

REPORT TITLE: Joint West Yorkshire Mass Transit Spatial Development Framework – Development Plan Document

Meeting:	Cabinet
Date:	8th July 2025
Cabinet Member (if applicable)	Cllr Graham Turner/Cllr Moses Crook
Key Decision Eligible for Call In	Yes Yes
<p>Purpose of Report:</p> <p>To raise the awareness of Cabinet of the proposal to produce a Joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document (Joint WY Mass Transit SDF DPD). The Joint WY Mass Transit SPF DPD would provide a co-ordinated strategic planning approach for Kirklees Council, Bradford Council, Calderdale Council, Leeds City Council and Wakefield Council supported by West Yorkshire Combined Authority setting an agreed planning framework and to be used as a tool to support Mass Transit business cases.</p> <p>It is a Cabinet function to approve the establishment of the joint member committee to support the preparation of the document (recommendation 2).</p> <p>It is a Council function to approve the commencement of the joint WY Mass Transit SDF DPD (recommendation 1) and to delegate authority to a Joint Member Committee to undertake statutory required development plan consultation (recommendation 3).</p>	
<p><u>Recommendations:</u></p> <p><u>Recommendation 1 – Establishment of a Joint Committee</u></p> <p>Subject to approval of recommendation 1, Cabinet approve the establishment of a Joint Member Committee to oversee the drafting of the joint West Yorkshire Mass Transit Spatial Development Framework Part 1 Development Plan Document.</p> <p>Cabinet approve the nomination of a member (and a member to deputise in that member’s absence) who will attend on behalf of the Local Planning Authority and represent Kirklees in line with the Terms of Reference.</p> <p><u>Recommendation 2 – Resolve to start the preparation of a Joint West Yorkshire Mass Transit Spatial Development Framework Part 1 Development Plan Document.</u></p> <p>Cabinet recommend to Full Council to resolve to prepare a Joint West Yorkshire Mass Transit Spatial Development Framework Part 1 Development Plan Document.</p>	

Recommendation 3 – That Cabinet recommend Council delegates the decision to undertake initial Regulation 18 consultation and Regulation 19 consultation on the draft joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document to the Joint Member Committee

Subject to approval of recommendation 1 at Cabinet,

Cabinet recommend Full Council delegate authority to approve initial early engagement and public consultation (Regulation 18) on the draft joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document and to prepare the submission draft and consultation for Regulation 19 to the Joint Member Committee

Reasons for Recommendations:

- Council approval to begin the process of drafting a joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document is important to set out the commitment to the Mass Transit process across the West Yorkshire area, to ensure consistency and set high level policy parameters.
- Cabinet approval is sought for the establishing of a Joint Member Committee which would need to consist of a nominated member and a member to deputise in their absence from each West Yorkshire Council. This Joint Member Committee is to ensure each Council is able to have effective involvement in the content of the Development Plan Document in a collaborative and timely fashion.
- Council approval is sought for the delegation of the decision to undertake early engagement and consult on the initial draft Joint West Yorkshire Spatial Development Framework Development Plan Document to the Joint Member Committee and delegation to consult on the submission version of the document (Regulations 18 and 19).

Resource Implications:

The drafting of the joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document would be commissioned by the West Yorkshire Combined Authority. Support for this process will be accommodated within existing staff resources and revenue budget within the Planning Policy team where applicable and additional resourcing has been committed to by WYCA via Terms of Reference for the work moving forwards (see Appendix 1)

Date signed off by Executive Director & name

David Shepherd (Executive Director for Place) **25/06/2025**

Date signed off by the Service Director for Finance

Kevin Mulvaney (Service Director – Finance) **25/06/2025**

Date signed off by the Service Director for Legal Governance and Commissioning (Monitoring Officer)

Samantha Lawton (Service Director – Legal/Governance) **25/06/2025**

Electoral wards affected: All

Ward councillors consulted:

Cllr Graham Turner/Cllr Eric Firth/Cllr Moses Crook:
Joint Transport/Regeneration PHB: 28th November 2024
Joint Transport/Regeneration PHB: 1st April 2025
Joint Transport/Regeneration PHB: 24th June 2025

Public or private: Public

Has GDPR been considered? Yes

1. Executive Summary

Kirklees Council, West Yorkshire Combined Authority (WYCA), and the wider constituent authorities have collectively identified the need for a coordinated strategic planning approach to guide the integration of Mass Transit across West Yorkshire. A key coordination point was the WYCA meeting on 8 May 2025 where a paper was presented to recommend this approach [WYCA - Modern Gov](#). The approach was fully supported at the meeting.

WYCA is endorsing the preparation of a Mass Transit (MT) system aimed at enhancing connectivity, driving economic growth, and contributing to net zero targets. The MT Programme is targeting Spring 2027 for submission of the Transport and Works Act Order (TWAo) with spades in the ground in 2028. Given the project timelines, varied status of Local Plans and likely timescales associated with Regional Planning (West Yorkshire Spatial Strategy), a standalone statutory planning document is the best way to secure a clear policy framework to be in place to support the MT TWAo programme.

2. Information required to take a decision

The joint West Yorkshire Spatial Development Framework Mass Transit Development Plan Document would contain high level commitment and strategic policies relating to the West Yorkshire Mass Transit system.

Once adopted, this would carry the same weight as the Kirklees Local Plan and become part of this Council's Development Plan. As context, the Development Plan Document (DPD) preparation process broadly includes:

- Early engagement / public consultation on initial draft (Regulation 18 consultation)
- Public consultation on a Publication Draft (Regulation 19 consultation)
- Submission of the DPD to the Secretary of State for independent examination
- An Examination in Public with potential formal consultation on Main Modifications during the Examination in Public
- Adoption

The proposed Joint West Yorkshire Mass Transit Spatial Development Framework will be structured into two strategic planning documents which will be led collectively by Local Planning Authorities and provide a spatial planning framework to align spatial plans with transport priorities and support the Transport and Works Act Order (TWAo) process. WYCA does not currently have statutory planning powers which is why a joined-up approach across the districts is required to facilitate the timelines for the Mass Transit project.

The Mass Transit Spatial Development Framework will set out a long-term vision and policy framework for guiding sustainable growth, land use, and development decisions in areas influenced by mass transit investment. It will provide a consistent, evidence-based approach to integrating transport and spatial planning across the region.

The Mass Transit Spatial Development Framework will be structured via two Joint Development Plan Documents (JDPDs) as follows:

Part One – West Yorkshire-Wide Strategic Spatial Planning Policy Document (2026-2056):

- Establishes a high-level strategic planning policy framework for Mass Transit, ensuring integration into emerging Local Plans and providing a basis for future planning applications that support sustainable development.
- Provides strategic policies supporting transit-oriented development, economic growth, regeneration, and environmental sustainability.
- Aligns with broader transport and spatial planning objectives to enable coordinated infrastructure investment.

Part Two – Corridor-Specific Policies and Land Use Proposals:

- Focuses on the South Leeds Corridor (potentially extending to Dewsbury) and the Leeds-Bradford Corridor as part of Phase One.
- Defines policies and land use proposals to support the delivery of Mass Transit infrastructure and associated economic growth.
- Serves as a template for future corridor-wide planning as subsequent phases of Mass Transit are developed.

It is proposed that the five Local Planning Authorities (LPAs) collectively agree to produce and adopt the SDF Part one as a Joint Development Plan Document (JDPD) which sits within their wider Local Plans. It should be noted Part One DPD will not identify specific route corridors or seek to allocate land for development. More detailed route corridor identification will form part of Part Two document production and this first iteration will be focused on agreed Mass Transit Phase 1 routes Leeds to South Leeds and Leeds to Bradford.

Additional feasibility work will be undertaken as part of the Dewsbury Line Development Project which will run alongside the timescales anticipated for DPD1 production. It was agreed at Combined Authority meeting in March 2024 to fund the Dewsbury Line Development Project to collaboratively work with Kirklees and Leeds districts to explore future world scenarios where a mass transit route extends from South Leeds to Dewsbury and reflect growth ambitions for both authorities. Should this be taken forward as an option in the future phases work for Mass Transit, a future part 2 DPD may be developed with Kirklees which would provide the planning framework for this route corridor and associated development.

In terms of the timescales for the production of Mass Transit Part One DPD – work is anticipated to start on the document in October 2025 with the intention of all five districts adopting the document in March 2027.

Collaborative Process and Governance

To oversee and input into this work, the West Yorkshire Combined Authority (WYCA) is proposing a Joint Member Committee including a nominated Cabinet Member from each of the West

Yorkshire authorities (Bradford, Calderdale, Kirklees, Leeds, Wakefield) to work alongside an officer working group. It is proposed that the Joint Member Committee would also make the decision on initial consultation and on submission draft consultation (Regulations 18 and 19 consultations). This paper seeks authority for such a Joint Member Committee to be convened and given appropriate authority. A working group of specialist officers would have day to day involvement in the drafting of the document as well as the appointed consultants. WYCA are requesting that each Council approve the initial consultation stages (Regulation 18 and 19) on the draft Joint West Yorkshire Spatial Development Framework Mass Transit Development Plan Document, subject to approval of the content by the Joint Member Committee.

Submission to the Secretary of State is to be independently examined and final adoption of the document would still be taken in accordance with the Council's constitution by Cabinet or full Council as appropriate. The eventual adoption of the Development Plan Document would be a decision for Full Council.

WYCA has secured consultancy support to draft the joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document with a Steering Group (WYCA + Local Authorities Representatives) set up to guide the document production in a collaborative way. This will be composed of officers from WYCA and the five local authorities and will:

- facilitate discussions, ensuring strategic alignment, and provides WYCA's technical input into the SDF.
- ensure policy consistency and integration with local plans.

Cabinet is therefore recommended to give approval to the establishment of a Joint Committee (Decision-Making Body) legally constituted under the provisions of provisions of Sections (101)5, 102(1)(b) and 102(2) of the Local Government Act 1972.

This will be composed of Cabinet Members from all five local authorities. It is also proposed to co-opt the Mayor of West Yorkshire onto this committee as a non-voting member. The need for this joint committee is to expediate the decision-making process for the MT SDF Joint DPD, whilst still retaining political oversight and local authority autonomy of the process. The Joint Committee would be responsible for coordinating and preparing the MT SDF Joint DPD, including approval to consult on the draft and submission draft of the MT SDF Joint DPD. The Terms of Reference for the Joint Committee are attached in Appendix 1.

Approval of submission of the Mass Transit SDF Joint DPD and final adoption will remain a full council responsibility for each authority, involving a formal resolution by each LPA to incorporate the MT SDF Joint DPD into their Local Plan. This process will follow each LPA's statutory procedures for Development Plan Documents.

The Kirklees district is not affected by the earlier phases of the Mass Transit proposals which initially focus on the route between Leeds and Bradford. Although the Kirklees district is not affected by the earlier phases, it is important that the overarching policy approach is co-ordinated between each Council from the beginning to ensure the Mass Transit project co-ordinates effectively as a whole during the development of the project and syncs with anticipated growth ambitions reflected in associated local plans, regeneration frameworks and regional strategies. The inclusion of all districts at this early phase ensures that districts can shape and input into the spatial planning framework for their own areas at a regional level and ensure that growth ambitions over the longer term period are effectively considered.

In addition, the intention of the first DPD document is not to identify or safeguard specific route options but to provide high level strategic policy support to the development of the scheme across

the region. Such co-ordination through a Development Plan Document provides support for the associated Transport and Works Act Order required to implement Mass Transit through the first phase which will be submitted to the secretary of state in due course.

The Council has a legal duty to 'prepare and maintain a scheme to be known as their local development scheme' ('LDS'). The LDS lists the existing adopted Planning Policy and Guidance documents as well as details, including the timetable for preparation, of emerging Neighbourhood Plans and planning guidance. This will be dealt with in a separate report to Cabinet (8th July 2025).

If Full Council are minded to approve the preparation of a joint West Yorkshire Mass Transit Development Plan Document, this would need to be formally set out in a revised LDS. The Council would need to publish a revised Local Development Scheme (17th September 2025) which would replace the previous version adopted in March 2024 and include reference to MT SDF.

It is proposed that Cabinet approve:

- The setting up of a Joint Member Committee to oversee and steer an officer working group and agree the Terms of Reference as set out at Appendix 1
- The nomination of a Cabinet member and a deputy to sit on the Committee subject to approval at Full Council to commence work on the MT SDF (**Recommendation 2**)

It is proposed that Cabinet recommend to Full Council (17th September 2025) to approve:

- Kirklees officers commencing work to draft the Spatial Development Framework as a Joint DPD (**Recommendation 2**)
- Delegated approval to consult on the early draft (Regulation 18) and submission draft (Regulation 19) to the Joint Member Committee when established (**Recommendation 3**)

3. Implications for the Council

3.1 Council Plan

The development of a planning framework to support opportunities for West Yorkshire Mass Transit supports Council Plan priorities including improved, quality places, encouraging thriving communities, securing economic growth for the district, encouraging inclusivity. It also advocates a positive approach to working with our regional partners to deliver these joint ambitions.

3.2 Financial Implications

The drafting of the joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document would be commissioned by the West Yorkshire Combined Authority (WYCA). Support for this process will be accommodated within existing staff resources and revenue budget within the Planning Policy team where applicable. Additional support is available via WYCA where required.

3.3 Legal Implications

WYCA currently does not have planning powers and so cannot adopt the proposed Spatial Development Framework as a policy that carries the weight of a development plan document. That can only be done by the individual planning authorities or, as here, jointly between authorities.

Terms of Reference for the Joint Member Committee are appended to this report (Appendix 1) with the request for them to agree to constitute a Joint Member Committee.

This will formalise the roles and responsibilities of the Joint Member Committee which, legally constituted under the provisions of Sections (101)5, 102(1)(b) and 102(2) of the Local Government Act 1972 is legally recognised and will enable collaborative decision-making while ensuring compliance with statutory requirements.

Setting up a Joint Member Committee for to prepare a joint DPD

Regulation 4(1)(c) and Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 confirms the making of a development plan document (DPD) involves split functions. Reg 4(3) specifies those tasks that are not the responsibility of the executive and are the sole responsibility of each Council's full council as follows:

- i. Responsibility for giving of instructions to the executive to reconsider the draft joint development plan document submitted by the Executive for the authority's consideration.
- ii. The amendment of the draft joint development plan document submitted by the Executive for the full Council's consideration.
- iii. The approval of the joint development plan document for the purposes of submission to the Secretary of State for independent examination.
- iv. The adoption of the joint development plan document.

Section 28 of the Planning and Compulsory Purchase Act 2004 allows two or more authorities to prepare a joint local development plan document. adoption of a joint plan by each local authority. Sections 101(5) and 102(1) Local Government Act permit local authorities to discharge their functions jointly and do so via a joint committee to whom the functions are delegated. Further, section 9EA Local Government Act 2000 and Part 4 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 permits a local authority to delegate certain executive functions to a joint committee.

Article 11.2c of the Councils constitution permits the Council to establish joint arrangements with one or more local authorities and their executives to exercise functions which are not executive functions or to advise the Council on such functions.

The Cabinet may also establish such arrangements in respect of a mixture of executive and non-executive functions but requires the agreement of Cabinet before doing so. Where the Cabinet appoints more than one member to such a joint Committee, at least one of those members must be a member of the Cabinet.

3.4 Climate Change and Air Quality

The MT SDF will consider a planning framework and suite of policies that support the Regional Climate Plan and Council's Climate Action Plan as part of the Council's Climate Emergency. It will also consider how planning interventions can contribute towards reducing carbon emissions associated with the progression of the Mass Transit project.

3.5 Other (eg Risk, Integrated Impact Assessment or Human Resources)

Human Resources – For the joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document, the drafting of the document would be commissioned by the West Yorkshire Combined Authority. Support for this process will be accommodated within existing staff resources and revenue budget within the Planning Policy team and Major Projects Team where applicable.

Inclusive Impact Assessment – An IIA assessment has been completed. No equality implications of the recommendations have been identified as these relate to agreeing to prepare a Development Plan Document (rather than agreeing the content) and agreeing to publishing a timetable for the preparation of planning documents. Equality issues will be considered when planning policy or guidance documents are prepared including formal public consultation on emerging documents. [Integrated Impact Assessments | Kirklees Council](#)

4. Consultation

WYCA will facilitate consultation and incorporate the requirements of all districts SCI (Statement of Community Involvement) on their own website and update when needed, as will the Council as per the regulations set out in 10A(1)(b) of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Respondents will be notified of its consultation events and formal adoption as part of our feedback processes. There will be formal public consultation on the joint West Yorkshire-Mass Transit Spatial Development Framework Development Plan Document referred to in the Local Development Scheme.

5. Engagement

See above

6. Options

6.1 Options considered:

Recommendation 1 – Joint Member Committee

Option 1 – Cabinet approves the establishment of a Joint Member Committee comprising of a nominated Cabinet member and a member to deputise in their absence from each West Yorkshire authority who would work alongside an officer working group to input, oversee and review the preparation of a joint West Yorkshire Mass Transit SDF Development Plan Document. **(recommended)**

Option 2 – Cabinet does not approve the formation of a Joint Members Committee for the purpose listed above. This option is not recommended because gaining formal decisions on every aspect of the emerging content would be disproportionate and would not result in the timely creation of the draft Development Plan Document. Kirklees would also not be in a position to be able to inform and shape the production of the Spatial Development Framework to reflect the districts long term future economic ambitions and reflect the districts commitment to improving connectivity and inclusive growth.

Recommendation 2 – Joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document preparation

Option 1 – Cabinet recommends that Full Council approves the preparation of a joint West Yorkshire Spatial Development Framework Mass Transit Development Plan Document (*recommended*)

Option 2 – Cabinet recommends that Full Council do not approve the preparation of a joint West Yorkshire Mass Transit Spatial Development Framework Development Plan Document. This option is not recommended as it would mean Kirklees Council were not involved in the preparation of this document which will support the delivery of Mass Transit and ensure consistency across the West Yorkshire area. The exclusion of Kirklees at this early phase would potentially reduce how Kirklees could shape and input into the spatial planning framework at a regional level as it develops and influence longer term growth ambitions for Kirklees. Option 2 would also make Recommendation 1 redundant

Recommendation 3 – Delegate the decision to undertake initial Regulation 18 and Regulation 19 consultation on the draft Joint West Yorkshire-Mass Transit SDF Development Plan Document to the Joint Member Committee

Option 1 – Cabinet to recommend to Full Council to delegate decision making powers to authorise early engagement and public consultation on the draft Joint West Yorkshire Mass Transit SDF Development Plan Document (Regulation 18 and 19 consultation) to the Joint Member Committee (*recommended*) – this would avoid delays seeking a formal decision from each of the five Councils in relation to the early consultation document and submission document. Submission to the Secretary of State to be independently examined and the eventual adoption would be made by each individual Full Council in accordance with their Constitution.

Option 2 – The alternative option of not delegating decision making powers would mean that the powers to authorise early engagement and public consultation on an initial draft and submission draft would incur delays to the co-ordination of the joint DPD process across the five districts.

6.2 Reasons for recommended options:

Recommendation 1 – Joint Members Committee

Cabinet approval is sought for a Joint Member Committee which would need to consist of a nominated Cabinet member and a member to deputise in their absence from each West Yorkshire Council. This Joint Member Committee is to ensure each Council can have effective involvement in the content of the Development Plan Document in a collaborative and timely fashion. The drafting of the document will require input from each Council on an ongoing basis. This is proposed to take place using an officer working group with oversight by the Joint Member Committee. To avoid delays, there would not be time for each decision on the emerging text to be taken through the decision-making processes for each Council therefore the Joint Member Committee would provide input in between formal decisions on the emerging document.

Recommendation 2 – Joint West Yorkshire Mass Transit SDF Development Plan Document preparation

Council approval to begin the process of drafting a joint West Yorkshire Mass Transit SDF Development Plan Document is important to set out the commitment to the Mass Transit process

across the West Yorkshire area, ensure consistency and set high level policy parameters and help shape the spatial planning framework at a regional level. This document would be prepared by consultants appointed by the West Yorkshire Combined Authority with proposed input from a Joint Members Committee (consisting of a nominated Cabinet Member from each Council) and an officer working group (see Recommendation 2).

Recommendation 3 – Delegate the decision to undertake initial Regulation 18 and Regulation 19 consultation on the draft Joint West Yorkshire Mass Transit SDF Development Plan Document to the Joint Members Committee

Approval is sought for the delegation of the decision to undertake early engagement and consult on the initial draft Joint West Yorkshire Mass Transit SDF Development Plan Document to the Joint Member Committee and delegation to consult on the submission version of the document (Regulation 18 and 19). This will avoid delays during the drafting of the document and progressing the earlier stages of public consultation. It will still be ensured that the formal decisions to submit the document to the Secretary of State to be independently examined, and the decision to adopt the final DPD would be taken by each Council in accordance with their Constitution.

7. Next steps and timelines

If recommendations in this report today are approved by Cabinet agreement Full Council approval will be sought on 17th September 2025 to commence drafting a joint West Yorkshire MT SDF Part 1 DPD (including Reg 18 and 19 consultation)

Officer working groups and project boards for the SDF to be set up and in place by October 2025.

8. Contact officer

Mathias Franklin – Head of Planning

Elaine Orme – Senior Planner

9. Background Papers and History of Decisions

WYCA CA meeting 8th May - [WYCA - Modern Gov](#)

10. Appendices

11. Appendix 1 – Proposed Terms of Reference MT SDF Joint Committee (DRAFT as at 03/06/2025):

12. Service Director responsible

David Wildman (Interim – Service Director Skills and Regeneration)

Appendix 1 – Proposed Terms of Reference MT SDF Joint Committee (DRAFT as at 03/06/2025):

**WEST YORKSHIRE MASS TRANSIT SPATIAL DEVELOPMENT FRAMEWORK JOINT
COMMITTEE
AGREEMENT**

THIS DEED is made the day of and provides for an agreement (the Agreement) between:

- 1) City of Bradford Metropolitan District Council**
- 2) The Borough Council of Calderdale**
- 3) The Council of the Borough of Kirklees**
- 4) Leeds City Council and**
- 5) The Council of the City of Wakefield,**

the parties to the Agreement being referred to collectively as “the Councils”.

WHEREAS

Each of the Councils has resolved to prepare a Joint West Yorkshire Mass Transit Spatial Development Framework. This will be structured into two development plan documents, part one of which will be a Joint WY Mass Transit SDF Development Plan Document (2026 – 2056)(the Joint WY Mass Transit SDF DPD). The Joint WY Mass Transit SDF DPD will:

- establish a high-level West Yorkshire strategic planning policy framework for mass transit, ensuring integration into emerging and future Local Plans and providing a basis for future planning applications that support sustainable development,
- provide strategic policies supporting transit-oriented development, economic growth regeneration and environmental sustainability, and
- align with broader transport and spatial planning objectives to enable co-ordinated infrastructure investment.

The Councils now agree to appoint a joint committee on the terms provided by this Agreement, to prepare the Joint WY Mass Transit SDF DPD.

THIS DEED WITNESSETH AS FOLLOWS:

1. ESTABLISHMENT OF THE JOINT COMMITTEE

- 1.1. There shall be constituted under Sections 9EB Local Government Act 2000, (101)5, 102(1)(b) and 102(2) of the Local Government Act 1972, and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, and all other powers thereby enabling, a joint committee known as the “West Yorkshire Mass Transit SDF Joint Committee” (the Joint Committee)
- 1.2. The Joint Committee shall provide political oversight and strategic direction for the preparation of the Joint WY Mass Transit SDF DPD.
- 1.3. The Joint Committee will ensure that the Joint WY Mass Transit SDF DPD aligns with Local Plans, reflects the development needs of each of the Councils, and supports the delivery of the West Yorkshire Mass Transit Programme.
- 1.4. The area within which the Joint Committee can exercise its power is the administrative areas of the Councils.

2. OBJECTIVES

The objectives of the Joint Member Committee are to:

- provide oversight of and direction to the preparation of the Joint WY Mass Transit SDF DPD.
- ensure that the Joint WY Mass Transit SDF DPD is consistent with the strategic objectives of West Yorkshire Combined Authority and the Local Plans of each of the Councils.
- provide a forum for political engagement and consensus-building between the Councils.
- provide oversight of and direction to an Officer Steering Group supporting the preparation of the Joint WY Mass Transit SDF DPD.
- monitor progress against an agreed timetable for the preparation of the Joint WY Mass Transit SDF DPD.
- approve key stages in the development of the Joint WY Mass Transit SDF DPD including consultation drafts.
- make recommendations to each of the Councils with respect to the adoption of the Joint WY Mass Transit SDF DPD.

3. FUNCTIONS OF THE JOINT COMMITTEE

3.1 The Joint Committee shall be authorised to exercise any Executive Function of the Councils in relation to the preparation of a draft Joint WY Mass Transit SDF DPD, including:

- the duty to co-operate in relation to planning of sustainable development (Section 33A of the Planning and Compensation Act 2014 (the Act)) including agreeing a Statement of Common Ground,
- approving and publishing a draft Joint WY Mass Transit SDF DPD for public consultation, notifying specified persons and bodies inviting them to make representations and considering representations about the proposed Joint WY Mass Transit SDF DPD (Regulation 18 of the Town and Country Planning (England) Regulations 2012 (the Local Planning Regulations),
- complying with each of the Councils' statement of community involvement (Section 19(3) of the Act),
- preparing any further documents in connection with the preparation of the Joint WY Mass Transit SDF DPD, as a local development document (Section 19(6) of the Act),

- carrying out a sustainability appraisal of the proposals in the Joint WY Mass Transit SDF DPD, and preparing a report of the findings (Section 19(5) of the Act),
- approving and publishing a draft Joint WY Mass Transit SDF DPD for representations to be made (Section 36 of the Act and Regulation 19 of the Local Planning Regulations),
- summarising and considering representations made on the Joint WY Mass Transit SDF DPD (Section 36 of the Act and Regulation 22 of the Local Planning Regulations),
- Making recommendations to each of the Councils to submit the Joint WY Mass Transit SDF DPD for independent examination,
- any function of the Executive (Cabinet) in relation to the independent examination process (including any additional consultation required),
- making recommendations to each of the Councils to adopt the Joint WY Mass Transit SDF DPD following the independent examination.

3.2 The Joint committee may arrange for the discharge of any of its functions by a sub-committee of the Joint Committee or by an officer of one of the Councils.

3.3 Any sub-committee appointed by the Joint Committee may arrange for the discharge of any of its functions by an officer of one of the Councils.

3.4 For the avoidance of doubt, the appointment of the Joint Committee shall not preclude any of the Councils individually from exercising any function in relation to the preparation of the Joint WY Mass Transit SDF DPD in respect of their administrative area, whether by officer or otherwise.

3.5 Each of the Councils shall be individually responsible for complying with any constitutional requirements relating to the scrutiny or review of the draft Joint WY Mass Transit SDF DPD under their standing orders.

4. MEMBERSHIP

4.1 The Joint Member Committee shall comprise a single Member from each of the Councils.

4.2 Each of the Councils shall appoint a Member to the Joint Committee who should be a member of its Executive (Cabinet).

- 4.3 Each of the Councils may appoint a substitute to attend and vote at a meeting of the Joint Committee in the absence of the regular member appointed by the Council. A substitute member may not exercise any special powers or duties (such as chairing responsibilities) exercisable by the regular member.
- 4.4 Once established, the Joint Committee should determine to co-opt the Mayor of the West Yorkshire Combined Authority to the Joint Committee as a non-voting member to reflect the West Yorkshire Combined Authority's role as Mass Transit scheme promoter and lead of contracted underpinning technical work.
- 4.5 The Joint Committee may appoint any other person to be an additional non-voting co-opted member of the Joint Committee where it considers the person to provide expertise.
- 4.6 Terms of appointment of non-voting members will be confirmed by the ~~COB~~ Joint Committee on an individual basis, however any appointment may be terminated earlier by the Joint Committee at any time.

5. CHAIR

- 5.1 The Joint Committee shall agree a Chair and Deputy Chair by majority vote at the Joint Committee's inaugural meeting.
- 5.2 The Chair shall preside at each meeting of the Joint Committee. If the Chair is absent, the Deputy Chair if present shall preside. If both the Chair and Deputy Chair are absent, the meeting must elect another voting member to preside.
- 5.3 The Chair will be responsible for liaison with the Officer Steering Group to set the agenda and forward plan for the Joint Committee.

6. MEETINGS

- 6.1 The Joint Committee shall meet as required by the Chair, at a place to be agreed by the Chair.
- 6.2 The Joint Committee is an ordinary joint committee under the Local Government Act 1972, and as such:
- each question will be decided by a simple majority of those members of the Joint Committee present and voting in the room.
 - at any meeting if there are an equal number of votes for and against, the Chair will have a second or casting vote.

- Subject to the Lead Authority’s standing orders, meeting agendas and items shall be open to public inspection at least five clear working days in advance and meetings open to the public.
 - at any meeting of the Joint Committee, the Chair will move that the minutes of the previous meeting be signed as a correct record. No discussion will take place upon the minutes except as to their accuracy.
- 6.3 Subject to any provision in the Agreement, the procedure for a meeting of the Joint Committee shall follow the standing orders of the Lead Authority.
- 6.4 No business shall be transacted at a meeting of the Joint Committee unless the quorum of 3 voting members is present. If the Chair declares there is no quorum, the meeting will adjourn to a date and time to be fixed by the Chair.

7 OFFICER SUPPORT AND RESOURCING

- 7.1 One of the Councils shall be appointed to the role of Lead Authority for the Joint Committee, to provide secretarial support including in relation to the preparation and publication of agendas, items and minutes for the Joint Committee.
- 7.2 Any notice from any of the Councils given in connection with or required by the Agreement shall be made in writing and delivered to the Monitoring Officer of the Lead Authority.
- 7.3 At the date of this Agreement, the Lead Authority is Leeds City Council.
- 7.4 An Officer Steering Group, comprising officers from the West Yorkshire Combined Authority and each of the Councils, will provide technical and administrative support to the Joint Committee in relation preparing the Joint WY Mass Transit SDF DPD. The Officer Steering Group will be responsible for undertaking the research, analysis, and drafting necessary to prepare the Joint WY Mass Transit SDF DPD.
- 7.5 The expenses incurred by the Joint Committee shall be defrayed by the Councils in such proportions as they may agree. Collaboration Agreements are in place to support officers from each of the Councils to engage with the Joint WY Mass Transit SDF DPD process through recharge. Recharging for technical input will be supported through Task Orders to support the defined work packages and associated deliverables of the Joint WY Mass Transit SDF DPD.

8. REPORTING

- 8.1 The Officer Steering Group provides the Joint Committee with updates on the progress of the Joint WY Mass Transit SDF DPD.
- 8.2 Updates to the Councils shall be provided by the Lead Authority in the form of agendas and minutes which may be circulated for the attention of the Councils' Executive (Cabinet).

9 DURATION, TERMINATION, WITHDRAWAL AND REVIEW OF THE AGREEMENT

- 9.1 The Agreement shall come into force on the date of the Agreement and continue until terminated by agreement of the Councils.
- 9.2 Any of the Councils may withdraw from the Joint Committee by giving notice of not less than [xxx]. In the event that any of the Councils indicate an intention to withdraw, there shall be engagement between the West Yorkshire Combined Authority and the Councils to mediate and see if withdrawal can be avoided.
- 9.3 The Agreement may only be amended by resolution of the Joint Committee.

IN WITNESS whereof the Councils have caused their respective Common Seals to be hereunto affixed the day and year first above written:

THE COMMON SEAL OF THE CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL was hereunto affixed in the presence of:

THE COMMON SEAL OF THE BOROUGH COUNCIL OF CALDERDALE was hereunto affixed in the presence of:

THE COMMON SEAL OF THE BOROUGH COUNCIL OF KIRKLEES was hereunto affixed in the presence of:

THE COMMON SEAL OF LEEDS CITY COUNCIL was hereunto affixed in the presence of:

THE COMMON SEAL OF THE COUNCIL OF THE CITY OF WAKEFIELD was hereunto affixed in the presence of: