

A meeting of the  
**West of England Combined Authority**

will be held on

**Date: Wednesday 28 June 2017**

**Time: 9.30am**

**Place: BAWA, 589 Southmead Road, Filton, Bristol, BS34 7RG**

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

Mayor Tim Bowles, West of England Combined Authority  
Cllr Tim Warren, Bath & North East Somerset Council  
Mayor Marvin Rees, Bristol City Council  
Cllr Matthew Riddle, South Gloucestershire Council

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# West of England Combined Authority Committee Agenda

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**1. EVACUATION PROCEDURE**

In the event of a fire, please await direction from BAWA staff who will help assist with the evacuation. Please do not return to the building until instructed 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 the West of England Combined Authority Committee meeting on 15<sup>th</sup> March 2017 as correct record for signing by the Chair.

**5. CHAIR ANNOUNCEMENTS**

To receive announcements from the Chair of the West of England Combined Authority.

**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](mailto: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](mailto:info@westofengland-ca.org.uk) no later than 3 working days before the meeting.

**7. PETITIONS**

Any member of the West of England Combined Authority may present a petition at a West of England Combined Authority Committee Meeting.

**8. COMMENTS FROM CHAIR OF LOCAL ENTERPRISE PARTNERHSIP**

To be presented by the Chair of the West of England LEP.

**9. APPOINTMENT OF VICE CHAIR**

To appoint the Vice Chair for the West of England Combined Authority Committee.

**10. GOVERNANCE UPDATE**

To agree the Constitution subject to the proposed amendments set out in the report, to approve the request from North Somerset Council to amend the arrangements of the Voluntary Scrutiny arrangements approved at the meeting of 1<sup>st</sup> March and to approve the Calendar of Meetings.

**11. NEXT STEPS FOR REGIONAL STRATEGY DEVLEOPMENT**

To seek agreement to publish a draft West of England Regional Strategy discussion paper in July.

**12. INVESTMENT PRIORITISATION**

To note the proposed next steps in developing a prioritised investment programme for the West of England Combined Authority.

**13. TERMS OF REFERENCE FOR DEVELOPMENT OF A BUS STRATEGY AND KEY ROUTE NETWORK**

To agree the draft terms of reference for development of a bus strategy and key route network.

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**14. HIGHWAYS AND TRANSPORT CAPITAL GRANTS – SUPPLEMENTARY ALLOCATION 2017/18**

To consider and approve a supplementary grant funding allocation for 2017/18 in respect of Mayoral Functions.

**15. ANY OTHER ITEM THE CHAIR DECIDES IS URGENT**

**Next meeting: Wednesday 2 August 2017**

**WEST OF ENGLAND**

Combined Authority

BATH & NORTH EAST SOMERSET  
BRISTOL  
SOUTH GLOUCESTERSHIRE

Minutes of the meeting of the  
West of England Combined Authority  
15<sup>th</sup> March 2017

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1	<p><b>EVACUATION PROCEDURE</b></p> <p>The Chair, Councillor Matthew Riddle, Leader of South Gloucestershire Council, welcomed everyone to the second meeting of the West of England Combined Authority and introduced his colleagues, Mayor of Bristol Marvin Rees, Cllr Tim Warren, Leader of Bath &amp; North East Somerset Council and Stephen Robertson, Chair of the Local Enterprise Partnership.</p> <p>The Chair made a safety announcement in relation to the fire/emergency evacuation procedure and reminded everyone that the meeting was being webcast live, with a recording to be made available on the website following the meeting.</p>
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>There were no apologies for absence.</p>
3	<p><b>DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972</b></p> <p>There were no declarations of interest.</p>
4	<p><b>MINUTES</b></p> <p><b>Resolved:</b> That the minutes of the meeting on 1<sup>st</sup> March 2017 be confirmed and signed as a correct record.</p>
5	<p><b>CHAIR'S ANNOUNCEMENTS</b></p> <p>The Chair welcomed everyone to the second meeting of the West of England Combined Authority Committee, the last before pre-election period on 27th March and confirmed that the following items would be considered at the meeting:</p> <ul style="list-style-type: none"> <li>• Transport Delivery arrangements for the Combined Authority</li> <li>• A report from the Independent Remuneration Panel recommending remuneration for the West of England Mayor and a scheme of allowances for the Combined Authority</li> <li>• The budget for the West of England Combined Authority. The Chair noted that the Treasury Management and Investment Strategies were agreed at the previous meeting. This budget, for 17/18, includes the Mayoral Budget as well as the West of England Combined Authority operational budget. The Chair also noted this budget itself does not identify the specific schemes to be delivered and that officers are currently developing an Investment Prioritisation process, supported using an Economic Model, which will be used to identify schemes. This process will be brought to a future Committee meeting for agreement.</li> <li>• A short report about operational policies and procedures for the Combined Authority</li> <li>• A request to note and adopt the single pot assurance framework which sets out the requirements from government relating to the appraisal, monitoring and evaluation of schemes</li> </ul> <p>The Chair noted that the newly elected West of England Mayor would join the next meeting of the West of England Combined Authority. Future agendas will include a standing agenda</p>

item to hear from the business community via the LEP Chair. He emphasised the importance of this to the Combined Authority.

The Chair then invited Stephen Robertson to address the meeting.

Stephen Robertson made the following comments:

- He was delighted to be at the second meeting of the West of England Combined Authority.
- He was pleased to see that the budget for the Local Enterprise Partnership has been retained at similar levels to ensure the continued management and oversight of key investment in the region such as the Local Growth Fund. He noted that the most recent deal, announced last month would bring £52.8m to the Region and commented that this demonstrates how West of England Combined Authority is committed to working with the Local Enterprise Partnership to build on the innovation and high productivity of the region
- He welcomed the opportunity for the Local Enterprise Partnership to continue to bring the voice of business to both this Committee and to the Joint West of England Committee, demonstrating how the Local Enterprise Partnership is helping to shape decisions around skills, jobs and inclusive economic growth

The Chair expressed thanks to Stephen Robertson and to the previous Chair for the support of the Local Enterprise Partnership.

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## **ITEMS FROM THE PUBLIC**

### **Public Questions**

No public questions were submitted.

### **Public speakers**

Mr David Redgewell, representing Southwest Transport Network, Bus Users UK and TSSA submitted a written statement to the Committee. He addressed the committee on a number of local transport issues including bus services and rail infrastructure. He emphasised the need for the Committee to work closely with North Somerset on public transport issues. He expressed concern about the overspend on the Portishead railway line and requested the Combined Authority work closely with Network Rail to expand MetroWest. In his opinion £30m per year is not a large sum of money; he felt more money was needed for public transport.

The Chair thanked Mr Redgewell for his comments and confirmed that his written statement would be included with the minutes of the meeting. The Chair noted that the issues around the Portishead line were of concern to everyone, including North Somerset, and that further meetings are taking place to consider this. The Chair also noted that the size of the deal for the West of England, on a per-head basis, is higher than other deals and confirmed that the West of England Combined Authority will be looking to secure further deals with Government

7	<p><b>PETITIONS FROM MEMBERS</b></p> <p>None received.</p>
8	<p><b>TRANSPORT DELIVERY</b></p> <p>The Chair introduced the Transport Delivery report. He noted that from the date the West of England Combined Authority came into being certain functions had transferred to it by operation of the law including Concessionary Fares, Community Transport Grants and Local Bus information (including Real Time Information). He made the following comments about the report:</p> <ul style="list-style-type: none"> <li>- The Chair referred to the recommendations contained in the report including the arrangements required to ensure the continued delivery of the transferred functions and services for the financial year 2017/18</li> <li>- In relation to Community Transport the Chair noted that this is a key part of the transport network in the West of England, especially for our most vulnerable citizens and communities. These recommendations, if approved, would ensure delivery would be unchanged during 17/18 whilst we review this in the wider context of regional transport.</li> <li>- In relation to Concessionary Travel this is also an important part of travelling around the West of England. The report highlights the statutory requirement to deliver a minimum scheme. The report recommends the scheme is made equitable across Bristol, South Gloucestershire and Bath and North East Somerset, by introducing all-day travel for those registered blind.</li> <li>- The Chair referred to powers that are exercisable jointly for socially necessary routes by the Combined Authority and the constituent councils. The report notes that a number of these contracts expire in 2017/18 and recommends that any retendering is done for the shortest possible period whilst the Combined Authority develops its' Bus Strategy.</li> <li>- He also highlighted the requests to endorse the list of proposed supported bus services for 2017/18 and to delegate authority to the West of England Combined Authority Chief Executive to approve urgent contract changes, consulting with members of this Committee as appropriate.</li> <li>- In relation to Real Time information, and the Travel West website, it was noted that Bristol City Council was currently leading on the procurement of a new RTI contract and noted the recommendation sought approval for the current contract arrangements to be extended by six months whilst future RTI contract arrangements are considered.</li> <li>- Lastly the Chair noted that the Combined Authority was asked to approve the making of the MetroBus Quality Partnership Schemes and the signing of Voluntary Partnership Arrangements with the participating operators and the request that Bristol City Council and South Gloucestershire Council are authorised to implement the same on behalf of West of England Combined Authority.</li> </ul> <p>The Chair moved the recommendations.</p> <p>Cllr Tim Warren seconded the recommendations and noted that it would be an important part of the future Regional Mayor's role to look at how we pay subsidies across borders.</p>



Mayor Rees noted it was important to think about a collection of behaviours and ways of working and that what we see here is that we are aligning ourselves around shared priorities. This will be important for the incoming Regional Mayor.

**On being put to the vote the motion was carried unanimously.**

**Resolved:**

The West of England Authority will:

1. Delegate authorisation to the Monitoring Officer to enter into the necessary agreements to commission the delivery of community transport, bus information and Real Time Information, and concessionary travel as outlined above.
2. Approve the proposed change to the concessionary travel scheme to include all-day blind concessions in B&NES and that authority be delegated to the West of England Combined Authority Chief Executive to enter into the necessary agreements to achieve this.
3. Endorse the list of bus services as set out in appendix A of the report for delivery as a joint power by the constituent councils.
4. Approve the making of the MetroBus Quality Partnership Schemes and the signing of Voluntary Partnership Arrangements with participating operators and that Bristol City Council and South Gloucestershire Council be authorised to implement the same on behalf of West of England Combined Authority.

9 **INDEPENDENT REMUNERATION PANEL REPORT**

The Chair introduced the independent remuneration panel report which sets out the panels' recommendations regarding the appropriate level of remuneration for the West of England Combined Authority Mayor and an appropriate scheme of allowances for the combined authority generally. He noted that the panels' reasoning on their conclusion was set out in the report.

He thanked the panel members for doing this important piece of work, and for the time they had taken to consider and make recommendations.

The Chair moved the recommendations.

Mayor Rees seconded the recommendations.

**On being put to the vote the motion was carried unanimously.**

**Resolved:**

1. The West of England Combined authority agreed the recommendations of the independent remuneration panel:
  - i. The initial remuneration for the West of England Mayor be set at £62,000 per annum. This figure to be reviewed by the IRP following one year of operation.

- ii. The West of England Combined Authority replicates the South Gloucestershire Council Scheme for Travel and Subsistence Allowances.

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## **BUDGET**

The Chair introduced the budget report which sets out the first budget proposal for the West of England Combined Authority to cover the financial year 2017/18.

He noted that as a first budget this has been brought forward under transitional arrangements to ensure an appropriate budget is in place for the Mayor and West of England Combined Authority, together with the respective capital programme provisions. In future years, once the Regional Mayor is in office, the legislation will require that the Mayoral Budget is agreed prior to the consideration of the West of England Combined Authority Budget.

The Chair noted the following points about the report:

- The Mayoral budget includes provision for the Mayoral election and office costs, plus highways maintenance and transport improvement grants passed from the Department from Transport to the Mayor as part of the devolution agreement.
- The West of England Combined Authority Budget has provision for governance, management and administration, including the management of funding for infrastructure, transport and skills.
- The report confirms that no additional costs should fall on the constituent councils over and above the actual costs incurred in 2016/17 and that where possible efficiencies will be sought through economies of scale, optimising use of existing resources and delivering value for money.
- The proposed capital programme focuses on highways and transport capital grants, together with preparatory work to identify prioritise the future infrastructure programme, an important piece of work we will be starting.

The Chair moved the recommendations

Cllr Tim Warren seconded the recommendations. He commented that we have the best deal and need to ensure this money is used properly. He noted that Government have made it clear that we will have opportunity to apply for future funding, including for transport. This year it is a relatively straightforward budget.

Mayor Rees commented that as we look at the resources we have in the region, it is important to remember this is a gateway to future deals. We have started doing the groundwork to unlock the strength, resilience and inclusive nature of our economy.

**On being put to the vote the motion was carried unanimously**

**Resolved:**

The West of England Combined Authority will:

1. Approve the Mayoral Budget for 2017/18 together with the funding contribution from the WECA of £1.81M (including one-off election costs) as set out in Appendix 2
2. Agree the specific Highways and Transport Capital Grant allocations totalling £20.475M to the constituent councils for 2017/18 as set out in Appendix 2, Annex 1 (table 2).
3. Approve the WECA Budget for 2017/18 as set out at Appendix 3.
4. Approve the Levy to be issued to the constituent councils totalling £15.281M in respect of transferring Transport functions as set out at Appendix 3.
5. Agree that no additional contributions should be requested from the constituent councils to meet the costs of the WECA.
6. Request the Monitoring Officer to commission appropriate delivery arrangements for concessionary fares, community transport grants and other relevant transport functions from the constituent councils to ensure continuity of related services for 2017/18 in accordance with the budgetary provisions set out in Appendix 3
7. Approve the WECA capital programme for 2017/18 as set out at Appendix 4 including the planned sources of funding, and noting that no borrowing is anticipated for 2017/18.
8. Note that the WECA will operate with limited financial reserves for 2017/18 and that any unforeseen costs will be met in accordance with the options set out in Appendix 3 (Para 9.3).

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## **POLICIES AND PROCEDURES**

The Chair introduced the policies and procedures report which highlights that the West of England Combined Authority will need a suite of operational policies and procedures to meet legislative requirements, to perform its duties functions and to manage its employees.

He noted that where appropriate some of these will require Committee approval, for example the Pay Policy, and that the report requests delegated authority be given to the Chief Executive of the West of England Combined Authority to prepare and submit a comprehensive list of policies and procedures for Committee approval.

The Chair moved the recommendations.

Mayor Rees seconded the recommendations.

**On being put to the vote the motion was carried unanimously**

**Resolved:**

The West of England Combined Authority will:

	<p>1. Give delegated authority to the Interim Chief Executive to prepare and submit to the West of England Combined Authority a comprehensive list of policies and procedures for approval by the West of England Combined Authority (including but not limited to the Pay Policy).</p>
12	<p><b>ASSURANCE FRAMEWORK</b></p> <p>The Chair introduced the assurance framework report which sets out the requirements to agree a framework with government that sets out how schemes funded through the Single Pot will be appraised, monitored and evaluated.</p> <p>He noted that Government has confirmed that it will make the initial £30m payment of the investment fund in this financial year (16/17) and the second payment early in 2017/18. The assurance framework has been reviewed by Government and it has confirmed it meets all their expectations. The Chair noted that the Committee was asked to note and adopt the approved the Single Pot Assurance Framework.</p> <p>The Chair moved the recommendations</p> <p>Cllr Tim Warren seconded the recommendations and thanked all officers involved for the work they have done on this. Mayor Rees and the Chair echoed these thanks. The Chair noted that thanks also be extended to Scrutiny members senior officers and officers from the West of England Local Enterprise Partnership</p> <p>On being put to the vote the motion was carried unanimously</p> <p>Resolved:</p> <p>The West of England Combined Authority will:</p> <ol style="list-style-type: none"> <li>1. Note and adopt the approved Single Pot Assurance Framework</li> </ol>
13	<p><b>ANY OTHER ITEMS THE CHAIR DECIDES ARE URGENT</b></p> <p>There were no other items of urgent business.</p> <p>The Chair noted that the next meeting will take place following the election of the West of England Mayor and thanked the public and officers for their attendance.</p> <p>The Chair declared the meeting closed at 14.28</p>
	<p><b>Signed:</b></p> <p><b>Date:</b></p>

**ITEM: 6**

**WEST OF ENGLAND COMBINED AUTHORITY (“WECA”)**

**DATE: 15 MARCH 2017**

**MEMBER AND PUBLIC FORUM**

Notice has been given for the following representations.

**Statement**

Pages

**ITEM 1:** David Redgewell, Southwest Transport Network on bus services, rail services and the Joint Spatial Plan and Joint Transport Study

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## Statement from David Redgewell

We, following our meeting at Swindon on Saturday with Railfuture and Bus Users UK are concerned over the following issues:-

- 1) The Buses Bill and the Combined Authorities powers over the 1985 Act to support bus services and cross boundary issues with North Somerset Council which would require a permit system if the buses were franchised or special regulations for advanced quality partnerships.
- 2) With Rail powers we need to include over the Portishead line and Henbury loop and existing station improvements on the current rail network to Bristol, Bath and Weston-Super-Mare including access to the disabled schemes and DIA's through a memorandum of understanding with ORR and Network Rail.
- 3) Cross boundary rail services with Somerset, Gloucestershire and Wiltshire.
- 4) Budget transfer supported bus budgets from Bristol City Council, BANES and South Gloucestershire Council and the combined authorities powers over bus services let by Bristol City Council on the 7th March 2017.
- 5) integrated bus, rail and ferry ticketing.
- 6) Maintenance of bus shelters and bus stations.

Therefore, works to stations such as Patchway, Lawrence Hill and Stapleton Road become more difficult to fund for disabled access, passenger waiting shelters and improved lighting. At the Travelwatch South West meeting, Sir Peter Hendy Chair of Network Rail made it clear that private sector investment is required in major stations and projects. This of course is leading to the descopeing and value for money case for the Bristol-Portishead line with stations at Pill and Portishead. Any new station at Ashton Gate would need to be funded by the private sector.

The Henbury loop and the Gloucester line will need to attract developer funding for the following stations :-

Filton North, Henbury Cribbs Causeway (of course Cribbs Causeway is now the subject of a major planning inquiry), Ashley Down and Charfield. Also, the Severn Beach line stations will require DIA's following the partial demolition of Severn Beach station.

SWTN, Railfuture, TFGBA and Bus Users UK are concerned about the future of Temple Meads station and its environs and want a master plan for the area including land in the ownership of the University and Network Rail. We must through the West of England combined authority and North Somerset Council, find private sector money to renovate and improve the station as a major South West interchange similar to Birmingham New Street.

With regards to the proposals to demolish the Grosvenor Hotel and alter the setting of the George and Railway we are extremely concerned that historic buildings should be lost to Bristol in the setting of Grade I listed Bristol Temple Meads station.

The George and Railway is in fact a railway hotel that dates back to 1852 in its original form (The George Inn and Railway Tavern) and later as the George and Railway when it was taken over by the Bristol and Exeter Railway in 1875. Of course, while we welcome the University proposals to restore the building, we would like to see it retained as a café, restaurant and bar with hotel accomodation similar to the Hawthorn Hotel in Clifton.

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We would also like to see the Grosvenor Hotel retained as a hotel with a bar but would very much welcome the conference and meeting rooms as part of Engine Shed 2 with a new sympathetic extension.

We are very concerned about the piecemeal planning of the Temple Meads area with the University building alongside the river and quays and the need for Brunel Mile and station street to be constructed under the station to link the two sites. The area is also in need of a good public transport interchange in front of this building, the Friary and the Bristol and Exeter Building (Temple Gate) and need to incorporate the Midland train shed back into rail use with the kind of shopping provision you see at London Paddington or Manchester Piccadilly.

The City Council and the Combined Authority/WEP must lead on a master plan as Network Rail do not have large sums of public money for the electrification and the Temple Meads enhancement.

In order to maximise the regeneration of Temple Meads, the Council/WEP and the Mayors must set the parameters for the regeneration.

South West Transport Network are concerned over potential changes to the Portishead railway line reopening following yesterday's announcement about revised costs for the MetroWest Phase 1 rail project.

This project should be given top priority within the WEP with stations being reopened both at Pill and Portishead. There should also be an hourly service throughout the day/evenings and weekends as a minimum service level.

David Redgewell - SWTN, Bus Users UK, TSSA

**ITEM: 10**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 28<sup>TH</sup> JUNE 2017**

**REPORT TITLE: GOVERNANCE UPDATE**

**AUTHOR: JOHN McCORMACK, INTERIM MONITORING OFFICER**

**Purpose of Report**

- 1 This report seeks the following:
  - Confirmation of the Constitution subject to the proposed amendments set out in this report,
  - Approves the request from North Somerset Council to amend the arrangements of the Voluntary Scrutiny arrangement approved at the meeting of 1<sup>st</sup> March,
  - Approves of the Calendar of Meetings

**Issues for Consideration**

**2 Constitution**

- 2.1 At its meeting of 1<sup>st</sup> March the Combined Authority adopted a Constitution so as to enable it to discharge those functions it was lawfully permitted to discharge prior to the election and taking of office of the Mayor.
- 2.2 Following the election of the Mayor the Constitution requires the unanimous approval of the Mayor and Combined Authority. This report recommends the approval of the Constitution as adopted by the Combined Authority on 1<sup>st</sup> March, subject to the detailed provisions relating to Overview and Scrutiny arrangements. Appendix 1 to this report includes all Overview and Scrutiny arrangements. The Standing Orders A32 - A33 supplement existing provisions contained at A31. All provisions comply with the requirements of The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.
- 2.3 A minor amendment to Standing order A.13.3 Public Participation is also proposed so as to increase the number of individuals able to address the Combined Authority at each meeting. The proposal is to amend the time allowed for individual speakers from 5 minutes to 3 minutes, subject to an overall maximum time for public speaking of 30 minutes.



- 2.4 The approved governance structure includes provision for the creation of three Advisory Board's, Infrastructure, Business and Skills. Attached as Appendix 2 to this report are proposed generic Terms of Reference for each of the Boards. It is recommended that if approved, the terms of reference be included in the Constitution of the Combined Authority.
- 2.5 The link to the approved Constitution is included below.

<https://www.westofengland-ca.org.uk/wp-content/uploads/2017/04/Item-9-WECA-constitution.pdf>

### **3 Voluntary Scrutiny Arrangement**

- 3.1 At its meeting of 1<sup>st</sup> March, the Combined Authority resolved to establish a Voluntary Joint Scrutiny Arrangement comprising the West of England Overview and Scrutiny Committee established in accordance with the West of England Combined Authority Order 2017 and North Somerset Council (NSC). The intention of the joint arrangement was to secure an effective and efficient method for undertaking scrutiny of the Joint Committee which forms a part of the approved governance structure of the Combined Authority.
- 3.2 The Combined Authority resolved to request 2 nominations from North Somerset in accordance with the proportionality calculations set out in the report of the 1<sup>st</sup> March.
- 3.3 In accordance with the resolution the Monitoring Officer requested nominations from NSC. NSC has considered the request and at its AGM in May 2017 resolved to request that the Combined Authority considers an amended proposals to secure joint scrutiny. The request from NSC is for 3 NSC members to sit alongside (but not part of) the statutory scrutiny committee. This proposal in effect, so far as it relates to NSC, reflects the existing joint scrutiny arrangements. In the event that an issue is called in the matter will be referred, to either a meeting of the West of England Combined Authority Scrutiny Committee or NSC Scrutiny or both as appropriate. There is also the opportunity for the West of England Overview and Scrutiny Committee and the NSC Scrutiny Panel to convene meetings as Meetings in Common
- 3.4 The NSC proposal retains the principal that the scrutiny work of the Joint Committee is undertaken simultaneously.
- 3.5 In the event the NSC request is agreed, it is recommended that the Interim Monitoring Officer is given delegated authority to make consequential amendments, to the Constitution to remove reference to the Voluntary Joint Scrutiny Arrangement and to include reference to the scrutiny of the Joint Committee within the terms of reference of the West of England Overview and Scrutiny Committee.

### **4 Calendar of Meetings**

- 4.1 The proposed Calendar of meetings is attached at Appendix 3 to this report for approval.

### **5. Consultation:**

- 5.1 In relation to the Constitution, this was subject to consideration at the meeting of the Combined Authority of 1<sup>st</sup> March. The Scrutiny arrangements are in a standard form and if approved will be included at Standing Order A32 – A33.

- 5.2 Standing Order A13.3, this amendment provides for greater numbers of the public to address the Combined Authority, Overview and Scrutiny Committee (or sub-committees) in the public speaking session at each meeting.
- 5.3 The Advisory Boards are included as part of the governance arrangements of the Combined Authority, these arrangements were subject to consultation as part of the development of the overall governance structure of the Combined Authority
- 5.4 The voluntary scrutiny arrangement has been subject to consultation with NSC and this has resulted in the request for an amendment to the original proposal.

## **6. Other Options Considered:**

- 6.1 As referred to above the Combined Authority received and approved a Constitution at its inaugural meeting, the Constitution is appropriate and enables the Combined Authority to properly and lawfully discharge its functions.
- 6.2 The arrangement for the discharge of the voluntary joint scrutiny is an alternative option for consideration.
- 6.3 The Calendar of meetings has been developed to ensure the governance arrangements contained in the Constitution can be discharged effectively

## **7. Risk Management/Assessment:**

- 7.1 The Combined Authority is required by law to unanimously adopt a Constitution, in the event it is not agreed, the Combined Authority will not be able to discharge its functions.
- 7.2 The joint scrutiny arrangements are intended to ensure effective and comprehensive scrutiny arrangements in respect of the Joint Committee, in the event arrangements are not agreed, there is a risk that scrutiny of the Joint Committee will not be as effective and may result in a duplication of work and resources for both the Combined Authority and NSC.

## **8. Public Sector Equality Duties:**

- 8.1 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
- 8.2 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
  - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

- 8.3 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 8.4 As a body exercising public functions the West of England Combined Authority is under an obligation to have regard to the public sector equalities duty (PSED) under section 149 of the Equality Act 2010 when exercising its functions. The obligations have been assessed at each stage of the development process. It has been concluded that the immediate decisions primarily relates to the arrangements that are required to be in place to enable the Combined Authority to operate in a lawful manner rather than decisions that could be deemed to impact on the rights of groups or individuals with a protected characteristic or others protected under the PSED.

## **9 Economic Impact Assessment:**

- 9.1 The approval of the Constitution is critical to the discharge of the functions of the Combined Authority as defined by the Order.

## **10 Finance Implications:**

- 10.1 None that arise directly from this report.

Advice given by: Tim Richens Interim Chief Financial Officer (TBC)

## **11 Legal Implications:**

- 11.1 The West of England Combined Authority Order 2017– Schedule 1(7) requires a unanimous vote in favour by the Mayor and all members of the Combined Authority of the Combined Authority's Constitution and Standing Orders and any amendments to them. As noted above in order for the Combined Authority to lawfully discharge the functions it was permitted to discharge prior to the election of the Mayor, it was required to adopt a Constitution.
- 11.2 Following the election of the Mayor of the West of England Combined Authority the recommendation seeks the unanimous approval of that Constitution, with the addition of Standing Orders relating to the arrangements for the discharge of Overview and Scrutiny functions and a minor amendment to Standing Order A13.3 which seeks to increase the public participation at meetings.

Advice given by: Gill Sinclair

## **12 Land/Property Implications;**

- 12.1 None that arise directly from this report.

Advice given by: Gill Sinclair

## **13 Human Resources Implications:**

- 13.1 None that arise directly from this report.

Advice given by: Gill Sinclair

**Recommendation:**

- 1 The West of England Combined Authority confirms the adoption of the Constitution subject to the approval of
  - (i) the arrangements for the discharge of Overview and Scrutiny functions as set out in Appendix 1 to this report
  - (ii) an amendment to Standing Order A13.3, to amend the time allowed for individual speakers from 5 minutes to 3 minutes, so as to increase public participation.
  - (iii) the terms of reference for the Infrastructure Business and Skills Advisory Boards as set out in Appendix 2
- 2 Agrees that scrutiny of the Joint Committee will be undertaken by the West of England Combined Authority Overview and Scrutiny Committee with attendance by 3 members of the North Somerset Council Scrutiny Panel,
- 3 Gives delegated authority to the Interim Monitoring Officer to make all consequential amendments to the Constitution to give effect to 1 (i), (ii), (iii) and 2 above.
- 4 Approves the Calendar of Meetings attached as Appendix 3 to this report.

**Report Author: John McCormack Interim Monitoring Officer**

**West of England Combined Authority Contact:**

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Telephone: 0117 903 6868

**Background Papers**

Any person wishing to inspect the Background Papers, used in the preparation of this Report, should seek the assistance of the Contact Officer for the meeting, who is and who is available by telephoning Joanna Greenwood on 0117 35 76324. Writing to West of England Combined Authority Office, Engine Shed, Station Approach, Temple Meads, Bristol, BS1 6QH. Email: [Joanna.greenwood@westofengland.org](mailto:Joanna.greenwood@westofengland.org).

## **STANDING ORDERS APPLICABLE TO THE OVERVIEW AND SCRUTINY COMMITTEE**

A31.1 Save for the provision in Section A – Standing Orders (Descriptions and Rules of Procedure), that can only apply to a meeting of the West of England Combined Authority, the rules of procedure will apply to meetings of the Overview and Scrutiny Committee and the Audit Committee.

A31.2 The following provisions shall apply to the WECA Overview and Scrutiny Committee

A31.2.1 Quorum -At least two thirds of the Overview and Scrutiny Committee appointed from the constituent councils must be present at a meeting of the Committee before business may be transacted.

A31.2.2 Decisions must be carried by a simple majority

### **Call in of Combined Authority or Mayoral Decisions**

A31.3 Any member of:

- (i) an overview and scrutiny committee,
  - (ii) sub-committee of an overview and scrutiny committee
- may refer any matter which is relevant to the functions of the committee

Any member of:

- (iii) the combined authority
  - (iv) any member of a constituent council of the combined authority
- may refer any matter which is relevant to the functions of the committee and is not an excluded matter

A31.4 On receipt of a referral the Overview and Scrutiny Committee shall consider whether or not to exercise its powers in relation to the matter referred. If it decides not to exercise its powers, it must notify the member making the referral of-

- (a) its decision and
- (b) the reasons for it.

A31.5 The Overview and Scrutiny Committee shall have the power to review or scrutinise a decision made but not implemented (Call-in), this power includes:

- (a) the power to direct that a decision is not implemented while it is reviewed or scrutinised by the Overview and Scrutiny Committee for a period not exceeding 14 days from the date the decision was published and
- (b) power to recommend that the decision be reconsidered

## **A.32 Description of Provisions Specific to Overview and Scrutiny**

### **A32.1 Work Programme**

The Overview and Scrutiny Committee will be responsible for setting their own work programme and in doing so they shall take into account wishes of members on the Committee who are not members of the largest political group on the Committee.

### **A32.2 Policy and Review Development**

- (a) The role of the Overview and Scrutiny Committee includes policy review and development
- (b) In relation to the development of the Combined Authority's approach to other matters not forming part of its policy and budget framework, Overview and Scrutiny Committee may make proposals to the Combined Authority for developments in so far as they relate to matters within their terms of reference. They may also agree requests from the Combined Authority for advice on the development of such policies.
- (c) The Overview and Scrutiny Committee may hold enquiries and investigate the available options for future direction in policy development. The Overview and Scrutiny Committee may ask witnesses to attend to address them on any matter under consideration.

### **A32.3 Reports from the Overview and Scrutiny Committee**

- (a) Once it has formed recommendations on proposals for policy development or other matters, the Overview and Scrutiny Committee members will prepare a formal report. This will normally be submitted to the Combined Authority for consideration.
- (b) The Combined Authority shall consider the report of the Overview and Scrutiny Committee at the next available meeting.

### **A32.4 Consideration by the Combined Authority of Reports of the Overview and Scrutiny Committee**

- (a) Once an Overview and Scrutiny Committee report on any matter which is the responsibility of the Combined Authority has been completed, it shall be included on the agenda of the next available meeting of the Combined Authority.
- (b) The Overview and Scrutiny Committee will in any event have access to the Combined Authority's forward plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Overview and Scrutiny Committee following a consideration of possible policy/service

developments, the Committee will at least be able to respond in the course of the Combined Authority's consultation process in relation to any key decision.

- (c) The Overview and Scrutiny Committee's Chair has the right to attend any meeting of the Combined Authority which considers a report, and to present the report to the Combined Authority.

### **A32.5 The Combined Authorities Response to Overview and Scrutiny Committee Reports**

The Combined Authority is required to respond to all reports submitted to it by the Overview and Scrutiny Committee. The response will be minuted and reported back to the Overview and Scrutiny Committee within 2 months.

The Combined Authority may respond in the following ways:-

- (a) to accept the report and indicate how it proposes to implement its contents;
- (b) to accept the report in part, giving reasons why parts are not accepted;
- (c) to disagree with the report and give reasons;
- (d) to receive the report for further consideration by an officer of the Combined Authority, or by the Combined Authority itself and for the outcome of that consideration to be reported back to the Overview and Scrutiny Committee within 2 months. The outcome of the consideration given will be in any of the ways set out in (a) to (c) above.

### **A32.6 Party Whip**

When considering any matter in respect of which a member of the Overview and Scrutiny Committee is subject to a party whip, the member must declare the existence of the whip and the nature of it before the commencement of the Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

("Definition of "party whip" – Any instruction given by or on behalf of a political group to any councillor who is a member of that group as to how that Councillor shall speak or vote on any matter before the Council or any committee or sub-committee, or the application or threat to apply any sanction by the group in respect of that councillor should he/she speak or vote in any particular manner.")

### **A33.1 Submissions From The Public**

A member of the public is entitled to make a submission to or participate at a meeting as detailed in the "Public Participation" Scheme at Standing Order A13.

### **A33.2 Submissions From Members**

A Member of a constituent Council may make an oral or written submission to a meeting on any matter on an agenda.

### **A33.3 Members Attending The Overview And Scrutiny Committee**

When the Combined Authority refers any matters raised by a Member to the Overview and Scrutiny Committee for consideration, the Member concerned will have the right to attend and address, but not vote, at any meeting which considers the matter, unless he/she is a named Member of the Overview and Scrutiny Committee.

### **A33.4 Submissions From the Public and Members**

The chair will invite the person wishing to make a submission to address the meeting for no more than 3 minutes (per issue) subject to the overall time allowed for public participation being a maximum of 30 minutes.

An oral submission may be confirmed in writing.

The Overview and Scrutiny Committee may ask questions of clarification. Submissions made will be received and taken into consideration by the Committee in pursuing its work programme or in considering decision called in under these arrangements.

At the chair's discretion, the submission may be made either at an early part of the meeting or when the relevant item on the agenda is reached.

### **A33.5 How Meetings Are Conducted and Conclusions Reached**

33.5.1 Normal Standing Orders of debate are not relevant to the work of the Overview and Scrutiny Committee.

33.5.2 The chair will ensure that, at all times, meetings are conducted in a constructive and positive manner and in the best interests of the Combined Authority.

33.5.3 The chair will suggest to the meeting the most appropriate way of considering the business of the meeting and the contributions to be asked of any witnesses.

33.5.4 Investigations will be conducted fairly and all members of the committee shall be given the opportunity to ask questions of attendees and to contribute and speak.

33.5.5 Those assisting the committee by giving evidence will be treated with respect and courtesy.



33.5.6 Investigations will be conducted so as to maximise the efficiency of the investigation or analysis.

33.5.7 Conclusions and recommendations should ideally be reached by consensus. However, if necessary, they may be decided by majority vote.

## **Terms of reference: West of England Combined Authority Advisory Boards**

### **Purpose**

Provide strategic guidance and advice to the West of England Combined Authority, Joint West of England Committee and Local Enterprise Partnership on Housing, Planning & Transport, Business and Skills matters

The Advisory Boards shall not make decisions and shall operate within the remit approved by the West of England Combined Authority or Joint Committee as appropriate

The Advisory Boards shall seek to work on the principle of consensus.

Each Advisory Board shall:

- Provide guidance and advice to the West of England Combined Authority or Joint Committee as appropriate on matters relevant to the responsibilities of the Advisory Board.
- Provide direction and support in relation to the development delivery and implementation of policies, strategies schemes being promoted by the West of England Combined Authority or Joint Committee as appropriate
- Provide advice and guidance on projects and investment programmes.
- Identify any opportunities for joint working across the Advisory Boards to ensure the Boards are able to provide collective views to the West of England Combined Authority or Joint Committee as appropriate
- Have oversight of projects and programmes; raising issues and giving their views to the West of England Combined Authority, Joint West of England Committee and Local Enterprise Partnership

### **Membership and chair**

The West of England Mayor (or his or her representative) will Chair the Advisory Boards.

For matters that relate to the discharge of functions of the West of England Combined Authority the membership shall be the Executive Member(s) from each of the Constituent Council who have responsibility for the Portfolio(s) relevant to the individual Advisory Board

For matters that relate to the functions of the Joint Committee the membership shall be the Executive Member(s) from each of the Constituent Council and North Somerset who have responsibility for the Portfolio(s) relevant to the individual Advisory Board and

Business representative(s) from the West of England Local Enterprise Partnership will attend the Advisory Boards.

The Advisory Board shall appoint a Vice Chair from amongst its membership save that in so far as the matters before the Advisory Board relate to the discharge of functions of the West of England Combined Authority the Chair shall be an Executive Member of a constituent council.

In the absence of the Chair the Vice Chair will chair the meeting.

### **Appointments:**

Each constituent council will nominate its portfolio holding member(s)

The LEP Board at its annual meeting will nominate its business representative(s)

**Meetings**

The Advisory Boards will meet in accordance with the approved calendar of meetings

Meetings will be quorate if at least the following are present: Chair or Vice Chair and two other members

**Conflicts of interest**

Members of the advisory boards are bound by their Council's Members Code of Conduct and shall act accordingly.

## WECA Diary 2017/18

### Appendix 3

June 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
29 Spring Bank Holiday	30	31	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 Overview & Scrutiny
26	27	28 WECA Committee Joint Committee	29	30

## WECA Diary 2017/18

### Appendix 3

July 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11	12	13	14
17 Overview & Scrutiny	18	19 LEP Board	20	21
24	25	26	27	28
31				

## WECA Diary 2017/18

Appendix 3

August 2017				
Mon	Tue	Wed	Thur	Fri
	1	2 WECA Committee Joint Committee	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 Summer Bank Holiday	29	30	31	

## WECA Diary 2017/18

Appendix 3

September 2017				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22 Overview & Scrutiny
25	26	27 LEP Board	28 Audit Committee	29

# WECA Diary 2017/18

## Appendix 3

October 2017				
Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18 WECA Committee Joint Committee	19	20
23	24	25	26	27
30	31			



**WECA Diary 2017/18**

Appendix 3

November 2017				
Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10 Overview & Scrutiny
13	14	15 LEP Board	16	17
20	21	22	23	24
27	28	29	30	

## WECA Diary 2017/18

Appendix 3

December 2017				
Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7 WECA Committee Joint Committee	8
11	12	13 Overview & Scrutiny	14	15
18	19	20	21	22
25 Christmas Day	26 Boxing Day	27	28	29

## WECA Diary 2017/18

### Appendix 3

January 2018				
Mon	Tue	Wed	Thur	Fri
1 New Year's Day	2	3	4	5
8	9	10	11	12
15 Overview & Scrutiny	16	17 WECA Committee Joint Committee	18	19
22	23	24 LEP Board	25 Audit Committee	26
29	30	31		

## WECA Diary 2017/18

Appendix 3

February 2018				
Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7 WECA Committee Joint Committee	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

# WECA Diary 2017/18

## Appendix 3

March 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21 Overview & Scrutiny	22	23
26	27	28 LEP Board	29	30 Good Friday

## WECA Diary 2017/18

Appendix 3

April 2018				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Easter Monday	3	4	5	6
9	10	11	12	13
16	17	18	19 WECA Committee Joint Committee	20
23	24	25	26 Audit Committee	27
30				

**ITEM: 11**

**DATE: 28<sup>th</sup> June 2017**

**REPORT TITLE: NEXT STEPS FOR REGIONAL STRATEGY DEVELOPMENT**

**AUTHOR: PATRICIA GREER, INTERIM CHIEF EXECUTIVE**

#### **Purpose of Report**

- 1 To seek agreement to publish a draft West of England Regional Strategy discussion paper in July.

#### **Issues for Consideration**

- 2 The draft West of England Regional Strategy discussion paper sets out our ambition for inclusive economic growth in the West of England.
- 3 It is proposed that the draft West of England Regional Strategy discussion paper is published in July with a view to formally launching the West of England Regional Strategy in the autumn.
- 4 The regional strategy covers the local authority areas of Bath and North East Somerset, Bristol, South Gloucestershire and North Somerset. Officers from across these authorities have been involved with the development of the draft strategy, vision and priorities. The Local Enterprise Partnership and business have also been involved in shaping the regional strategy.
- 5 Our ambition is that the regional strategy will be embraced by organisations across the region and be used to guide and steer activities across the region. It will also inform the West of England Combined Authority Business Plan, shape the organisations' activities and help inform scheme prioritisation.
- 6 Adoption of a regional strategy will demonstrate our commitment to co-ordination across the region from across the public sector and business in the West of England. It will strengthen our region's case for investment and further devolution.
- 7 Delivery of the regional strategy will require the support of, and partnership working with, a range of organisations and agencies from across the region, each of whom will play a key part in delivery of the strategy.
- 8 The regional strategy will provide a framework for the business plan and performance management framework that will be presented to the Constituent Authorities and to Government to demonstrate progress. It will guide all activity and make sure that everything we do is prioritised and focused on delivering the regional strategy.

## 9 Timetable:

Publish Regional Strategy discussion paper for public engagement	July 2017
Public engagement period	July, August, September
Drafting of final Regional Strategy	September
Publication of final Regional Strategy	October

**Consultation**

- 10 Officers from the Combined Authority have engaged with a range of representatives from across the business community, unitary authorities and others in the development of a discussion paper.
- 11 This report seeks agreement to publish a draft West of England Regional Strategy discussion paper in July to widen these discussions.
- 12 The West of England Combined Authority is committed to engaging with a wide range of stakeholders across the region to ensure strategy is relevant and effective and well supported.

**Other Options Considered**

- 13 None.

**Risk Management/Assessment**

- 13 A strategy for the region will provide a framework for the West of England Combined Authority business plan and investment decisions, without it the Authority risks lacking direction
- 14 The vision and priorities in the strategy will guide budget planning, without it the Combined Authority may be unable to demonstrate sound investment decisions to Government at its devolution five-year gateway review
- 15 An agreed regional strategy will strengthen the regions case for future investment and devolution; without a co-ordinated approach the region may be overlooked by potential investors.

**Public Sector Equality Duties:**

- 16 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.



- Foster good relations between people who share a protected characteristic and those who do not.

17 The Act explains that having due regard for advancing equality involves:

- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

18 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.

19 We will work to ensure that representatives from a range of organisations representing the interests of underrepresented groups are invited to be involved in discussion of the West of England Regional Strategy discussion paper.

**Economic Impact Assessment:**

20 No economic impacts as a result of this report.

**Finance Implications:**

21 No financial implications as a result of this report.

**Legal Implications:**

22 No legal implications as a result of this report

**Land/Property Implications;**

23 No land/property considerations as a result of this report

**Human Resources Implications:**

24 No HR implications as a result of this report

**Recommendation:**

25 It is recommended that a draft West of England Regional Strategy discussion paper is published in July for discussion with partners across the business community, public and community sector.

**Report Author: Jessica Lee / Helen Edelstyn**

**West of England Combined Authority Contacts:**

- Jessica Lee [Jessica.Lee@westofengland.org](mailto:Jessica.Lee@westofengland.org)
- Helen Edelstyn [Helen\\_Edelstyn@bathnes.gov.uk](mailto:Helen_Edelstyn@bathnes.gov.uk)
- Telephone: 0117 903 6868

**ITEM: 12**

**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY**

**DATE: 28 June 2017**

**REPORT TITLE: INVESTMENT PRIORITISATION**

**AUTHOR: CHRIS JENNINGS, INTERIM DIRECTOR OF BUSINESS & SKILLS, WEST OF ENGLAND COMBINED AUTHORITY**

**Purpose of Report**

- 1 For the Committee to note the proposed next steps in developing a prioritised investment programme for the West of England Combined Authority (WECA).

**Issues for Consideration (Background)**

- 2 The West of England Devolution Deal secured £900m of funding for the region, over 30 years, and split equally between capital and revenue. This level of funding will not deliver the ambition of the region (the recent West of England Joint Transport Study alone has identified at least £7.5bn of transport schemes) and will just be a part of the overall funding required. In order to decide how best to invest the overall funding package for the West of England an objective, transparent prioritisation process is being developed to support the WECA Committee in making investment decisions. The process to approve prioritised projects will use a similar process to the existing 'one front door' arrangements by seeking to pool eligible funds to enable flexibility of investment and alignment with the WECA Assurance Framework approved by the WECA Committee in March 2017.
- 3 Aligned to regional strategies, the objective for the investment programme is to boost and strengthen economic growth in the West of England Combined Authority area through delivering:
  - a. Effective, resilient infrastructure;
  - b. World class skills for employment; and
  - c. Businesses that succeed
- 4 To deliver this objective it is envisaged that the broad types of investment the programme will consider are likely to be around transport, housing, regeneration & commercial development, skills and business support.

- 5 Work has been undertaken to develop a prioritisation process to ensure that investment decisions the Committee will be asked to make will deliver these objectives. The table below proposes six stages through to project delivery and outlines the key activity that will be undertaken at each stage as well as the decisions that will be sought by the Committee throughout the process. The exact detail and timetable for each stage is still being finalised but it is likely to take several months to reach a conclusion. The Committee may also wish to note that this prioritisation process will not be a 'one off' exercise and it will be necessary to iterate the programme from time to time. Further reports will consider the frequency of reviews to ensure a stable pipeline of projects can be established based on strategic plans.
- 6 The suggested principles on which this process has been developed are:
- A proportionate, robust and standardised approach will be used to assist WECA Committee to make investment decisions;
  - Only projects that fit with regional strategies will be considered for entry into the investment programme;
  - The investment prioritisation process will be transparent;
  - The economic model will only be used to support political decision making and is not intended to be a decision making tool in its own right; and
  - A financial model will be developed alongside the economic model recognising that the investment programme will require more funding than is available from the Devolution Deal.

	Stage	Key Activity & Decisions
1	Establish objectives & the metrics for assessing potential investments against these	<ul style="list-style-type: none"> <li>- Develop eligibility criteria, sifting criteria &amp; appraisal metrics to ensure the programme will deliver its objectives.</li> <li>- Develop information for a long list of projects eligible for the medium-term investment programme</li> <li>- <b>WECA Committee Approval will be sought for</b> <ul style="list-style-type: none"> <li>o <b>time horizon for investment programme</b></li> <li>o <b>the types of projects eligible for gainshare funding/ investment programme</b></li> <li>o <b>Agree sifting criteria for establishing medium-list of projects for detailed appraisal</b></li> <li>o <b>Agree appraisal metrics</b></li> </ul> </li> </ul>
2	Sift / filter projects	<ul style="list-style-type: none"> <li>- Officers to sift projects against already agreed criteria to arrive at a medium-list for appraisal.</li> <li>- Development of financial principles, including broad funding and financing options for analysis</li> <li>- Development of financial model</li> <li>- <b>WECA Committee Approval will be sought for a medium list of projects to be taken forward for detailed modelling and appraisal</b></li> <li>- <b>Agree broad funding and financing options 'in play' (but no decision on the level of funding) for further analysis</b></li> </ul>

3	Assess & prioritise	<ul style="list-style-type: none"> <li>- Develop detailed information for projects in the medium list for the purposes of appraisal (incl. financial and economic modelling)</li> <li>- <i>For infrastructure projects:</i> Use economic and financial models to assist in WECA decision making</li> <li>- <i>For business support and skills projects:</i> Appraise and rank projects against agreed appraisal metrics to assist WECA decision making (this may also be relevant for infrastructure projects not capable of being modelled)</li> <li>- Develop an understanding of the potential scale of co-funder contributions (e.g developers, Government)</li> </ul>
4	Create investment programme	<ul style="list-style-type: none"> <li>- Use financial model to define scale of investment programme according to affordability envelope(s) and use economic model to appraise whole programme against agreed metrics</li> <li>- <b>WECA Committee approval will be sought for prioritised investment programme</b></li> <li>- <b>Agree co-funder contributions (locally and with Govt)</b></li> </ul>
5	Develop full business cases	<ul style="list-style-type: none"> <li>- Detailed project business cases (based on five case model) to satisfy local assurance framework guidelines drawing on work in steps above</li> <li>- Project-specific business cases if required to release any specific government department funding contribution</li> <li>- Develop risk allocation procedures</li> <li>- <b>WECA Committee approval will be sought for Full Business Cases</b></li> </ul>
6	Deliver, monitor & evaluate programme	<ul style="list-style-type: none"> <li>- Delivery of project including procurement</li> <li>- Assurance, monitoring and evaluation procedures</li> <li>- <b>WECA Committee approval will be sought for Final Approval Business Case to release funding</b></li> <li>- <b>WECA Committee will receive reports on delivery and be asked for decisions if project tolerances are exceeded.</b></li> </ul>

- 7 Subject to the views of the Committee it is our intention to work with officers within the constituent authorities to agree how best to engage Committee members, and other members as appropriate, to develop the detailed process. The Committee may wish to note that it is proposed that they will have regular progress updates and will be the key decision making body at all stages of the process. At officer level the project will report to Chief Executive Officers through the appropriate officer level groups, including Development Directors and People Directors (for skills elements).
- 8 In recognition that it will take several months (in other cities this process has taken more than 18 months) to develop a fully funded investment programme to present to the Committee for approval in parallel to developing the full process we will also consider whether there are any projects that would be suitable for an earlier investment decision to progress priority areas such as delivery of housing and improving transport in the region. If any such projects are identified they will be brought to Committee members for full consideration.

**Consultation:**

- 9 Engagement has taken place with officers in the West of England Combined Authority constituent Unitary Authorities throughout the development of this process.

**Public Sector Equality Duties:**

- 10 There are no equalities implications in relation to this report.

**Economic Impact Assessment:**

- 11 No Economic Impacts arise as a result of this report.

**Finance Implications:**

- 12 The estimated costs of developing the investment programme, including the development of the economic model are already budgeted for in the WECA budget. No additional funding is required at this stage.

Advice given by: Tim Richens

**Legal Implications:**

- 13 No legal implications arise as a result of this report.

**Land/Property Implications;**

- 14 No land/property implications arise as a result of this report.

**Human Resources Implications:**

- 15 No HR implications arise as a result of this report.

**Recommendation:**

- 16 That the WECA Committee: notes the proposed next steps for the development of a prioritised investment programme set out above; and confirms it is content with the proposed oversight role it will have over the process.

**Report Author: Chris Jennings**

**West of England Combined Authority Contact: Chris Jennings**

**ITEM: 13**

**REPORT TO: WECA COMMITTEE**

**DATE: 28<sup>th</sup> JUNE 2017**

**REPORT TITLE: TO NOTE DRAFT TERMS OF REFERENCE FOR  
DEVELOPMENT OF A BUS STRATEGY AND KEY  
ROUTE NETWORK**

**AUTHOR: BASIL JACKSON, INTERIM HEAD OF TRANSPORT**

## **1 PURPOSE**

- 1.1 To set out terms of reference for the preparation of a Bus Strategy and a Key Route Network (KRN). These documents will become important components of the emerging Joint Local Transport Plan (JLTP).
- 1.2 Board members should note that a paper detailing terms of reference for the preparation of the third Joint Local Transport Plan, covering the WECA area and North Somerset Council, is being considered by Joint Committee. Funding options related to the Bus Strategy and the KRN will apply to the Combined Authority administrative area only. However, Bus Strategy and KRN policies will be relevant to the region as whole and, as such, will be contained within the JLTP.

## **2 ISSUES FOR CONSIDERATION**

### **Background**

- 2.1 The formation of the Combined Authority confirmed WECA as the Local Transport Authority for its area with a number of powers pertaining to the provision of local bus services. These include powers and duties contained within parts 3 and 4 of the Transport Act 1985, and Part 2 of the Transport Act 2000 (as amended), which can be summarised as:
  - duty to produce a Local Transport Plan;
  - production of a Bus Strategy;
  - rights to franchise local bus services within its area, subject to the completion of the process set out in the Bus Services Act 2017;
  - powers to enter into quality bus partnerships (QBP) and enhanced partnerships;

- responsibility for the provision of bus information and the production of a bus information strategy;
- role of Travel Concession Authority;
- financial powers to enable the funding of community transport; and
- powers to support bus services (this power is held jointly with constituent councils).

2.2 Powers associated with the Combined Authority are in two parts; namely, Mayoral powers and Combined Authority powers:

### Mayoral powers

The directly elected Mayor of the West of England will:

- a. Take responsibility for a devolved and consolidated local transport budget, with a multi-year settlement. Functions are devolved to the Combined Authority accordingly, to be exercised by the Mayor.
- b. Have the ability to franchise bus services in the city region, This will support the Combined Authority's ambitions in delivering a high quality bus network and in enhancing the local bus offer. This includes the delivery of smart and integrated ticketing, local branding and provision of minimum standards across the network.
- c. Take responsibility for a Key Route Network of local roads, which will be defined and agreed by the constituent local authorities and will be managed and maintained at a city region level. The management, maintenance and improvement of the Key Route Network will be supported by devolving all relevant local roads maintenance funding as part of the Mayor's consolidated, multi-year local transport budget. This will also support the delivery of a single asset management plan for the local authority network across the Combined Authority area, and streamlined contractual and delivery arrangements.

### Combined Authority powers

In addition and as part of the Devolution deal:

- a. Appropriate local transport functions has been conferred to the Combined Authority (to be exercised by the Mayor). The Combined Authority has become a new single policy body to determine the Mayor's transport plans and the delivery of an integrated public transport network for the city region.
- b. To support better integration between local and national networks, the government and the West of England Combined Authority will enter into joint working arrangements with Highways England and Network Rail on operations, maintenance and local investment through a new Memorandum of Understanding.
- c. The Combined Authority will bring forward proposals that would enable the Mayor and Combined Authority to implement Clean Air Zones in the Combined Authority area. This will help achieve Air Quality Plan objectives at both the national and local level.

2.3 A meeting of the West of England Combined Authority on 15<sup>th</sup> March considered a report on Transport Delivery and agreed the WECA transport functions as summarised above and set out in Appendix A.

2.4 It is important to note that, whilst the Combined Authority takes on the role of Transport Authority for the WECA region, Constituent Authorities remain the highway authority. Thus a fully collaborative approach is required between constituent councils and WECA in order

to maximise benefits and build on the success of the previous transport related strategies. It is envisaged that the KRN will invariably cover policies for which the Combined Authority is not responsible (e.g. parking, bus lane enforcement and road maintenance); therefore, it will also be necessary to consider the role of sign-off within the unitary councils as part of the programme of work.

### **Bus Strategy Terms of Reference**

- 2.5 Funding related to the Bus Strategy will apply to the Combined Authority administrative area only. However, Bus Strategy policies will be relevant to the region as whole and, as such, will be contained within the JLTP.
- 2.6 Working with Constituent Authorities, advice will be sought from the Infrastructure Advisory Board on the scope of the Bus Strategy, which will include:
1. a summary of current issues on local bus services, their form and function, where performance is satisfactory and what needs to change (Phase 1 work);
  2. a network-wide review of the local bus network, its core corridors and destinations, and recommendations on where this should be changed (if at all) to deliver a better network for the passenger and meet the transport and economic objectives of the West of England (Phase 2 work or later);
  3. a transparent assessment of options to improve the quality and provision of local bus services, including status quo, enhanced partnerships and franchising options; (Phase 2 work or later)
  4. a framework for the consistent appraisal of subsidised bus routes and how spend should be prioritised (Phase 2 work or later).
- 2.7 A phased approach to the development of a Bus Strategy is envisaged, which takes into account available resources within WECA and the unitary authorities. Bullet point 1 above will form phase 1. Bullets 2, 3 and 4 will be undertaken in later phases. To date, resource has yet to be identified for these later phases.
- 2.8 Timescales set out in paragraph 2.14 are based on resources required for developing an overview Bus Strategy document (i.e. bullet point 1 above).

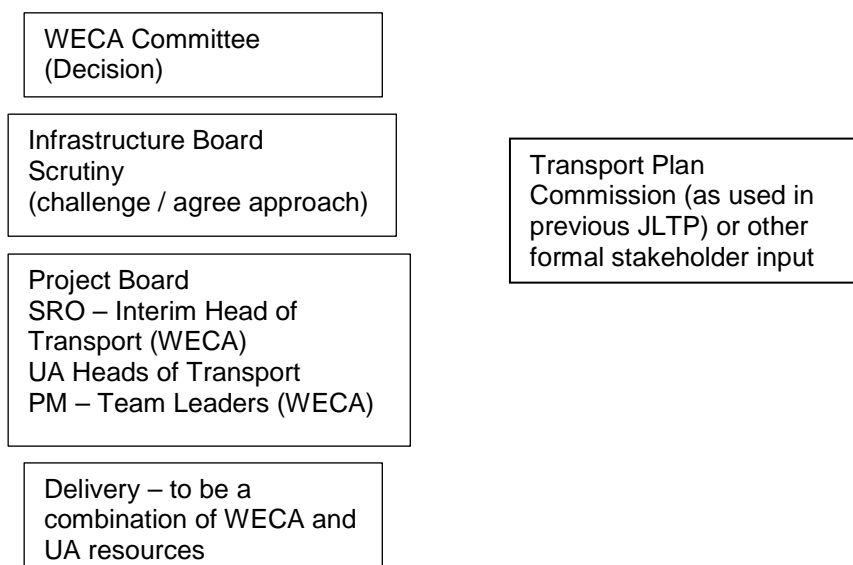
### **Key Route Network Terms of Reference**

- 2.9 Funding related to the KRN will apply to the Combined Authority administrative area only. However, Bus Strategy and KRN policies will be relevant to the region as whole and, as such, will be contained within the JLTP. For example, it is recognised that infrastructure (such as motorways) despite being located outside the WECA area, are a key assets for the region. Their importance would therefore be recognised in policy terms, but any funding from WECA resources connected to improvements would be restricted to the Combined Authority area.
- 2.10 Working with Constituent Authorities, advice will be sought from the Infrastructure Advisory Board on the scope of a KRN and its objectives. An indicative map of the draft network will also be drawn up. Development work for the KRN will take into account:
1. summary of current issues and the scope of work required to undertake the development of the full KRN (Phase 1 work);



2. a high level review of potential options and impacts of the KRN to understand the potential budget implications for 18/19 (Phase 1 work);
  3. improvements needed to unlock economic growth and housing delivery and tackle important pinch-points (Phase 2 work or later);
  4. the resilience of the KRN in supporting the Joint Spatial Plan (Phase 2 work or later);
  5. routes identified in the emerging JLTP that are vital to connecting people to jobs (e.g. proposed new routes to enable better movement around the region including freight movement) (Phase 2 work or later).
- 2.11 Timescales set out in paragraph 2.14 below are based on resources required to develop an overview KRN document. Bullet points 1 and 2 above will form phase 1. Bullets 3, 4 and 5 will be undertaken in later phases. To date, resource is yet to be identified for these later phases. Therefore, as suggested for the Bus Strategy, a phased approach to the development of a KRN document is envisaged, which takes into account available resources within WECA and the unitary authorities. The overview document will include the summary of current issues and the scope of work required to undertake the development of the full KRN document to be completed from Summer 2018.

## GOVERNANCE



- 2.12 In developing the Bus Strategy and KRN for sign-off, Committee will be supported by the Infrastructure Advisory Board and Scrutiny Committee. Officers will form a project board (as detailed in the diagram above) to oversee all aspects of this work and ensure its timely delivery.

## DRAFT TIMESCALES

- 2.14 It is anticipated that the delivery of all documents detailed above will be undertaken in tandem. Draft timescales for key milestones are as follows:
- May to June 2017 - Scope/Terms of Reference drawn up for Bus Strategy and Key Route Network (KRN)
  - January to March 2018 - Consultation on outline Bus Strategy.

- July 2018 onwards – delivery of work packages set out in the Bus Strategy and KRN, including the undertaking of a bus network review and assessment of operating framework options as included in the powers provided to the combined authority.

### **3 CONSULTATION**

- 3.1 No formal consultation has been undertaken at this stage. Timescales for a future statutory consultation process is provided in the report.

### **4 OTHER OPTIONS CONSIDERED**

- 4.1 N/A. The production of a Local Transport Plan (and a number of its daughter documents) is a statutory requirement.

### **5 RISK MANAGEMENT/ASSESSMENT**

- 5.1 Responsibilities in relation to the Bus Strategy fall to the West of England Combined Authority. To not deliver Bus Strategy is thus likely to be frowned upon by Government. Failure to deliver a KRN would be a lost opportunity to use Mayoral powers in collaboration with highway authorities and maximise the efficiency with which key corridors in the region might operate.

### **6 PUBLIC SECTOR EQUALITY DUTIES**

- 6.1 Feedback will be sought from affected communities and statutory consultees to meet the Combined Authority's duties under the Equality Act 2010 as the JLTP and its daughter documents are developed. This includes a 3 month consultation period; the results of which will be used in an equality impact assessment.

### **7 ECONOMIC IMPACT ASSESSMENT**

- 7.1 All economic impacts resulting from this work will be considered during the JLTP's development and EIAs developed as appropriate.

### **8 FINANCE IMPLICATION**

- 8.1 Work is currently underway to identify the amount of resource and type of skills required for timely delivery of the Bus Strategy and KRN work-streams.

Advice given by: Tim Richens, Interim Section 151 Officer, WECA

### **9 LEGAL IMPLICATIONS**

- 9.1 *None arising from this report.*

### **10 LAND/PROPERTY IMPLICATIONS**

- 10.1 *None arising from this report.*

## 11 HUMAN RESOURCE IMPLICATIONS

- 11.1 Work is currently underway to identify the amount of resource and type of skills required for timely delivery of the Bus Strategy and KRN work-streams.

Advice given by: William Harding, Interim HR Director, WECA

## 12 RECOMMENDATION

- 12.1 Committee is asked to note the terms of reference, including proposed governance arrangements, as detailed in this paper.

**Report Author: Basil Jackson (Interim Head of Transport, WECA)**

**West of England Combined Authority Contact: Basil Jackson**

### Background Documents

15<sup>th</sup> March 2017 West of England Combined Authority, Agenda Item 8, Transport Delivery

## APPENDIX A – SUMMARY OF WECA’s TRANSPORT POWERS

### Duty to produce a Local Transport Plan

The Local Transport Act 2008 places a statutory duty on WECA as the Local Transport Authority, to produce a Local Transport Plan for its area. This should contain a long term transport strategy and a short term implementation plan with proposals for delivery.

The West of England already has a history of colligate working on such policies. The current LTP is the second such joint plan and was approved in 2011 by the four West of England authorities, including North Somerset Council. The current JLTP covers the years 2011 to 2026. The West of England Mayor has powers to commence the update of a joint LTP for the WECA, but can agree an updated JLTP with North Somerset Council. Board members should note that a paper covering terms of reference for the preparation of the third Joint Local Transport Plan (including its links with the Joint Spatial Plan (JSP) policies) covering the WECA area and North Somerset Council is being considered by Joint Committee

### Bus Strategy

The Transport Act 2000 requires the Combined Authority to consult on and produce a Bus Strategy, setting out the requirements for bus provision in the region. The West of England Combined Authority has a number of powers pertaining to the provision of local bus services. These include powers and duties contained within parts 3 and 4 of the Transport Act 1985, and Part 2 of the Transport Act 2000 (as amended), which can be summarised as:

- duty to produce a bus strategy;
- rights to franchise local bus services within its area, subject to the completion of the process set out in the Bus Services Act 2017;
- role of Travel Concession Authority;
- financial powers to enable the funding of community transport; and
- powers to support bus services (this power is held jointly with constituent councils).

### Provision of bus services

WECA has joint powers with Constituent Authorities to support bus services, including formulating policies for the provision of socially necessary services. This means that both West of England Combined Authority and the Constituent Councils can use the relevant powers in the Transport Act 1985, with the approval of the other organisation, but cannot use the powers unilaterally. Nevertheless, the nature and role of these services will need to be considered through the development of the Bus Strategy which is a West of England Combined Authority responsibility to progress. For the current financial year, funding is being passported back to the three constituent councils in the West of England Combined Authority area. A decision on any change to this situation from 2018/19 has yet to be made.

### Bus Partnerships

Upon its creation, West of England Combined Authority has the powers available in Part 2 of the Transport Act 2000 to enter into bus partnership arrangements within the West of England Combined Authority area. Prior to the West of England Mayor taking up office, Members of the West of England Joint Transport Board (JTB) agreed to the making of a Quality Partnership Scheme for the network of MetroBus services across the three authorities delivering the MetroBus schemes. Going forward, the West of England Combined Authority has the responsibility for finalising this under the new legislation as an Advanced Quality Partnership Scheme and for developing future bus partnerships for services within its area (where necessary in combination with North Somerset Council).

**Bus information**

West of England Combined Authority is now responsible for the production of a Bus Information Strategy and the provision of bus information. Real Time Information (RTI) and the TravelWest website are currently managed by Bristol City Council (BCC) on behalf of 4 councils (including North Somerset). To date, Bristol City Council has led on the procurement of a new RTI contract on behalf of the 4 councils. Production and updating of roadside timetable displays, data verification, local management of Traveline (SWPTI) and publicity leaflets for contracted bus services are functions currently being carried out by the constituent councils.

**Key Route Network**

Among the transport powers devolved to the Mayor of West of England Combined Authority is the identification and maintenance of a Key Route Network (KRN). Subject to agreement, the KRN will serve the main strategic demand flows of people and freight across the region and provide connections to the national strategic road network. It may also serve large local flows which use main roads to provide good access for local businesses reliant on road based transport.

Closely linked to the KRN will be the new Joint Transport Asset Management Plan. The asset management plan will help authorities in the region to understand the condition of its asset (roads, footways, bridges etc) in detail. This will mean that service improvements can be accurately targeted and the timing of maintenance planned such that further deterioration is minimised. As such, funding requests can be supported with hard facts.

**ITEM: 14**

**WEST OF ENGLAND COMBINED AUTHORITY (“WECA”)**

**DATE: 28 JUNE 2017**

**HIGHWAYS AND TRANSPORT CAPITAL GRANTS – SUPPLEMENTARY ALLOCATIONS 2017/18**

**Purpose of Report**

1. To consider and approve a supplementary grant funding allocation for 2017/18 in respect of Mayoral Functions.

**Issues for Consideration**

2. This report deals with the allocation of additional grant funding to the constituent councils in respect of the Pothole Action Fund following receipt of this funding from the Department for Transport.

**The Budget Proposal**

3. The Pothole Action Funding for 2017/18 was confirmed on 31 March 2017 by the Department for Transport (DfT) and formed part of the overall roads funding announcement to provide resources to local authorities to “improve local roads and deliver better journeys”.
  - 3.1 It was originally envisaged that the Pothole Action Fund for 2017/18 would continue to be allocated directly to the constituent councils by the DfT and not included within the overall Transport and Highways Funding now allocated to the WoECA. However, DfT have subsequently confirmed allocation of this funding directly to the WoECA.
  - 3.2 The Mayoral Budget for 2017/18 (as approved by the WoECA on 15 March 2017) proposed that no changes were made to the distribution of highways and transport funding to the constituent councils as set out in the Roads Funding announcement. This report proposes the grant received for Pothole Action Fund is also allocated to the constituent councils on this basis.
  - 3.3 The proposed allocation of the Pothole Action Fund to the constituent councils is therefore set out in the table below:

<b>Constituent Council</b>	<b>Grant Allocation £</b>
Bath & NE Somerset Council	272,000
Bristol City Council	257,000
South Gloucestershire Council	362,000
<b>TOTAL</b>	<b>891,000</b>

**Financial Implications**

4. There no additional financial implications beyond those set out in section 3 above – all grant expenditure proposed is fully covered by the income received from DfT.

**Legal Implications**

5. The proposal is in line with appropriate Local Government Regulations, including the specific funding and related governance requirements set out in the The West of England Combined Authority Order 2017 and The Combined Authorities (Finance) Order 2017.

**Human Resources Implications**

6. None arising directly from this report.

**Environmental Implications**

7. None arising directly from this report.

**Social Implications**

8. None arising directly from this report.

**Equality Impact Assessment**

9. The key service functions associated with the application of these grants will continue to be delivered by the relevant constituent councils. Impact assessments for service delivery will therefore have been included as appropriate within their individual Budget reports.

**Risks, Mitigations and Opportunities**

10. There are no ongoing financial risks to the WoECA arising from the allocation of this funding and each constituent council will provide an annual certification as to the use and application of these funds. Each of the constituent councils will be responsible for their own risk management arrangements in delivering the services associated with this funding.

**RECOMMENDATIONS****The WoECA is recommended to:-**

1. **Approve the Pothole Action Fund grant allocations to the constituent councils as set out in the table at paragraph 3.3 above.**
2. **Request the S151 Officer to make corresponding adjustment to the Mayoral Budget for 2017/18 together with the associated capital grant payments.**

**Author:** Tim Richens, Interim Chief Financial Officer (S151 Officer): 01225 477468

**WECA Contact:** Joanna Greenwood, West of England LEP Office, Engine Shed, Station Approach, Temple Meads, Bristol, BS1 6QH, Tel: 0117 35 76324