highway Walking and Cycling Network programme by £9,266,000, from £257,924,800 to £267,190,800, was approved. The total programme cost was £267,190,800.

- (ii) That the £9,266,000 additional funding awarded from the Department for Transport's Network North Road Resurfacing Fund was apportioned to partner councils as follows to be spent in year 2 (2023/24) and year 3 (2024/25):
- Bradford Council - up to £1,899,530
 - Calderdale Council - up to £1,111,920
 - Kirklees Council - up to £1,843,934
 - Leeds City Council - up to £2,909,524
 - Wakefield Council - up to £1,501,092
- (iii) That the change request to the CRSTS Highways Asset Management and Enhancements and Off Highway Walking and Cycling Network programme to change partner councils' programme spend forecast profiles and approve funding for delivery as outlined below was approved:
- Full approval to £3,749,912 was brought forward from Leeds City Council's forecast spend profile from years 4 and 5 (2025/26 and 2026/27) to be spent in year 3 (2024/25) to derisk a significant final year spend forecast.
 - Full approval to £3,347,000 was brought forward from Leeds City Council's forecast spend profile from year 5 to be spent in year 3 (2024/25) to fund the Dawsons Corner/ Stanningley Bypass scheme.
 - Full approval to £936,092 was brought forward from Kirklees Council's forecast spend profile from year 4 (2025/26) to cover a funding shortfall due to overprogramming of schemes in years 2 (2023/24) and 3 (2024/25).
- (iv) That the Combined Authority entered into addendums to existing funding agreements with all partner councils for expenditure of the apportioned Network North Road Resurfacing Fund of £9,266,000 and with Kirklees Council for a further £936,092, comprising reprofiled Highways Asset Management and Enhancement expenditure of up to £886,092 and Off Highway Walking and Cycling Network expenditure of up to £50,000, and with Leeds City Council for a further £7,096,912 of reprofiled Highways Asset Management and Enhancement expenditure, totalling the amounts below:
- Up to £34,507,362 with Bradford Council
 - Up to £21,065,952 with Calderdale Council
 - Up to £34,646,229 with Kirklees Council
 - Up to £60,042,988 with Leeds City Council
 - Up to £26,090,670 with Wakefield Council
- (v) That future approvals were made in accordance with the assurance pathway and approval route and tolerances outlined in the report.

City Region Sustainable Transport Settlements (CRSTS) – Network Management and Enhancement Programme

Resolved: That the Combined Authority approved:

- (i) That the change request to increase the indicative approval for the CRSTS – Network Management Renewals and Enhancements programme by £507,826, from £25,000,000 to £25,507,826, was approved. The total programme cost was £25,507,826.
- (ii) That the £507,826 additional funding awarded from the Traffic Signal Obsolescence Grant was apportioned to partner councils as follows, to be spent by 31 March 2026:
 - Bradford Council - £117,307.80
 - Calderdale Council - £34,532.17
 - Kirklees Council - £72,619.12
 - Leeds City Council - £210,747.79
 - Wakefield Council - £72,619.12
- (iii) That the Combined Authority entered into addendums to existing Funding Agreements with partner councils for expenditure as follows:
 - Up to £3,767,307.80 with Bradford Council
 - Up to £972,032.17 with Calderdale Council
 - Up to £2,352,619.12 with Kirklees Council
 - Up to £6,190,747.79 with Leeds City Council
 - Up to £2,182,619.12 with Wakefield Council
- (iv) That future approvals were made in accordance with the assurance pathway and approval route and tolerances outlined in the report.

Bus and Cycle Priority Corridor (BCPC) - Wakefield Road Sustainable Travel Corridor (Bradford)

Resolved: That the Combined Authority approved:

- (i) That the Bus and Cycle Priority Corridor (BCPC) - Wakefield Road Sustainable Travel Corridor scheme proceeded through decision point 2 (strategic outline case) and work commenced on activity 3 (outline business case).
- (ii) That an indicative approval to the Combined Authority's contribution of £20,000,000 was given, with the total scheme value being £20,000,000.
- (iii) That development costs of £2,709,504 were approved to progress the scheme to decision point 3 (outline business case), bringing the total scheme full approval to £3,308,128.

- (iv) That the Combined Authority entered into an addendum to the existing funding agreement with City of Bradford Metropolitan District Council for expenditure of up to £3,308,128.
- (v) That future approvals were made in accordance with the assurance pathway and approval route, subject to the scheme remaining within the tolerances outlined in the report.

Delegated Decisions

- (i) That, since the Combined Authority's meeting on 25 July 2024, the decision points and change requests have been assessed in line with the Combined Authority's assurance process and approved through the delegation to the Combined Authority's Chief Executive.
- (ii) That the City Region Sustainable Transport Settlements (CRSTS) – Leeds Station Platform Extensions Scheme was approved to proceed through decision point 3 (outline business case), with work commencing on activity 4 (full business case). The total indicative value of the scheme is £29,200,000, with £10,000,000 in indicative funding from the Combined Authority.

13. Procurement Reform and Amendments to Contracts Standing Orders

The Combined Authority considered a report on future potential changes to procurement processes as a consequence of the new Procurement Act and in order to facilitate effective future delivery. At the time of publication of the report, it was anticipated that the Procurement Act would come into effect from 28 October 2024 and therefore the report sought a delegation to the Chief Operating Officer to make changes to the Authority's Contract Standing Orders. Members were advised at the meeting that the date for implementation of the new Act had now been delayed to 28 February 2025 which provided time for the revisions to the Contract Standing Orders to be presented to the Combined Authority for approval and members agreed a revised recommendation to reflect this.

Resolved:

- (i) That the scope and intention of making upcoming changes to Contract Standing Orders be noted and endorsed.
- (ii) That the revised Contract Standing Orders would be brought to a future meeting of the Combined Authority for approval.

14. Merger of the Business, Economy and Innovation Committee with the Employment and Skills Committee

The Combined Authority considered a report on the proposed merger of the Business, Economy and Innovation Committee with the Employment and Skills Committee to form a new Economy Committee. Officers introduced the

report, outlining proposed membership, draft terms of reference, and the meeting calendar. Appointment of members to the Committee would form part of a governance paper to be presented to the October meeting of the Combined Authority

Resolved: That the proposals contained within the report for merging the Business, Economy and Innovation Committee with the Employment and Skills Committee to establish a new Economy Committee be approved.

15. Governance and Risk Management

The Combined Authority considered a report presenting the draft Annual Governance Statement and updated Risk Management Strategy for approval. Officers introduced the report, highlighting governance improvements, risk management updates, and key recommendations for enhancing compliance and decision-making processes.

Resolved:

- (i) That the draft Annual Governance Statement at Appendix 1 to the report be approved for publication as part of the annual accounts.
- (ii) That the draft Risk Management Strategy at Appendix 2 to the report be approved.

16. Minutes for Information

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

17. Date of the Next Meeting

It was noted that the next meeting of the Combined Authority was scheduled to be held on Thursday 31 October 2024.