

A meeting of the
West of England Combined Authority

will be held on

Date: Wednesday 15th March 2017

Time: 2.00pm

Place: Armada House, Telephone Avenue, Bristol, BS1 4BQ

Notice of this meeting is given to members of the Combined Authority as follows:

Cllr Tim Warren, Bath & North East Somerset Council
Mayor Marvin Rees, Bristol City Council
Cllr Matthew Riddle, South Gloucestershire Council

Enquiries to:

Joanna Greenwood
West of England Combined Authority (WECA) Office,
Engine Shed, Station Approach,
Temple Meads, Bristol BS1 6QH
Email: joanna.greenwood@westofengland.org
Tel: 0117 35 76324

WECA Agenda

YOU HAVE THE RIGHT TO:-

- Attend all WECA, Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five days before the date of the meeting
- Inspect agendas, reports and minutes of the WECA and all WECA Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period public reports for a period of up to four years from the date of the meeting. (A list of background papers to a report is given at the end of each report.) A background paper is a document on which the officer has relied in writing the report.
- Have access to the public register of names, addresses and wards of all Councillors sitting on WECA, Committees and Sub-Committees with details of the membership of all Committees and Sub-Committees.
- Have a reasonable number of copies of agendas and reports (relating to items to be considered in public) made available to the public attending meetings of WECA, Committees and Sub-Committees.
- Have access to a list setting out the decisions making powers the WECA has delegated to their officers and the title of those officers.
- Copy any of the documents mentioned above to which you have a right of access. There is a charge of 15p for each side of A4, subject to a minimum charge of £4.
- For further information about this agenda or how the Council works please contact Joanna Greenwood, telephone 0117 35 76324 or e-mail: Joanna.greenwood@westofengland.org

OTHER LANGUAGES AND FORMATS

**This information can be made available in other languages, in large print, braille or on audio tape.
Please phone 0117 35 76324**

Guidance for press and public attending this meeting

The Openness of Local Government Bodies Regulations 2014 mean that any member of the public or press attending this meeting may take photographs, film or audio record proceedings and may report on the meeting including by use of social media (oral commentary is not permitted during the meeting as it would be disruptive). This will apply to the whole of the meeting except where there are confidential or exempt items, which may need to be considered in the absence of the press or public.

If you intend to film or audio record this meeting please contact the Democratic Services Officer named on the front of the agenda papers beforehand, so that all necessary arrangements can be made.

Some of our meetings are webcast. By entering the meeting room and using the public seating areas you are consenting to being filmed, photographed or recorded. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

An archived recording of the proceedings will also be available for viewing after the meeting. The Combined Authority may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

1. EVACUATION PROCEDURE

In the event of a fire, please await direction from the Armada House staff who will help assist with the evacuation and give directions to the nearest fire exit. Please do not return to the building until unstructured to do so by the fire warden(s).

2. APOLOGIES FOR ABSENCE

To receive apologies for absence from Members.

3. DECLARATIONS OF INTEREST UNDER THE LOCALISM ACTION 2011

Members who consider that they have an interest to declare are asked to: a) State the item number in which they have an interest, b) The nature of the interest, c) Whether the interest is a disclosable pecuniary interest, non-disclosable pecuniary interest or non-pecuniary interest. Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

4. MINUTES

To confirm the minutes from 1st March 2017 as correct record for signing by the Chair.

5. CHAIR ANNOUNCEMENTS

To receive announcements from the Chair of the WECA.

6. ITEMS FROM THE PUBLIC

Members of the public can speak for up to 5 minutes each. The total time for this session is 30 minutes so speaking time will be reduced if more than 6 people wish to speak.

If you wish to present a petition or make a statement at the meeting, you are required to give notice of your intention by noon on the working day before the meeting by e-mail to info@westofengland-ca.org.uk.

If you wish to ask a question at the meeting, you are required to submit the question in writing to info@westofengland-ca.org.uk no later than 3 working days of the meeting.

7. PETITIONS

Any member of the WECA may present a petition at a WECA Committee Meeting.

8. TRANSPORT DELIVERY

To consider and make decisions in relation to the exercise of transport functions including the provision of bus information, concessionary travel schemes and quality partnership schemes.

9. INDEPENDENT REMUNERATION PANEL REPORT

To consider recommendations of the Independent Remuneration Panel report.

10. BUDGET

To consider and approve a Budget in respect of Mayoral Functions and the WECA for 2017/18.

11. POLICIES AND PROCEDURES

To advise members of the need for the West of England Combined Authority to adopt a suite of operational policies.

12. ASSURANCE FRAMEWORK

To approve an assurance framework which sets out how schemes funded through the Single Pot will be appraised, monitored and evaluated.

13. ANY OTHER ITEM THE CHAIR DECIDES IS URGENT

Next meeting: To be advised