

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON FRIDAY, 21 OCTOBER 2022 AT COMMITTEE ROOM 1,  
WELLINGTON HOUSE, 40-50 WELLINGTON STREET, LEEDS**

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**Present:**

Mayor Tracy Brabin (Chair)	West Yorkshire Combined Authority
Councillor Denise Jeffery	Wakefield Council
Councillor Sue Holdsworth	Calderdale Council
Councillor James Lewis	Leeds City Council
Councillor Shabir Pandor	Kirklees Council
Councillor Rebecca Poulsen	Bradford Council
Councillor Matthew Robinson	Leeds City Council
Mark Roberts	Leeds City Region Local Enterprise Partnership
Councillor Jane Scullion (Substitute)	Calderdale Council
Councillor Andrew Waller	City of York Council

**In attendance:**

Ben Still	West Yorkshire Combined Authority
Brian Archer	West Yorkshire Combined Authority
Melanie Corcoran	West Yorkshire Combined Authority
Liz Hunter	West Yorkshire Combined Authority
Dave Pearson	West Yorkshire Combined Authority
Alan Reiss	West Yorkshire Combined Authority
Angela Taylor	West Yorkshire Combined Authority
Caroline Allen	West Yorkshire Combined Authority

**39. Apologies for Absence**

Apologies for absence were received from Cllr Hinchcliffe, and Cllr Swift.

The Mayor addressed the committee members, noting that the meeting scheduled for 9 September 2022 was cancelled due to the passing of Her Majesty Queen Elizabeth II, and raised the significant changes to central government since the previous meeting of the Combined Authority. The Mayor noted that the decisions made by the government over the previous months have contributed to a worsening economic climate for West Yorkshire and the wider UK, and affirmed her commitment to investing in the people, businesses, and infrastructure of West Yorkshire through the decisions taken by the Combined Authority.

#### **40. Declarations of Disclosable Pecuniary Interests**

Cllr Scullion declared her sponsorship of the West Yorkshire Flooding Innovation Project.

Cllr Robinson declared his work for Tech UK regarding digital strategy.

#### **41. Exempt Information - Possible Exclusion of the Press and Public**

The Chair noted the late appendix 8 of item 9 that was submitted to the Committee members was identified as exempt from the press and public.

**Resolved:** That in accordance with paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, the public be excluded from the meeting during consideration of Appendix 8 to Agenda Item 9 on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information and for the reasons set out in the report that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### **42. Minutes of the Meeting of the Combined Authority held on 22 July 2022**

**Resolved:** That the minutes of the meeting of the West Yorkshire Combined Authority held on 22 July 2022 be approved and signed by the Chair.

#### **43. Economic Report / Crisis in the Cost of Living and Doing Business**

The Combined Authority considered a report providing the latest economic and business intelligence within West Yorkshire and setting out the Combined Authority's current work to support businesses and households through the cost-of-living crisis.

Officers noted that there were significant changes within the government since the papers were published, though the points of the paper were still relevant. The rate of inflation has risen to approximately ten percent driven by the rising cost of energy and food. Residents of West Yorkshire are affected more than the national average due to higher levels of food poverty and a prevalence of energy inefficient homes. The government has provided six months of energy support for businesses, reviewed after three, which is subject to changes on 31 October 2022. The Combined Authority is in communication with businesses and representative groups about support manufacturing and other energy-heavy industries.

Members noted the difficulties being faced by households within their respective WY regions, and emphasised that the local governments are doing everything they can to provide support, however more needs to be done by the central government. Members also urged support for businesses which are finding increased difficulty in accessing loans and paying energy bills. The majority of businesses will be required to pass the higher costs onto customers, and the issue affects businesses throughout the supply chain.

**Resolved:**

That the latest intelligence around the West Yorkshire economy be noted, and comments provided on the activity taking place locally and nationally.

That approval be given under item 9 for the Mayor's Cost of Living Emergency Fund (to be delivered via local authorities), Social Housing Decarbonisation Fund Booster and Energy Price Crisis Emergency Business Grants Programme.

**44. UK Shared Prosperity Fund**

The Combined Authority considered a report to set out progress on implementing the UKSPF local investment plan. Officers explained that since last meeting of the Combined Authority, an additional £2.5 million of funding has been made available from the Rural England Prosperity Fund. The Combined authority is working with the Local Partnership Group and wider stakeholders to submit the investment plan by the end of November 2022. Officers clarified that the rural element of the funding does not limit how much funding can go to rural areas, and it is just additional to the main allocation of funding.

**Resolved:**

That the progress made on implementing the West Yorkshire UKSPF Local Investment Plans be noted.

That the update on the new Rural England Prosperity Fund be noted, and authorisation given to the Chief Executive to finalise and submit the Local Investment Plan Addendum to Government, on behalf of the Combined Authority, in consultation with the Mayor, Leaders of each constituent Council and the Interim Chair of the LEP, given the timescales for submission.

That members approved the recommendations made by the West Yorkshire UKSPF Local Partnership Group which are:

- the Hyper-Local £30m LA Allocation Business Justification Case, noting the need to be clear on the intended deliverables, outputs and outcomes, have strengthened equality targets, strong governance and to be clear that UKSPF is for additional/new activity. This includes £1,227,000 for fund management. Formal approval is sought under Item 9.
- support for the £310,000 Flood Innovation Programme - advice and feedback to be fed into the business case development as it progresses through the Combined Authority's assurance process, part of the Climate and Environment Plan pipeline – wave 1 business case.
- approval of the rationale for the Women and Girls Programme, the proposed criteria for accessing the funding, the process and milestones in the funding decision process, to allow officers to progress the work

further.

- broad agreement with the proposed funding envelopes for Pillar 2 Business Support, and key policy areas for intervention using UKSPF - to be developed further with the Business, Economy and Innovation Committee and Local Partnership Group
- approval to the Chief Executive of the Combined Authority in line with the revised AEB (and Multiply) table of delegations as set out in Appendix 1 – for Multiply Community Focussed support. The Combined Authority will then enter into Grant Agreements for this provision with each Local Authority.
- to consider, that the limited funding from the Rural Fund should be targeted at rural micro and small businesses, with some sector specialism, for example focusing on the food supply chain, and that Rural engagement is key to delivery of this programme and therefore the LPG should be expanded to include rural representation.

That the delegation from the Combined Authority to the Finance, Resources and Corporate Committee for approvals required in relation to the UKSPF implementation and delivery of the Local Investment Plan, following advice provided by the West Yorkshire UKSPF Local Partnership Group be noted and approved

That the updated AEB (and Multiply) table of delegations be noted and approved

#### **45. Bus Service Improvement Plan Update**

The Combined Authority considered a report to provide an update on the Department for Transport funding for the Bus Service Improvement Plan. Officers summarised the introduction of the Mayor's Fares scheme launched on 4 September 2022 which reduced bus ticket prices and capped any single ticket within West Yorkshire at £2. The rates of service usage will be monitored over the next three months and updates will be provided on the impact of the scheme on passenger numbers. The bus network faces further challenges, and the Mayor and Combined Authority members have led discussions with operators to alleviate any concerns and address ongoing issues.

Members praised the Mayor's Fares scheme but raised concerns about bus services in their regions, and requested that operators are invited to a meeting to hear their concerns first-hand. Unreliable services are discouraging bus use, and school students and workers alike are facing difficulties commuting which is in turn slowing the rate of economic recovery. The Chair confirmed support for bus companies is ongoing, and schemes to support driver recruitment and training as well as the introduction of electric buses are there to encourage bus operators to reintroduce regular services.

Members raised further concerns with the inaccuracy of electronic displays found at bus stops, and the last-minute cancelling of services. Officers

confirmed that discussions are being held to tackle these issues, which relies on data from both the Combined Authority and operators which can present challenges. There are developments under way which will allow for individual bus tracking which should increase passenger confidence in bus reliability.

**Resolved:**

That the update on the Bus Service Improvement Plan be noted, and that funding has been confirmed by the Department for Transport subject to the making of the Bus Service Improvement Plan Enhanced Partnership Scheme following statutory consultation.

That the delegation of the approval of the Bus Service Improvement Plan strategic outline case in accordance with the Assurance Framework to the Transport Committee be approved, so that delivery can commence in line with the tight delivery timeframes.

**46. Digital Update**

The Combined Authority considered a report to seek approval of the Digital Skills Plan and to seek comments on the proposition of converting the Local Digital Skills Partnership into a Local Digital Partnership, once the LDSP project ends.

Members noted the work being done on the subject by the Employment and Skills Committee, and the further challenges of filling and supporting IT jobs in the region. Members raised that working with businesses and private sector representatives to support digital jobs is important for equality, diversity and inclusion across the region by increasing the IT skills of those in deprived communities.

Officers expressed thanks to the people and businesses that have already provided feedback into the plan, and noted the Combined Authority's intention to match London's level of digital skills. West Yorkshire has one of the fastest growing digital sectors with one of the highest retention rates which will help all residents and business progress.

Members noted the success of the West Yorkshire innovation festival and Leeds Digital Festival as platforms to champion the region to a wider audience. The Chair encouraged members to share and support the Mayor's Innovation Prize, aimed at young people to submit ideas to improve the environment and lives of West Yorkshire communities in line with the target of achieving net zero carbon emissions by 2038.

**Resolved:**

That the Digital Skills Plan be approved.

That the proposal to convert the Local Digital Skills Partnership into a Local Digital Partnership once the LDSP project ends be approved.

That the proposal to refresh the Digital Framework with a focus on the next

phases of projects and programmes, to include a deep dive with the LEP Board be approved.

#### **47. Project Approvals**

The Combined Authority considered a report of the Director of Delivery on the progression of, and funding for a number of schemes. Officers summarised nine key schemes for progression through the assurance progress and approval of funding.

##### WY mayors cost of living emergency fund

Officers summarised the aim of the scheme to provide £3 million of support to disadvantaged and vulnerable groups in West Yorkshire, through established Voluntary, Community, and Social Enterprise sector links.

Members agreed the funding is necessary, but stressed the support is not enough to solve the wider issues and more support is required from central government to meet the needs of the region. The Chair agreed that the projected support until April is not long enough, and benefits payments should rise in line with inflation to support the most vulnerable.

##### Social Housing Decarbonisation Fund Booster

Officers summarised the scheme will support the ongoing work of the Social Housing Decarbonisation Fund, by allowing for more homes to be retrofitted and made more energy-efficient.

##### West Yorkshire Climate and Environment Plan - Wave 1

Officers explained the aim of the scheme to support the initial seven programmes to support the net-zero 2038 ambitions. The programmes are still under development and are at various stages, but with initial funding will increase the pace of delivery.

Members commented that work towards energy efficiency is key to improve the environment and to tackle high fuel bills, and urged that government take further action against the rising cost of living.

##### UKSPF - Local Authority Hyper Local Programme

Officers explained that the UK Shared Prosperity Fund is the successor to the European Structural Investment Fund programme, and will allocate £31 million of funding between the five constituent regions to support the wider UKSPF programme.

##### West Yorkshire Innovation Programme

Officers explained the scheme is a three-year programme to support small and medium enterprises to improve their business operations through a variety of

means.

#### Business west Yorkshire

Officers explained the scheme will support 9,000 small and medium enterprises to improve productivity and expand their businesses.

#### Employment support West Yorkshire

Officers explained the scheme will support 7,700 to gain skills and return to the labour market through a variety of activity between April 2023 and March 2025.

#### TCF Huddersfield bus station

Officers explained the aim of the scheme to refurbish the interior and exterior of Huddersfield bus station. The overall costs have increased from the original allocation due to inflation and material costs, and analysis has been undertaken to bring the costs down as much as possible. The project will be periodically reviewed to ensure value is maintained.

#### Brownfield Housing Fund Programme

Officers explained the ongoing Brownfield Housing Fund scheme has received additional funds from the government, which will increase the projected output of new homes within the existing delivery time frame.

Members expressed their thanks for the hard work of the teams involved with the scheme, and raised questions regarding the availability of suitable land. Officers confirmed that work is ongoing to identify suitable land, and that any justified proposals from developers are considered and approved as appropriate. Work is also being undertaken to identify avenues for employment and increasing skills in partnership with developers and training providers.

#### **Resolved:**

In respect of the West Yorkshire Mayor's Cost of Living Emergency Fund, the Combined Authority approved that, subject to the conditions set by PAT and set out in the decision point certificate:

(i) The Mayor's Cost of Living Emergency Fund scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £3,000,000 is given. The total scheme value is £3,000,000.

(iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities. The amount of funding allocated to each Local Authority is delegated to the Combined Authority's Chief Executive.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Social Housing Decarbonisation Booster, the Combined Authority approved that:

(i) The change request for the Social Housing Decarbonisation Booster scheme to increase the Combined Authority's contribution funding from £5,062,000 to £10,257,949, to extend the programme and to increase the outputs as detailed in this report is approved. The total scheme value will increase from £10,381,000 to £17,633,367

(ii) The Combined Authority enters into an addendum to the existing Funding Agreements with the following Social Housing Provider providers for expenditure of up to:

- Accent £186,535
- Chartford £154,000
- Connect £308,000
- Incommunities £1,084,230
- Kirklees £280,000
- Together £1,700,545
- WDH £847,000
- Yorkshire Housing £238,000

(iii) That delegated authority be granted:

- To the Head of Economic Implementation to reallocate funding and / or outputs in consultation with PAT but without the need to submit a formal Change Request to PAT if one or more Housing Association is unable to use their funding allocation, but another is.
- To the Head of Economic Implementation and the Head of Legal and Governance Services in consultation to finalise the Funding Agreement Addendums between the Combined Authority and the Housing Associations (WDH, Connect Housing, Incommunities, Together Housing, Accent Housing, Yorkshire Housing, Kirklees Council, Chartford) and all other related legal documents that may be required.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Climate Environment Plan - Wave 1, the Combined Authority approved:

(i) The change request to the CEP Wave 1 Portfolio to:

- a) Further development costs of £1,507,893 to continue to develop individual programme business cases plus the UK Shared

Prosperity Fund's (UK SPF) contribution to the Flood Innovation Programme (FLIP) (£310,000), taking the total portfolio development costs approval to £2,654,133. Note: the release of the £310,000 is subject to final approval of the UKSPF Local Investment Plan by Government.

- b) Approval of £1,100,000 for the Energy Price Crisis Emergency Business Grants Programme, part of the CEP's Business Sustainability Package to provide immediate support businesses with the cost-of-living crisis
- c) Taking the total portfolio approval to £2,917,893.

(ii) The Combined Authority enters into a Funding Agreement with Leeds City Council for expenditure of up to £310,000.

(iii) Delegation to the Climate, Energy and Environment Committee is requested for approval of any change requests to FLIP or the Energy Price Crisis Emergency Business Grants Programme and approval of the business cases for the other projects in the CEP Wave 1 portfolio.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and any change requests are delegated to the Climate, Energy and Environment Committee, which will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the UKSPF Local Authority Hyper Local Programme, the Combined Authority approved that, subject to the conditions set by PAT and set out in the decision point certificate and subject to final approval of the UKSPF West Yorkshire Local Investment Plan by Government:

(i) The UKSPF - Local Authority Hyper Local Programme scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £31,227,000 UKSPF is given. The total scheme value is £35,037,000.

(iii) The Combined Authority enters into funding agreements with the five West Yorkshire Local Authorities for the following amounts:

- Bradford £7,578,145 + £303,126 management fee.
- Calderdale £2,764,079 + £137,563 management fee
- Kirklees £5,824,858 + £232,994 management fee
- Leeds £9,393,538 + £375,742 management fee
- Wakefield £4,439,380 + £177,575 management fee

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Finance, Resources and Corporate Committee, following advice by the UKSPF LPG. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the West Yorkshire Innovation Programme, the Combined

Authority approved that:

(i) The West Yorkshire Innovation Support Programme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (delivery).

(ii) Approval is given to Combined Authority's contribution of £5,550,376. The total scheme value is £6,934,126.

(iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of Business West Yorkshire, the Combined Authority approved that:

(i) The Business West Yorkshire scheme proceeds through decision point 2 to 4 (Business Justification) and work commences on activity 5 (delivery).

(ii) Approval to the Combined Authority's contribution of £4,573,426. The total scheme value is £5,298,920

(iii) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Business, Economy and Innovation Committee. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of Employment Support West Yorkshire, the Combined Authority approved that:

(i) The Employment Support West Yorkshire scheme proceeds through decision point 2 to 4 (business justification) and work commences on activity 5 (Delivery).

(ii) Approval to the Combined Authority's contribution of £12,000,000. The total scheme value is £12,023,833.

(iii) The Combined Authority enters into a funding agreement with each of the five partner councils for expenditure up to the allocations outlined below:

- Bradford Council £3,233,194
- Calderdale Council £1,014,916
- Kirklees Council £2,371,940
- Leeds City Council £3,658,917
- Wakefield Council £1,227,059

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report and where required, any change requests are delegated to the Employment and Skills Committee. This will be subject to the scheme remaining within the tolerances outlined in this report

In respect of TCF Huddersfield Bus Station, the Combined Authority approved that:

(i) The Huddersfield Bus Station scheme proceeds through decision point 3 (outline business case) and work commences on activity 4 (full business case).

(ii) An indicative approval to the Combined Authority's contribution of £18,995,380. The total scheme value is £19,995,380.

(iii) Development Costs of £2,178,470 are approved in order progress the scheme to decision point 4 (full business case) taking the total scheme approval to £3,077,100.

(iv) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

In respect of the Brownfield Housing Fund Programme, the Combined Authority approved:

(i) The change request to the Brownfield Housing Programme to increase the total programme cost from £66,778,719 to £89,038,292 and increase the programme output targets from 4500-6000 homes unlocked to 5,400-7,855 homes unlocked by March 2025.

(ii) Development costs of up to £5,000,000 from the Brownfield Housing Fund are approved in order to develop and manage the programme, including acquisitions, and design and develop individual schemes to the next decision point, taking the development funding approved to date to £10,000,000.

(iii) The change to the BHF Burmantofts project to increase the delivery timeframe from June 2025 to October 2025.

(iv) The change to the BHF Leeds Central project to increase the delivery timeframe from July 2024 to January 2025.

(v) The change to the BHF Hebden Bridge project to increase the delivery timeframe from January 2024 to February 2025.

(vi) Future approvals are made in accordance with the assurance pathway and approval route outlined in this report. This will be subject to the scheme remaining within the tolerances outlined in this report.

#### **48. Governance - Representation on Outside Bodies**

Officers explained the purpose of the report to approve the appointments of the Deputy Chairs of the Transport Committee to the Transport for the North Scrutiny Committee and to the Consortium of East Coast Main Line Authorities.

**Resolved:**

That the thematic split of roles of the Deputy Chairs of the Transport Committee as set out in paragraph 2.3 be noted.

That the appointments to the TfN Scrutiny Committee and the Consortium of East Coast Main Line Authorities for the municipal year 2022/23 as set out in paragraph 2.5 be approved.

**49. Minutes for Information**

**Resolved:** That the minutes and notes of the Combined Authority's committees and panels be noted.