

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

will be held on

**Date: Friday, 4 October 2019**

**Time: 10.00 am**

**Place: Council Chamber, Kingswood Civic Centre, High Street,  
Kingswood BS15 4AJ**

Notice of this meeting is given to members of the West of England Combined Authority Committee as follows

Mayor Tim Bowles, West of England Combined Authority  
Mayor Marvin Rees, Bristol City Council  
Cllr Dine Romero, Leader, Bath and North East Somerset Council  
Cllr Toby Savage, Leader, South Gloucestershire Council & Deputy Mayor, West of England Combined Authority

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# AGENDA

## 1. EVACUATION PROCEDURE

In the event of a fire, please await direction from staff who will 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

## 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 OF THE PREVIOUS MEETING

5 - 18

To confirm the minutes of the previous meeting as a correct record.

## 5. CHAIR'S ANNOUNCEMENTS

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

## 6. COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP

To receive any comments from the Chair of the Local Enterprise Partnership.

## 7. COMMENTS FROM THE CHAIR OF THE COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE

To receive any comments from the Chair of the Combined Authority's Overview and Scrutiny Committee.

## 8. COMMENTS FROM THE COMBINED AUTHORITY'S BOARDS

To receive any comments from the Combined Authority's Boards.

## 9. ITEMS FROM THE PUBLIC (QUESTIONS; PETITIONS; STATEMENTS)

### Questions:

Any member of the public can submit a maximum of 2 written questions. Questions should be addressed to the Chair of the committee and sent to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

For the 4 October meeting, questions must be submitted and received by the deadline of **5.00 pm on Monday 30 September 2019**.

Under the direction of the Chair, wherever possible, written replies to questions will be sent to questioners by the end of the working day prior to the meeting.

### Petitions / statements:

If you wish to present a petition or make a statement at this meeting, you are required to submit this in writing by 12 noon on the working day before the meeting to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

For the 4 October meeting, this means that your petition/statement must be submitted and received by **12 noon on Thursday 3 October 2019**. Please note that one statement per individual is permitted.

Statements will be listed for the meeting in the order of receipt. In presenting a

statement at the meeting, members of the public are generally permitted to speak for up to 3 minutes each if they so wish. The total time available for the public session at committee meetings is 30 minutes. Within the time available, every effort will be made to enable individuals to verbally present their statements; at the discretion of the Chair, speaking time may sometimes be reduced depending on how many public items are received.

Please note that all public items will be circulated in advance of the meeting to the committee members.

**10. PETITIONS FROM ANY MEMBER OF THE WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

To receive any petitions to be presented by any member of the West of England Combined Authority Committee.

**11. COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN REPORT - APRIL - AUGUST 2019** 19 - 30

Report enclosed

**12. INVESTMENT FUND** 31 - 62

Report enclosed.

**13. PROFESSIONAL SERVICES FRAMEWORK PROCUREMENT** 63 - 80

Report enclosed.

**14. BUSINESS PLAN 2019/20 - QUARTER 2 PROGRESS REPORT** 81 - 98

Report enclosed.

**15. REPORT FROM THE INDEPENDENT REMUNERATION PANEL** 99 - 112

Report enclosed.

**16. INFORMATION ITEM - DECISIONS TAKEN AT THIS MEETING**

Details of the decisions taken at this meeting and the draft minutes of this meeting will be published on the West of England Combined Authority website as soon as possible after the meeting.

# **Minutes of the West of England Combined Authority Committee Friday, 19 July 2019**

Members present:

Mayor Tim Bowles, West of England Combined Authority - Chair

Cllr Toby Savage, Leader, South Gloucestershire Council & Deputy Mayor of the Combined Authority

Mayor Marvin Rees, Bristol City Council

Cllr Dine Romero, Leader, Bath & North East Somerset Council

<p><b>1</b></p>	<p><b>EVACUATION PROCEDURE</b></p> <p>The Chair thanked Bristol City Council for hosting the meeting, welcomed attendees to the meeting and introduced his colleagues:</p> <ul style="list-style-type: none"> <li>• Cllr Toby Savage, Leader, South Gloucestershire Council and Deputy Mayor of the Combined Authority</li> <li>• Mayor Marvin Rees, Bristol City Council</li> <li>• Cllr Dine Romero, Leader, Bath &amp; North East Somerset Council</li> </ul> <p>The evacuation procedure for the venue was then announced by the Chair.</p> <p>The Chair then informed everyone present that the meeting was being recorded and that the recording would be available to view after the meeting on the Combined Authority website. Any individuals present who did not wish to be filmed were asked to indicate this.</p> <p><b>Motion on declaring a climate emergency:</b> The Chair then advised that in addition to the reports listed on the agenda for the meeting, the committee would also be considering a motion he had submitted, requesting the Combined Authority to declare a climate emergency.</p> <p>This motion had been published on the Combined Authority website and copies were available at the meeting for public inspection. Comments on this matter had been received from the Overview and Scrutiny Committee and a number of public statements on this subject had also been received. In light of this, the committee would consider the motion as the first main item of business, immediately after the public statements section of the meeting had been concluded (item 10a below refers).</p>
<p><b>2</b></p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>It was noted that apologies had been received from Professor Steve West, the Chair of the Local Enterprise Partnership Board, and Cllr Stephen Clarke, Chair of the Combined Authority Overview and Scrutiny Committee.</p>
<p><b>3</b></p>	<p><b>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</b></p> <p>There were no declarations of interest.</p>
<p><b>4</b></p>	<p><b>MINUTES OF PREVIOUS MEETING</b></p> <p>The committee <b>RESOLVED:</b></p> <p>That the minutes of the meeting of the committee held on 14 June 2019 be confirmed as a correct record and signed by the Chair.</p>
<p><b>5</b></p>	<p><b>CHAIR'S ANNOUNCEMENTS</b></p> <p>The Chair shared the following news about the Combined Authority's recent activities:</p> <ul style="list-style-type: none"> <li>• The Secretary of State for Transport had visited Bristol Temple Meads railway station in connection with the MetroWest plans to transform the region's railways with more frequent services, new train stations and better rail connections across the West of England. The Transport Secretary had given his support for the multi-million-pound upgrades at Bristol East Junction. The work at Bristol East Junction would mean that</li> </ul>

new railway lines and stations could be opened, benefiting residents and helping the region to prosper. Rail was a key part of the ambition to improve public transport in the region, giving people more sustainable ways to travel.

- He was pleased with the progress being made and the noticeable recent development work on site in the Temple Quarter area.
- The Combined Authority's new £1m Green Business Grants fund had opened to applications, aimed at helping small and medium-sized businesses across the region to improve their energy efficiency. As part of the ongoing efforts to tackle climate change, this new fund would help businesses make their buildings and activities more energy efficient, thereby reducing their energy bills and protecting them from future energy price rises.
- He welcomed the opening of the new permanent biomethane gas filling station for the MetroBus fleet of environmentally friendly buses in Bristol, as part of the ongoing aim to help reduce congestion, improve air quality and keep people moving. It also supported the ambition to improve public transport in the region, giving people more sustainable ways to travel. More than 70,000 people were now choosing to use MetroBus every week and a recent passenger survey showed a 19% shift from car to MetroBus. The Combined Authority planned to build on that success with more services and better connections as part of the wider objective of getting more people to switch to using public transport across the West of England.

**6 COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP**

It was noted that the Chair of the Local Enterprise Partnership Board, Professor Steve West had given his apologies for the meeting. No comments had been submitted for this meeting.

**7 COMMENTS FROM THE CHAIR OF THE COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE**

As advised earlier at the meeting, it was noted that the Chair of the Overview and Scrutiny Committee, Cllr Stephen Clarke had given his apologies for this meeting. He had though submitted comments on behalf of the committee on the following issues:

1. Climate emergency motion: Overview and Scrutiny members generally welcomed the Mayor's motion on climate emergency. They also felt that climate emergency / climate change considerations should be at the forefront of the delivery of (and reporting on) all Combined Authority projects, strategies and plans.
2. Constitutional / governance changes: members reiterated their previously expressed view that individuals should be permitted to ask oral supplementary questions at Combined Authority committee meetings in respect of the replies they received to written questions.
3. Issue raised in a public statement submitted to the Overview and Scrutiny Committee meeting: Concerns were passed on about an issue raised about the impact of the experimental traffic order and potential removal of a bus lane and related traffic light adjustments at Hambrook near the M32.
4. Reports to committees: As a matter of good practice, members felt that late amendments should not be made to committee reports either at or just before committee meetings.
5. Integrated ticketing: The report on taking forward future work on integrated ticketing was welcomed.
6. Employment and Skills Plan: Whilst acknowledging the comprehensive assessment contained in the plan on the current regional position on employment and skills, the plan implementation should be taken forward with ambition, including robust targets/indicators.

The comments were presented at the meeting by Cllr Winston Duguid, Vice-Chair of the Overview & Scrutiny Committee. The full comments had been circulated in advance of the meeting and would be available to view on the Combined Authority web site.

In response to a question from Cllr Romero, Cllr Duguid stressed that Overview and Scrutiny members strongly recommended that climate emergency / climate change considerations must be placed at the forefront of delivery so that this is embedded in the culture of the organisation.

In noting the comments, Mayor Rees indicated that he would also welcome Overview and Scrutiny members putting forward prescriptive/specific suggestions and ideas that were focused on assisting delivery.

In relation to the Hambrook bus lane / traffic lights issue, Cllr Savage stressed that it was important to recognise that the traffic order was experimental; the position would be monitored carefully on the basis that there would be flexibility to alter arrangements if/as necessary.

## **8 ITEMS FROM THE PUBLIC (PETITIONS; STATEMENTS; QUESTIONS)**

3 questions had been submitted in advance of this meeting, as follows:

1. Cllr Martin Fodor (Bristol City Council) - subject: Integrated ticketing - future work (agenda item 13)
2. Cllr Eleanor Combley (Bristol City Council) - subject: Combined Authority and Mayoral budget outturn report, April-May 2019 (agenda item 11)
3. Cllr Eleanor Combley (Bristol City Council) - subject: Employment and Skills Plan (agenda item 16)

The Chair advised that written replies had been sent to all questioners in advance of the meeting.

11 statements and 1 petition had been received in advance of the meeting, as follows:

1. David Redgewell - subject: Transport issues
2. Cllr Sarah Warren (Bath & North East Somerset Council) - subject: Climate emergency
3. Dorothy Stein - subject: Climate emergency
4. Cllr Joanna Wright (Bath & North East Somerset Council) - subject: Climate emergency
5. Cllrs Tim Kent & Harriet Clough (Bristol City Council) - subject: M1 MetroBus Bamfield bus stop
6. Max Langer (petition) - subject: Bus franchising
7. Christina Biggs - subject: Rail services and other transport issues
8. Andy O'Brien - subject: Zero carbon society
9. Andrew Shore - subject: Experimental traffic order - Hambrook traffic lights
10. Alison Allan - subject: Climate emergency
11. Cllr Clive Stevens - subject: Climate emergency
12. Nikki Jones – subject: Local rail and other transport issues

At the invitation of the Chair, and in accordance with the constitution, those in attendance were given the opportunity to present their items. It was noted that the full text of the statements/petition, and questions/replies had been circulated to committee members in advance of the meeting and would be available to view on the Combined Authority's website.



**9 PETITIONS FROM ANY MEMBER OF THE WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

No petitions had been notified for this meeting.

**10a MOTION – CLIMATE EMERGENCY – ADDITIONAL ITEM OF BUSINESS**

The Chair moved the following motion:

"The Combined Authority recognises:

1. The challenge and threat of the current climate emergency.
2. The huge significance of climate change and its impact on the health, safety and wellbeing of our residents, and the very real concerns of residents on these issues.
3. The foresight and leadership shown on this issue and positive actions being taken by the West of England authorities; and welcomes the respective motions agreed recently by these councils on the climate emergency and actively taking up the challenge of achieving carbon neutrality.
4. That a huge amount of work is taking place across the region and that the West of England has already made a strong commitment to clean and inclusive economic growth.

In recognition of the seriousness of the global climate emergency, the Combined Authority resolves:

To declare a climate emergency and continue to work with West of England authorities and The West of England Local Enterprise Partnership to agree an action plan to underpin the West of England Energy Strategy, recognising this will be a key tool in seeking the additional government investment necessary to enable us to deliver the ambitious target of carbon neutrality by 2030; progress reports will be brought to the West of England Combined Authority Committee, the West of England Joint Committee and the Combined Authority Overview & Scrutiny Committee on a 6 monthly basis."

The motion was seconded by Cllr Savage, Mayor Rees and Cllr Romero.

Cllr Romero welcomed the motion, stressing that the climate emergency was the most important global issue faced by the planet. It was essential that the Combined Authority declared a climate emergency and ensured that climate emergency and climate change considerations were placed at the forefront of the authority's work and decision taking.

Cllr Savage also welcomed the motion, and its timing, given the similar motions agreed by the West of England authorities, including South Gloucestershire Council, which had agreed a motion declaring a climate emergency at their Full Council meeting held earlier that week.

In welcoming the motion, Mayor Rees stressed the importance of identifying and then implementing the specific and practical actions that need to be taken in the region to tackle the climate emergency, also working with other key/large institutions such as the universities, health services and private sector institutions so that the region as a "place" maximised a positive response to the climate emergency. He also encouraged the West of England

unitary authorities to participate/link in with the targeted work to be taken forward by the new Bristol 'One City' Environmental Sustainability Board.

The Chair then moved to the voting on the motion.

The committee **RESOLVED**:

The Combined Authority recognises:

1. The challenge and threat of the current climate emergency.
2. The huge significance of climate change and its impact on the health, safety and wellbeing of our residents, and the very real concerns of residents on these issues.
3. The foresight and leadership shown on this issue and positive actions being taken by the West of England authorities; and welcomes the respective motions agreed recently by these councils on the climate emergency and actively taking up the challenge of achieving carbon neutrality.
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**10**

## **COMBINED AUTHORITY GOVERNANCE AND CONSTITUTION**

The committee considered a report setting out proposed changes to Combined Authority governance and constitutional arrangements (agenda item 10).

The Chair highlighted the following points:

- The revised governance arrangements were summarised in the flowchart at Appendix 1.
- The full details of the constitutional changes were set out in Appendix 2 - the main changes involved:
  - Reducing the number of formal meetings, to make best use of time across authorities; and helping to ensure that succinct and timely reports were prepared to help embed a culture of transparent decision making and partnership working.
  - Enhancing the role of constituent council Cabinet member portfolio holders - as part of the new governance, 4 new Boards covering Transport, Planning & Housing, Business and Skills would replace the 3 advisory boards.

The Chair also advised that following discussion with all the authorities, there was an amendment to add an additional recommendation to the report, as follows:

*That an additional recommendation 5 be added as follows:*

*“5. To note that the Deputy Mayor will support the Combined Authority Mayor in ensuring that the governance arrangements for the Combined Authority ensure effective and efficient delivery of the Combined Authority’s strategies and priorities for the region.”*

The report recommendations, as amended above, were then moved by the Chair and seconded by Cllr Savage.

Cllr Savage stressed the importance, through the revised governance arrangements, of ensuring effective and timely delivery of the Combined Authority’s priorities.

Cllr Romero expressed the view that it was important to ensure transparency in decision-making, with continued opportunities for public engagement.

The Chair then moved to the voting on the recommendations, as amended above.

The committee **RESOLVED**:

1. To adopt the new proposed governance arrangements as shown in the flowchart in Appendix 1.
2. To agree the changes proposed to the Authority’s constitution as summarised in the report and shown more fully in the highlighted version of the Constitution at Appendix 2.
3. To note the position regarding nominations from constituent councils to WECA committees.
4. To approve the Pay Policy Statement at Appendix 3.
5. To note that the Deputy Mayor will support the Combined Authority Mayor in ensuring that the governance arrangements for the Combined Authority ensure effective and efficient delivery of the Combined Authority’s strategies and priorities for the region.

11

## **COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN REPORT - APRIL-MAY 2019**

The committee considered the latest Combined Authority and Mayoral budget outturn report (agenda item 11).

The Chair highlighted the following points:

- Appendix 1 set out the Mayoral Fund’s forecast revenue outturn position for the 2019/20 financial year, which, overall was £1,231k lower than the revised budget, largely due to slippage on grant funded feasibility projects; as this slippage was funded by grants also brought forward, the net position remained balanced.
- Appendix 2 set out the Combined Authority’s estimated revenue outturn position for the 2019/20 financial year, which, overall was £2,968k higher than the original budget; the net position remained balanced as the spend was fully funded from income and reserves.
- Appendix 3 outlined the current capital budget forecast for the 2019/20 financial year.
- The report also sought committee approval to create an earmarked reserve of £250k, funded through surplus interest on balances, to fund the appointment of 3 programme

management office staff. Authority was also sought to transfer additional pothole action funding of £662k to the 3 constituent authorities.

The report recommendations were then moved by the Chair and seconded by Cllr Savage.

The Chair then moved to the voting on the recommendations.

The committee **RESOLVED**:

1. To note the Mayoral Fund and WECA revenue and capital budget outturn forecasts as set out in Appendices 1,2 and 3.
2. To approve the creation of an earmarked reserve of £250k, funded through surplus interest on balances, to fund the appointment of three Programme Management Office staff.
3. To approve the transfer of additional Pothole Action Funding of £662k to the three constituent authorities.
4. To delegate authority to the WECA S151 Officer to make all necessary adjustments to Mayoral and WECA Budgets, resulting from this report, to include:
  - \* Carrying forward relevant reserves or grants to account for slippage against various projects from 2018/19;
  - \* The addition of the recently received HIF preparation grant of £141k;
  - \* The reduction in the BANES Transport Levy of £155k, to be funded from earmarked reserve.

## 12 TREASURY MANAGEMENT OUTTURN REPORT 2018/19

The committee considered the Treasury Management outturn report for 2018/19 (agenda item 12).

The Chair highlighted the following points:

- The report provided a review of treasury management performance to 31 March 2019.
- The average rate of investment return for 2018/19 had been 0.97%, which was 0.41% above the benchmark rate.
- The authority's prudential indicators for 2018/19 had been agreed by the committee on 2 February 2018 and performance against the key indicators was shown in Appendix 1. All indicators were within target levels.

The committee **RESOLVED**:

1. To note the Treasury Management Report to 31st March 2019, prepared in accordance with the CIPFA Treasury Code of Practice.
2. To note the Treasury Management Indicators to 31st March 2019.

## 13 INTEGRATED TICKETING - FUTURE WORK

The committee considered a report providing an update on the proposed next stages of the Integrated Ticketing project (agenda item 13).

The Chair highlighted the following points:

- The committee was asked to endorse the outline programme and the formation of a programme board.
- The report also set out a proposal to progress the phase 1 support for the project which would involve an initial draw down of £300k, on the basis that the authorities' Chief Executives would consider and approve the required feasibility and development funding application.

The report recommendations were then moved by the Chair and seconded by Mayor Rees.

Mayor Rees stressed the ongoing importance of ensuring that key deadlines for project delivery were met.

Whilst supporting the proposals, Cllr Romero stressed that whilst unitary authority officers should have an appropriate level of involvement in this type of project, it was important to be mindful of resource constraints and ensure this did not have too much impact in terms of taking time away from those officers' unitary authority core responsibilities.

Cllr Savage welcomed the proposals as the next step in progressing the integrated ticketing project. It would be important to progress the project as quickly and effectively as possible.

The Chair then moved to the voting on the recommendations.

The committee **RESOLVED**:

1. To endorse the outline programme and approve the formation of a programme/projects board.
2. To note the proposed initial draw down of £300k to progress with the phase 1 officer support / potential external consultancy support and delegate approval of the detail of the award through a Feasibility and Development funding application to the West of England Combined Authority Chief Executive in consultation with the West of England Chief Executives.
3. To give authority for the Combined Authority's Section 73 officer to lease equipment to small bus operators at less than market rate as set out in the contactless upgrade Full Business Case subject to state aid regulation compliance.

14

#### **BUS INFRASTRUCTURE DELIVERY UPDATE**

The committee considered a report providing an update on bus infrastructure delivery (agenda item 14).

The Chair highlighted the following points:

- The report set out background information on the work undertaken so far on the bus strategy and details of the approach to progress the bus infrastructure proposals.
- The committee was asked to approve the recruitment of a senior project manager to co-ordinate the delivery of the proposals. The report also set out a proposal for an initial draw down of £200k to support the next steps, on the basis that the authorities' Chief Executives would consider and approve the required feasibility and development funding application.

The report recommendations were then moved by the Chair and seconded by Cllr Savage.

Mayor Rees reiterated his earlier comment about the ongoing importance of ensuring that key deadlines for delivery were met. It would be important to communicate effectively to residents about the timeline by which they could expect to see improvements delivered through this programme. The Combined Authority and the West of England unitary authorities must work together as effective partners in co-delivery.

Cllr Romero also stressed the importance of communicating information to residents about the expected benefits from the bus infrastructure programme; consultation on proposals must be meaningful and accessible to the region's residents.

The Chair then moved to the voting on the recommendations.

The committee **RESOLVED**:

1. To endorse the approach to progress the bus infrastructure proposals.
2. To approve the recruitment of a senior project manager to co-ordinate the delivery of the bus infrastructure proposals in the short to medium term.
3. To note the proposed draw down of £200k to resource the bus programme, bus deal principles and progress the further development of the bus strategy in advance of public consultation; and delegate approval of the detail of the award through a Feasibility and Development Funding Application to the West of England Combined Authority Chief Executive in consultation with the West of England Chief Executives.

15

## **INVESTMENT FUND**

The committee considered the latest Investment Fund report (agenda item 15).

The Chair highlighted that at the previous meeting in June, the committee had agreed an overall funding envelope of £350m for the period up to March 2023, reflecting the strong ambitions to drive forward projects which would bring very significant, positive improvements and impacts for residents right across the region. The report being considered today sought approval to progress a significant number of projects to the next delivery stage.

The Chair then advised that following discussion with all the authorities, there was an amendment to add an additional recommendation 19 to the report (reflecting the proposal set out in para. 47 of the report), as follows:

*That an additional recommendation 19 be added as follows*

*"19. To note the submission of the Full Business Case for Invest Bristol and Bath with sustainable funding options to be considered further by the West of England s151 officers and delegate the funding award to the WECA Chief Executive in consultation with the West of England Chief Executives."*

The report recommendations, as amended above, were then moved by the Chair and seconded by Cllr Savage.

Cllr Savage welcomed the report in general, also drawing attention to the importance of endorsing the submission of the Western Gateway Major Road Network bids in South Gloucestershire; in time, this could potentially unlock further benefits for the region. He also welcomed the recommendation that the Combined Authority would assume responsibility for the promotion and delivery of MetroWest Phase 2, subject to the update of the Development Services Agreement with Network Rail.

Cllr Romero welcomed the report. She also suggested, particularly in light of the motion agreed earlier at the meeting, that climate emergency considerations/implications should be reflected in future reporting on the investment fund/programme.

The Chair then moved to the voting on the recommendations, as amended above.

The committee **RESOLVED**:

1. To endorse the submission of the Western Gateway Major Road Network (MRN) bids in South Gloucestershire.
2. To approve the outline business case for MetroWest Phase 1 subject to the supply of a detailed cost breakdown and an updated programme.
3. To award an additional £1.3m to progress Mass Transit development as set out in the Feasibility and Development Funding Application.
4. To award £212,500 to the Winterbourne/Frampton Cotterell bypass and Coalpit Heath/Westerleigh bypass study as set out in the Feasibility and Development Funding Application.
5. To award £100,000 to develop a Full Business Case for Local Walking and Cycling Infrastructure as set out in the Feasibility and Development Funding Application.
6. To award £300,000 to develop an Outline Business Case for Yate Park and Ride and £500,000 to develop Outline Business Cases for other sites as set out in the Feasibility and Development Funding Applications.
7. To approve the change request for the Cribbs Patchway MetroBus Extension project and the award of an additional £300,000.
8. To approve the Full Business Case for the On Bus Contactless Bank Card Payment project and award of £418,000.
9. To approve the Feasibility and Development Funding Application and the award of £150,000 for Modern Methods of Construction Pilots/Trials.
10. To approve the allocation of £2.275m for Strategic Masterplanning and the award of £275,000 of this funding to WECA to support the development of business cases, and £500,000 for the Yate Urban Living Opportunity Area, as set out in the Feasibility and Development Funding Applications.
11. To reserve £34.3m of the £50m approved Land Acquisition Fund to risk manage financial commitments within the overall funding available up to March 2023.
12. To make an indicative allocation of £23m as match funding in support of the Housing Infrastructure Fund bid subject to successfully obtaining government funding, confirmation of local contributions and submission of business case.
13. To approve the Feasibility and Development Funding Application for Energy Strategy Action Planning / Climate Change Planning and the award of £250,000 to produce an Option Assessment Report.
14. To approve the Full Business Case for the Research and Innovation Challenge Fund and

award of £242,000 subject to securing ERDF funding.

15. To approve the Full Business Case for Workforce for the Future and award £4m of Investment Fund subject to securing ESF and finalising the Monitoring and Evaluation Plan.

16. To set aside £20m within the £350m Investment Programme (up to March 2023) to respond to future opportunities and challenges.

17. To approve the establishment of a WECA Programme Management Office for the delivery, and management, of a regional capital programme with the creation of three core posts to be funded initially through WECA Treasury Management surpluses.

18. To agree that WECA assume responsibility for the promotion and delivery of MetroWest Phase 2 from South Gloucestershire Council, subject to review and appropriate update of the Development Services Agreement with Network Rail.

19. To note the submission of the Full Business Case for Invest Bristol and Bath with sustainable funding options to be considered further by the West of England s151 officers and delegate the funding award to the WECA Chief Executive in consultation with the West of England Chief Executives.

**16 EMPLOYMENT & SKILLS PLAN**

The committee considered a report seeking approval of the Employment and Skills Plan (agenda item 16).

The Chair highlighted the following points:

- The development of a regional employment and skills plan was agreed as a priority in the Combined Authority's Business Plan. It was very timely that the plan was being brought for approval at the meeting today as the Local Industrial Strategy would be launched later that day.
- The delivery of employment and skills interventions formed a key component of the Local Industrial Strategy, helping to ensure that residents and businesses will have access to the right support to enable them to contribute and benefit from regional growth.

The report recommendation was then moved by the Chair and seconded by Cllr Savage.

Cllr Savage welcomed the plan. The implementation of the plan would bring benefits to young people as they moved into employment, with an increasing number of them hopefully exiting the school system in future having acquired the skills needed by employers.

Mayor Rees stressed the importance of employers from all sectors offering meaningful work experience placements to young people to help prepare them for the workplace. He also drew attention to and offered to share details of the Bristol WORKS programme, an initiative run by the Bristol Learning City Partnership linking the city's schools with employers and training opportunities to help get young people ready for employment. It was vital to connect young people to pathways to employment and give them the opportunity to acquire skills. The Bristol WORKS 'template' could potentially be extended to other sectors, e.g. the construction industry and the creative industry sector.



	<p>The Chair then moved to the voting on the recommendations.</p> <p>The committee <b>RESOLVED</b>:</p> <p>- To approve the Employment &amp; Skills Plan.</p>
<p><b>17</b></p>	<p><b>BUSINESS PLAN 2019/20 - QUARTER 1 PROGRESS REPORT</b></p> <p>The committee considered the quarter 1 progress report on the 2019/20 Business Plan (agenda item 17).</p> <p>The Chair highlighted the following points:</p> <ul style="list-style-type: none"> <li>• The Business Plan supported delivery of the operating framework and set out the key deliverables during 2019/20 for business, skills, housing and transport.</li> <li>• Regular reporting on progress in delivering the Business Plan was a key element of the Combined Authority’s overall performance management and operating framework, which was reviewed annually with Government.</li> <li>• The detail of the first quarterly report was set out at Appendix 1.</li> <li>• The key risks to delivery were recorded in the Corporate Risk Register as set out at Appendix 2.</li> </ul> <p>The committee <b>RESOLVED</b>:</p> <p>- To note the first quarterly update on delivery of the 2019/20 Business Plan.</p>
<p><b>18</b></p>	<p><b>INFORMATION ITEM - DECISIONS TAKEN AT THIS MEETING</b></p> <p>In closing the meeting, the Chair advised that details of the decisions taken at this meeting and the draft minutes of the meeting would be published as soon as possible on the Combined Authority website.</p>
	<p><b>Signed:</b></p> <p><b>Date:</b></p>

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## **WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**4 October 2019**

### **REPORT SUMMARY SHEET**

### **COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN – APRIL - AUGUST 2019**

#### **Purpose**

To present the forecast revenue and capital financial outturn budget monitoring information for the Combined Authority and the Mayoral budget for the financial year 2019/20 based on actual data for the period April 2019 to August 2019.

#### **Summary**

This report includes the following key information:

- Financial Regulations require that the committee considers the revenue and capital monitoring position at regular intervals.
- Appendix 1 sets out the Mayoral Fund's forecast outturn revenue position for the 2019/20 financial year, with overall spending being £1,231k higher than the original budget, largely due to slippage on grant funded feasibility projects. As this slippage is funded by grants also brought forward, the net position remains balanced.
- Appendix 2 sets out the Combined Authority's estimated outturn revenue position for the 2019/20 financial year, with overall spending being £5,066k higher than the original budget due to slippage on grant funded feasibility projects, new funding approvals through the Investment Fund and an increase in specific grant funding. With spend being fully funded from income and reserves, the net position is a forecasted underspend of £250k through achieving a surplus on investment returns.
- Appendix 3 outlines the current capital budget forecast for the 2019/20 financial year.

#### **Recommendations**

Members of the Combined Authority Committee are asked to:

Note the Mayoral Fund and WECA revenue and capital budget outturn forecasts as set out in Appendices 1, 2 and 3

**Contact officer:** Malcolm Coe

**Position:** Director of Investment and Corporate Services

**Email:** Malcolm.Coe@westofengland-ca.gov.uk



**REPORT TO: WECA COMMITTEE**

**DATE: 4 OCTOBER 2019**

**REPORT TITLE: WECA & MAYORAL BUDGET OUTTURN APRIL –  
AUGUST 2019**

**DIRECTOR: MALCOLM COE, DIRECTOR OF INVESTMENT AND  
CORPORATE SERVICES**

**AUTHOR: MALCOLM COE**

#### **Purpose of Report**

- 1 This report presents the forecast revenue and capital financial outturn budget monitoring information for WECA and the Mayoral budget for the financial year 2019/20 based on actual data for the period April 2019 to August 2019.

#### **Recommendations**

The WECA Committee:

Notes the Mayoral Fund and WECA revenue and capital budget outturn forecasts as set out in Appendices 1,2 and 3.

#### **Background / Issues for Consideration**

- 2 The WECA Financial Regulations require that the WECA Committee considers the revenue and capital monitoring position at regular intervals throughout the financial year.

#### **Mayoral Fund Revenue Budgets**

- 2.1 **Appendix 1** details the Mayoral Fund's forecast outturn revenue position for the 2019/20 financial year, which, overall, is £1,231k higher than the original budget, largely due to slippage on grant funded feasibility projects. As this slippage is funded by grants also brought forward, the net position remains balanced. Variations and items of note within individual budget lines are:

- 2.1.1 A contribution of £396k will be made to an earmarked reserve, in line with budget, to meet the estimated costs of the next Mayoral Election in 2021.
- 2.1.2 The revised forecast for 2019/20 includes slippage of £1,231k from 2018/19 on priority transport infrastructure feasibility studies. The original budget of £4.750m, (as approved through the Investment Fund), is now forecast to be spent as follows:

**Figure 1: Infrastructure Feasibility Projects – updated spend profile**

Priority Infrastructure Feasibility Studies	17/18 £000	18/19 £000	19/20 £000	Total £000
Southern Orbital		155		155
Mass Transit Options		350	5	355
East of Bath Strategic Link	20	30	200	250
Freezing Hill/A420 Junction	22	65	113	200
Bristol Temple Meads Masterplan		160	1,840	2,000
Wraxall Road Roundabout	25	64	111	200
JSP Scheme Development	708	699	183	1,590
<b>Total</b>	<b>775</b>	<b>1,523</b>	<b>2,452</b>	<b>4,750</b>

## WECA Revenue Budgets

- 2.2 **Appendix 2** details WECA's estimated outturn revenue position for the 2019/20 financial year, which, overall, is a net surplus of £250k. Gross spend is £5,066k higher than the original budget which is matched by grant income and carried forward funding in relation to project slippage. The main points to note are:

### Transport Levy

- 2.2.1 The forecast spend on Transport functions remains as originally budgeted.
- 2.2.2 The transport levy is set at the beginning of the financial year based on anticipated demand and spend using the previous year's activity. Adjustments are made at the end of the financial year to reflect the actual out-turn position. For 2018/19, two of the authorities had an overspend for which they reimbursed at the end of the financial year. However, BANES had an underspend of **£155k**, and this is now accounted for by a corresponding reduction in their levy for 2019/20.
- 2.2.3 **Figure 2: Updated Transport Levy for 2019/20**

Authority	Current 2019/20 Levy £000s	Adjustment 2018/19 £000s	Substitute 2019/20 Levy £000s
B&NES	4,259	(155)	4,104
BCC	7,912		7,912
SGC	2,566		2,566
<b>Total</b>	<b>14,737</b>	<b>(155)</b>	<b>14,582</b>

## Variations on Project Spend

- 2.2.4 Spend on specific projects is forecast to be **£3.6m** higher than originally budgeted which is due mainly to the timing, and planned used, of grant funding received as detailed in *Figure 3*:

**Figure 3: Variations in spend on Specific Projects**

<b>Project Spend</b>	<b>£000s</b>
Reduction in Adult Education Budget following the government announcement of the WECA allocation of grant for this function.	(2,547)
HIF – increase in the preparation budget reflecting slippage from 2018/19 (£340k) and the receipt of an additional HIF preparation grant (£141k).	481
Various grants, (including Mayoral Capacity and Housing Capacity), received in 2018/19 and put into reserves for use in 2019/20	1,885
Use of reserves previously approved	300
Approval from the Investment Fund (revenue) as per WECA Committee 14 <sup>th</sup> June 2019: <ul style="list-style-type: none"> <li>- Institute of Technology £500k</li> <li>- Realising Talent £500k</li> </ul>	1,000
Approval from the Investment Fund (revenue) as per WECA Committee 19 <sup>th</sup> July 2019: <ul style="list-style-type: none"> <li>- Mass Transit Phase 2 £800k</li> <li>- Frampton Cotterrell / Winterbourne Bypass £412k</li> <li>- Modern Methods of Construction Pilots £150k</li> <li>- Energy Strategy / Climate Change Plan £250k</li> <li>- Yate Park &amp; Ride £300k</li> <li>- Yate Urban Living Opportunity £200k</li> <li>- Strategic Park &amp; Ride £350k</li> <li>- Strategic Master planning £50k</li> </ul>	2,512
<b>Increase in Project spend budget</b>	<b>3,631</b>

## Income variations

- 2.2.5 The confirmation of the Adult Education Budget for WECA was £2.6m less than the indicative allocation that we received when setting the 2019/20 budget. This was primarily due to previous underspending within the provider base prior to the function being devolved from central government. However, there has been an increase in income relating to various other grants previously received and brought forward to fund 2019/20 spend. The net effect is a reduction in grants of **£712k**.
- 2.2.6 The forecast increase in required drawdown of the Investment funding in 2019/20 includes slippage on all projects previously approved of £1.694m, (including £1.231m for Mayoral Fund activity), along with £1m and £2.5m new approvals agreed at the June and July WECA Committee. The net effect is an increase in Investment funding of **£5.2m**.

## Interest on Balances

- 2.2.7 An income budget of £820k was set in relation to the interest that WECA earns from investing cash balances held. In recent months we have improved cashflow forecasting having taken the Treasury Management function back 'in house' from April 2019. As a result, we have placed an element of the investment portfolio into longer term products which generate higher returns.
- 2.2.8 In July 2019, we reported a surplus of £250k which was transferred into an earmarked reserve to fund initial Programme Management Office costs. In this report, we are forecasting a further £250k surplus which reflects the current high level of our cash holdings and increased investment returns. It should be noted, investment returns will reduce over time as we begin to incur the capital delivery costs of the approved £350m WECA Investment Programme.

## Drawdown from Reserves

- 2.2.9 Further approved drawdowns from earmarked reserves of **£477k** are included in the forecast income for 2019/20 as follows:

**Figure 4: Drawdown from Earmarked Reserves**

<b>Transfer from Reserves</b>	<b>£000s</b>
Concessionary Fares Levy – reduction in BANES 2019/20 levy to reflect an underspend in 2018/19	155
Future Mobility reserve – to support a multi-million-pound bid for government funding	100
ICT Implementation reserve – to fund the transitional costs of moving from BANES to a new ICT provider	200
Cultural Strategy reserve – approved drawdown of spend to progress strategy work	22
<b>Transfer from Reserves</b>	<b>477</b>

## Summary Revenue Budget position for WECA

- 2.2.10 The overall forecast performance of the WECA budget is a £250k surplus position, this is due to higher interest from cash balances held.
- 2.2.11 The budget includes a transfer to general reserves of £100k, as approved in the original budget, with an increase of £250k into a specific reserve to fund Programme Management Office staff as approved in July 2019.

## Capital

- 2.3 **Appendix 3** outlines the capital budget forecast for the 2019/20 financial year. The main points to note are:
- 2.3.1 The budget now includes business cases as approved at Committee in June and July 2019 to be funded from the Investment Fund. This adds £8.5m to



the approved budget for a variety of infrastructure projects, and enables full business cases to be developed for these projects.

- 2.3.2 In addition, the June Committee approved £21.9m for the Cribbs Patchway Metrobus Extension, and £3.125m for the CPPN Cycle Links project. These approvals are funded from the Investment Fund and enable project delivery.
- 2.3.3 The Highways and Transport grant payments are in line with the original budget (£17.572m) and will be paid to the Constituent Authorities accordingly.
- 2.3.4 5G Smart Tourism Project – the balance of the £5m DCMS grant for the 5G Smart Tourism project is included in the 2019/20 budget, (£875k), which is expected to be fully spent in 2019/20. This, along with other slippage from 2018/19, (primarily relating to business cases), is included in the 2019/20 forecast which adds £1.705m to the original budget.
- 2.3.5 The changes are summarised in the table below:

**Figure 5: Movements within the approved Capital Programme**

<b>WECA &amp; Mayoral Capital Budget</b>	<b>2019/20</b> £000	<b>2020/21</b> £000
Original Budget Approved Feb 2019	19,593	23,572
Slippage from 2018/19	1,705	
<b>Month 2 Amendments</b>		
Bristol Temple Meads Station Eastern Entrance FBC	1,250	1,250
Somer Valley Enterprise Zone FBC	746	
Bath River Line FBC	150	
Metro West Phase 2 FBC	1,760	1,759
Charfield Station FBC	900	
Cribbs Patchway Metrobus Extension	1,900	20,000
CPPN Cycle Links	3,125	
Pothole Action Fund	662	
<b>Month 2 Revised Budget</b>	<b>31,791</b>	<b>46,581</b>
<b>Month 4 Amendments</b>		
Local Cycling & Walking FBC	100	
On Bus Contactless Payment	418	
Cribbs Patchway Metrobus Extension addition	300	
Cribbs Patchway Metrobus Extension re-phasing	11,947	(11,947)
Metrowest Ph 1 adjusted budget		(140)
<b>Month 4 Revised Budget</b>	<b>44,556</b>	<b>34,494</b>

## **Consultation**

- 3 Consultation has been carried out with the Monitoring Officer, Chief Executives, and S151 Officers across the three constituent authorities.

## **Other Options Considered**

- 4 Value for Money and appropriate use of resources are constantly considered when monitoring and managing all revenue and capital budgets.

## **Risk Management/Assessment**

- 5 This report forms a core part of the WECA's governance and risk management process. The forecast budgets presented in this report take account of known financial risks and their potential impact on the outturn financial position.

## **Public Sector Equality Duties**

- 6 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.

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

- Removing or minimising 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.

- 6.2 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.

- 6.3 All key service delivery functions continue to be delivered by the relevant constituent councils and impact assessments for service delivery, particularly highways and transport are included as appropriate within their individual Budget reports.

**Finance Implications, including economic impact assessment where appropriate:**

- 7 The financial implications are contained within the body of the report. There are no Economic Impacts arising as a result of this report (although capital investment will ultimately deliver significant economic benefit to the region).

Advice given by: Malcolm Coe, Director of Investment & Corporate Services

**Legal Implications:**

- 8 This report monitors how WECA and the Mayoral Fund are performing against the financial targets set in February 2019 through the Budget setting process in accordance with the WECA Order 2017 and the Combined Authorities Financial Order 2017.

Advice given by: Shahzia Daya, Director of Legal Services

**Human Resources Implications:**

- 9 These are set out in the body of the report, including the use of interim staffing resources and the proposals for the on-going WECA staffing resources.

Advice given by: Alex Holly, Head of Human Resources

**Appendices & Background papers:**

**Appendix 1:** Mayoral Fund Revenue Position

**Appendix 2:** WECA Revenue Position

**Appendix 3:** Mayoral Fund and WECA Capital Position

**West of England Combined Authority Contact:**

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 0117 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

## APPENDIX 1

Mayoral Fund April to August 2019/20			
	Budget £'000s	Forecast £'000s	Variance £'000s
<b>EXPENDITURE</b>			
<b>Staff</b>	<b>172</b>	<b>172</b>	<b>0</b>
<b>Supplies &amp; Services</b>			
Premises Services	12	12	0
Support Services	12	12	0
Supplies & Services	15	15	0
Mayoral Election - Transfer to Reserve	396	396	0
Feasibility Studies	1,221	2,452	1,231
Contribution to Highway Grants			0
Integrated Highway	5,183	5,183	0
Highway Maintenance Grants	10,254	10,254	0
Highway Incentive Grants	2,135	2,135	0
<b>Total Supplies &amp; Services</b>	<b>19,228</b>	<b>20,459</b>	<b>1,231</b>
<b>Total Expenditure</b>	<b>19,400</b>	<b>20,631</b>	<b>1,231</b>
<b>INCOME</b>			
Business Rates Retention Pilot	17,572	17,572	0
Funding Contribution from WECA	1,828	3,059	1,231
<b>Total Income</b>	<b>19,400</b>	<b>20,631</b>	<b>1,231</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX 2

WECA Fund April to August 2019/20			
	Budget £'000s	Forecast £'000s	Variance £'000s
<b>EXPENDITURE</b>			
Core Staff	1,390	1,390	0
Project Staff	1,942	1,896	(46)
<b>Staff</b>	<b>3,332</b>	<b>3,286</b>	<b>(46)</b>
<b>Supplies &amp; Services</b>			
Premises Services	215	215	0
Support Services	215	215	0
Supplies & Services	55	55	0
<b>Total Supplies &amp; Services</b>	<b>485</b>	<b>485</b>	<b>0</b>
<b>Project Spend</b>	<b>26,737</b>	<b>30,368</b>	<b>3,631</b>
<b>Transport Functions</b>			
Concessionary Fares	12,445	12,445	0
Community Transport	1,690	1,690	0
Bus Real Time Information	602	602	0
<b>Total Transport Functions</b>	<b>14,737</b>	<b>14,737</b>	<b>0</b>
<b>Contribution to Mayoral Fund</b>	<b>1,828</b>	<b>3,059</b>	<b>1,231</b>
<b>Transfer to Reserves</b>	<b>100</b>	<b>350</b>	<b>250</b>
<b>Total Expenditure</b>	<b>47,219</b>	<b>52,285</b>	<b>5,066</b>
<b>INCOME</b>			
Transport Levy	14,737	14,582	(155)
Business Rates Retention Pilot	1,212	1,212	0
Government Grants	15,501	14,789	(712)
Investment Fund Grant	14,949	20,155	5,206
Interest on Balances	820	1,320	500
Transfer from Reserves	0	477	477
<b>Total Income</b>	<b>47,219</b>	<b>52,535</b>	<b>5,316</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>250</b>	<b>250</b>

## APPENDIX 3

WECA & Mayoral Capital Programme Monitor 2017/18 to 2020/21					Funding			
	2017/18 & 2018/19 Outturn	2019/20 Budget	2020/21 Indicative	Total	Investment Fund	Grant	RCCO	Total
	£000	£000	£000	£000	£000	£000	£000	£000
<b>WECA Capital</b>								
<b>Infrastructure</b>								
Business Case Development	1,811	7,378	3,009	12,198	12,198			12,198
Real Time Information	465	94	0	559	559			559
5G Smart Tourism	4,125	875	0	5,000		5,000		5,000
Metrowest	0	0	5,860	5,860	5,860			5,860
Cribbs Patchway Metrobus Extension	0	14,147	8,053	22,200	22,200			22,200
CPPN Cycle Links	0	3,125	0	3,125	3,125			3,125
On Bus Contactless Payment	0	418	0	418	418			418
	6,401	26,037	16,922	49,360	44,360	5,000	0	49,360
<b>WECA Capital - Other</b>								
Scheme Prioritisation/Monitoring & Eval	115	285	0	400	400			400
IT & Building Alterations	523	0	0	523	418		105	523
	638	285	0	923	818	0	105	923
<b>Mayoral Capital</b>								
Highways & Transport Grants	38,047	17,572	17,572	73,191		20,475	52,716	73,191
Pothole Action Grant	891			891		891		891
Pothole Action Grant	619			619		619		619
Pothole Action Grant	1,241	662		1,903		1,903		1,903
	40,798	18,234	17,572	76,604	0	23,888	52,716	76,604
<b>Grand Total</b>	<b>47,837</b>	<b>44,556</b>	<b>34,494</b>	<b>126,887</b>	<b>45,178</b>	<b>28,888</b>	<b>52,821</b>	<b>126,887</b>

Note : RCCO indicates a Revenue Contribution to Capital Outlay



## **WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**4 October 2019**

### **REPORT SUMMARY SHEET**

#### **INVESTMENT FUND**

#### **Purpose**

To seek approval for Investment Fund feasibility, development and delivery funding, and for change requests for schemes within the current approved programme.

#### **Summary**

This report includes the following key information:

- A set of delegations are proposed for decision making on schemes within the approved programme which are shown in Appendix 1.
- A Full Business Case for Great Stoke Roundabout Capacity Improvements has been submitted seeking full funding of £2.91m for the implementation of the scheme.
- An update is provided on the Future Mobility Zone bid (para 11-13)
- A further £1.2m of funding is sought to continue to progress the development work for the Housing Infrastructure Fund Bristol Temple Meads to Keynsham Strategic Growth Corridor A4/A37 project.
- The Bath Riverside Land Acquisition Fund (LAF) submission has been approved through delegation including fit with the LAF criteria shown in Appendix 7.
- Funding of £50k is sought to address the challenge of the lack of evidence/research around Careers Education, Information, Advice and Guidance and to determine what interventions could potentially come forward to improve it (para 26)
- The report updates on the work on Talent Institutes (para 27-28) and seeks approval for £50k to progress the Working Well Institute.
- A Full Business Case seeking £1.3m has been submitted for WE Work for Everyone which will target people with a learning difficulty to support them to achieve and maintain paid employment.
- A Full Business Case has been submitted seeking £3.6m to extend and develop the current Future Bright Innovation Pilot for a further 3 years.
- In line with current processes for managing reported scheme changes, those seeking approval are set out in Appendix 8 of the report.

## **Recommendations**

Members of the Combined Authority Committee are asked to:

1. Approve the delegations for changes to schemes within the approved programme set out in Appendix 1.
2. Approve the Full Business Case for Great Stoke Roundabout Capacity Improvements and a total award of £2.91m.
3. Approve the allocation of £3.9m for the Future Mobility Zone subject to securing the DfT funding and business case.
4. Approve the change request and the award of an additional £1.2m for the HIF Outline Development Work.
5. To note the Land Acquisition Fund Assessment Criteria shown in Appendix 7 and the approval of the Full Business Case for Bath Riverside and award of up to £9m through the granted delegation.
6. To approve the Feasibility and Development Funding Application for the Careers Advice Analysis and the award of £50,000 to produce a report outlining prioritised co-designed interventions
7. To approve the Feasibility and Development Funding Application for the Working Well Institute and the award of £50,000 to produce an Outline Business Case.
8. To approve the Full Business Case for WE Work for Everyone and award of £1.3m subject to securing ESF funding, development of the Procurement Plan, supply of a detailed programme and finalising the Monitoring and Evaluation Plan.
9. To approve the Full Business Case for Future Bright Plus and award of £3.6m subject to the supply of a detailed risk register, cost breakdown and project plan, and finalising the Monitoring and Evaluation Plan
10. Approve the change requests for schemes within the current programme set out in Appendix 8.

**Contact officer:** Malcolm Coe

**Position:** Director of Investment and Corporate Services

**Email:** Malcolm.Coe@westofengland-ca.gov.uk



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

**DATE: 4 October 2019**

**REPORT TITLE: INVESTMENT FUND**

**AUTHOR: MALCOLM COE, DIRECTOR OF INVESTMENT AND CORPORATE SERVICES**

**Purpose of Report**

1. To seek approval for Investment Fund feasibility, development and delivery funding, and for change requests for schemes within the current approved programme.

**Recommendations:**

**The Committee is asked to:**

1. Approve the delegations for changes to schemes within the approved programme set out in Appendix 1.
2. Approve the Full Business Case for Great Stoke Roundabout Capacity Improvements and a total award of £2.91m.
3. Approve the allocation of £3.9m for the Future Mobility Zone subject to securing the DfT funding and business case.
4. Approve the change request and the award of an additional £1.2m for the HIF Outline Development Work.
5. To note the Land Acquisition Fund Assessment Criteria shown in Appendix 7 and the approval of the Full Business Case for Bath Riverside and award of up to £9m through the granted delegation.
6. To approve the Feasibility and Development Funding Application for the Careers Advice Analysis and the award of £50,000 to produce a report outlining prioritised co-designed interventions
7. To approve the Feasibility and Development Funding Application for the Working Well Institute and the award of £50,000 to produce an Outline Business Case.

8. **To approve the Full Business Case for WE Work for Everyone and award of £1.3m subject to securing ESF funding, development of the Procurement Plan, supply of a detailed programme and finalising the Monitoring and Evaluation Plan.**
9. **To approve the Full Business Case for Future Bright Plus and award of £3.6m subject to the supply of a detailed risk register, cost breakdown and project plan, and finalising the Monitoring and Evaluation Plan**
10. **Approve the change requests for schemes within the current programme as set out in Appendix 8.**

## Background

2. The West of England Devolution Deal secured £900m for the creation of an Investment Fund forming part of a wider investment programme for the region. Aligned to regional strategies, the objective for this investment programme is to boost and strengthen economic growth in the West of England Combined Authority area through delivering:
  - Effective, resilient infrastructure;
  - World class skills for employment; and
  - Businesses that succeed

## Investment / Transforming Cities Fund Programme

3. In July the Committee considered a £350m investment programme to March 2023 spanning the Investment Fund/Transforming Cities Fund. This sits within the frame of the Capital Strategy report, approved in February 2019, which set out the planned approach for establishing a thematic 20-year programme aligned with regional priority outcomes and objectives as detailed within the published WECA Operating Framework.
4. The funding available through the Investment Fund and Transforming Cities Fund over the period to 22/23 totals £313m. Previous experience indicates that, despite best endeavours, major capital programmes invariably have an element of slippage in terms of delivery. With this in mind, the WECA statutory finance officer has approved a level of structured over programming, over the next four years, to provide overall funding for the period of £350m.
5. For each allocation and award, an allowance needs to be accounted for in terms of the subsequent costs for final delivery of the full scheme. For example, early allocations are primarily for development and feasibility funding – but consideration has to be given for the costs of full business case formation and construction spend based on best estimates at any given point in time. This is referred to as the ‘tail’ to the current financial awards and allocations based upon the current opinion of the most likely level of spend that will be incurred over the next four years. This financial position will be kept under constant review with any material updates to be reported back to Committee.
6. A summary of all of the approved and allocated funding across the Investment Fund and Transforming Cities Fund (TCF) is shown in Figure 1 and an update on the projects seeking funding is set out by theme in the sections below.
7. Within the £350m programme £20m is unallocated and is set aside to respond to ‘opportunities and challenges’. It is important to leave an element of flexibility in the programme to be able to respond to any future initiatives or government funding opportunities, or to address emerging priority areas.

8. To support streamlined decision making at an appropriate level, it is now proposed that a set of delegations to the WECA Chief Executive, in consultation with the Chief Executives of the constituent Councils, are reinstated for decision making for schemes within the approved programme. These are set out in Appendix 1.

**Figure 1: Summary of Investment Programme to 2023 by Priority Theme**

	Funding Awards and Allocations £000s	
	July 2019	October 2019
<b><i>Transport Infrastructure</i></b>		
Approved Awards and Allocations	57,721	63,980
Associated 'tail' required to deliver all projects up to March 2023	87,123	80,864
<b>Total Investment in Transport Infrastructure</b>	<b>144,844</b>	<b>144,844</b>
<b><i>Housing Infrastructure</i></b>		
Approved Awards and Allocations	56,720	56,784
Associated 'tail' required to deliver all projects up to March 2023	28,100	28,036
<b>Total Investment in Housing Infrastructure</b>	<b>84,820</b>	<b>84,820</b>
<b><i>Business and Skills</i></b>		
Approved Awards and Allocations	74,078	74,128
Associated 'tail' required to deliver all projects up to March 2023	18,437	18,388
<b>Total Investment in Business and Skills Infrastructure</b>	<b>92,515</b>	<b>92,515</b>
<b><i>Opportunities and Challenges / Other</i></b>		
Funding put aside to respond to opportunities and challenges	<b>20,000</b>	<b>20,000</b>
Approved WECA set up, operating costs and elections up to 2023	<b>7,818</b>	<b>7,818</b>
<b>Total Investment Programme up to March 2023</b>	<b>350,000</b>	<b>350,000</b>

## ***Thematic Update***

### **Transport**

9. To deliver our transport vision, we have a number of strategic schemes, supported by short term capital projects that match our strategic objectives. The current funding awards and allocations are set out in Appendix 2, with those seeking approval at this Committee highlighted and described in the sections below. In total, with the inclusion of recommendations within this report, there are financial awards and allocations of **£64.0m** for Transport Infrastructure projects with an associated 'tail' costed as **£80.8m** – giving a total financial commitment of **£144.8m** up to March 2023.

### ***Schemes in Delivery***

#### **Great Stoke Roundabout Capacity Improvements**

10. Following the award of £550,000 of development funding in October 2017 and the approval of the Outline Business Case in November 2018, a Full Business Case has now been submitted by South Gloucestershire Council for the Great Stoke Roundabout Capacity Improvements. The FBC seeks £2.91m (including the development costs already awarded) to widen the existing roundabout with the addition of Toucan crossings. This will help support planned housing and employment growth in the area and improve facilities for cyclists and pedestrians. The Scheme Assessment Summary Table is shown in Appendix 3 and the FBC has been published on the WECA [website](#).

*Recommendation to approve the Full Business Case for Great Stoke Roundabout Capacity Improvements and a total award of £2.91m.*

### ***Schemes in Development***

#### **Future Mobility Zone**

11. Government has allocated £90m of capital funding, as a top up to the TCF, to create up to four Future Mobility Zones (FMZs). FMZs will focus specifically on trialling new mobility services, modes and models, transforming the transport offer in these areas and providing evidence of their effectiveness to inform the development of future schemes. WECA submitted an outline proposal in May 2019, which was successful in moving to the next stage. Further developed final proposals will be submitted at the end of September.
12. Our £26m proposal supports the creation of a Future Mobility Living Lab working with local communities, stakeholders and innovators to co-design, trial, demonstrate and enable solutions to overcome these challenges by:
- Building a Data Hub and Mobility Stations, to improve physical and digital connectivity.
  - Developing a Mobility as a Service (MaaS) Platform and trialling the use of mobility credits for improving access to employment.
  - Trialling new mobility services, including micro-mobility and Dynamic Demand Responsive Travel (DDRT) and using Connected and Autonomous Vehicles (CAVs) where feasible.
13. The DfT have confirmed that their FMZ funding will be capital, but the project must include Mobility Credits and evaluation activities, which by their nature will need to be revenue funded. On this basis it is proposed that £3.9m is allocated to support the FMZ bid subject to securing the DfT funding and business case. This can be accommodated within the current 'tail' of transport funding within the Investment Fund programme. A report on the outcome of the bid will be presented to a future WECA Committee.

*Recommendation to approve the allocation of £3.9m for the Future Mobility Zone subject to securing the DfT funding and business case.*

### **Housing (and High Streets) Infrastructure**

14. The West of England is the first region in the UK to develop a joined-up planning approach to set out how the region will meet its housing and transport needs over the next 20 years. Our vision is to be one of Europe's fastest growing and most prosperous regions with the gap between disadvantaged and other communities closed and a rising quality of life for all.

15. To support the repurposing and re-vitalisation of high streets and town centres we have allocated £10m to the Love Our High Streets programme which has initially been used to fund a number of feasibility studies and pilots. It is envisaged that the appropriate targeting of this fund will unlock further government investment into the area.
16. Appendix 2 details the commitments that we have made from the Investment Fund to date to support the delivery of our housing vision between now and 2023. Details of the projects seeking funding at this meeting are described below. In total, with the inclusion of recommendations within this report, there are financial awards and allocations of **£56.8m** for Housing Infrastructure projects with an associated 'tail' costed as **£28.0m** – giving a total financial commitment **of £84.8m** up to March 2023.

### ***Schemes in Development***

#### **Housing Infrastructure Fund (HIF) Outline Development Work**

17. The HIF Bristol Temple Meads to Keynsham Strategic Growth Corridor A4/A37 bid was submitted to Government in March 2019. Since then there has been ongoing communication with Government including a number of requests for clarification from Homes England, the Department for Transport and MHCLG. However, a formal announcement on the bid is still awaited.
18. Over and above responding to Government, through the previous award of £500,000 through the Investment Fund the HIF team have been progressing critical path activities including progressing land assembly and Compulsory Purchase Orders, design activities and work to ensure informed procurement decisions can be made.
19. The experience of other authorities, who have been successful in their HIF bid, has been that it takes 8 months or more to access the funding, following the establishment of a bespoke legal agreement. On this basis, and to maintain momentum a change request has been submitted by WECA for an additional £1.2m, beyond the current award, to enable the programme stated in the bid to be maintained and the programme funded until March 2020. The funding will enable those projects to not only progress from a HIF perspective but also to get to a reasonable point in development to enable bids for alternative funding to be sought should the HIF not be forthcoming.
20. These funds will draw on the £23m Investment Fund allocated for HIF, subject to future business cases, and will be spent on a range of activities including:
  - Project and programme management
  - Progress with individual projects including consideration of finance and programme.
  - Legal Support
  - Transport Assessments and Traffic Modelling
  - Further feasibility and development work including: master planning, final option selection, and outline design.
  - Statutory processes including environmental and other statutory information for planning applications
  - Communication and Engagement activities

*Recommendation to approve the change request and award of an additional £1.2m for the HIF Outline Development Work.*

### Land Acquisition Fund

21. A £50m Land Acquisition Fund, (LAF), was approved by the WECA Committee in November 2018. The primary purpose of this fund is to accelerate, and influence, housing development with an added intention of attracting further external funding and investment into the region. The WECA Committee in February 2019 agreed that where there was urgency, to delegate the approval of the business case and award of funding to the WECA Chief Executive in consultation with the constituent Council Chief Executives.
22. Due to the overall financial awards and allocations against the Investment Fund and Transforming Cities Fund up to 2023 exceeding the funding available, the WECA Committee agreed in June 2019, to withhold an element of LAF as a way of controlling the overall affordability of the four-year investment programme. On this basis there remains £15.7m of LAF available within the short term. At the June Committee it was agreed that priority drawdown of any immediately available LAF should be reserved for strategic projects within Bath & North East Somerset.
23. A [Full Business Case](#) has been submitted by B&NES seeking up to £9m from the LAF for Bath Riverside. The acquisition would accelerate the delivery of 205 homes. This has been tested against the proposed Land Acquisition Fund assessment criteria which are shown in Appendix 7 and, on the basis of the granted delegation, the business case has been approved by the WECA Chief Executive in consultation with the Chief Executives of the constituent Councils. The Scheme Assessment Summary Table is shown in Appendix 6.

*Recommendation to note the Land Acquisition Fund Assessment Criteria shown in Appendix 7 and the approval of the Full Business Case for Bath Riverside and award of up to £9m through the granted delegation.*

### Business and Skills

24. Over the last six months, a range of projects have been developed drawing on WECA Investment Fund and in some cases matching with EU funding and other sources. The Local Industrial Strategy and Employment and Skills Plan will provide the backdrop for future calls on the Investment Fund with £30m retained in the programme to be awarded to emerging business and skills priorities.
25. The projects and initiatives that have been approved to date are detailed in Appendix 2 and those seeking approval at this Committee are described in the sections below. In total, with the inclusion of recommendations within this report, there are financial awards and allocations of **£74.1m** for Business and Skills projects with an associated 'tail' costed as **£18.4m** – giving a total financial commitment of **£92.5m** up to March 2023

### Feasibility Studies

#### WECA Careers Education, Information, Advice and Guidance (CEIAG) Research and Improvement Project

26. Accessible and effective CEIAG is critical to supporting the successful achievement of inclusive economic growth. It can motivate, inspire and inform beneficiaries in relation to education, skills and employment opportunities and support a diverse local workforce to gain the skills needed to access these opportunities. A [Feasibility and Development Funding Application](#) has been produced by WECA seeking £50,000 to address the challenge of the lack of evidence/research around CEIAG and what interventions could potentially come forward to improve it. An allocation for this work was included in the approved programme.

*Recommendation to approve the Feasibility and Development Funding Application for the Careers Advice Analysis and the award of £50,000 to produce a report outlining prioritised co-designed interventions.*

### Talent Institutes

27. In September 2018, the WECA Committee agreed to award £100,000 to undertake a feasibility study into Talent Institutes to test the hypothesis that WECA can invest in large-scale activity that delivers economic development goals, social inclusion and a financial return on investment. A Talent Institute should be an “innovation asset” delivering skills and training alongside research and innovation for businesses. The feasibility outcome was to “agree the preferred options for Talent Institutes and the potential for WECA to invest.”
28. The consultation phase of Talent Institutes identified a number of project ideas and concepts, with five in particular a good fit with the initial Talent Institutes concept. The key recommendation from the feasibility work is to strategically reposition Talent Institutes to ensure closer alignment with the Local Industrial Strategy (LIS). Therefore, relevant projects identified through Talent Institutes will be progressed through the lens of the LIS, and in particular the Global Centre of Innovation Excellence. This is a positive step to ensure projects can be progressed in the most effective way and at a pace that is appropriate to them, and will enable WECA and the region to start delivering against its LIS aspirations. It is likely that a range of funding sources (local and national) will be required to progress these projects. The following way forward and next steps are proposed:
- **Digital Engineering** - building further world leading capacity in digital engineering so the West of England benefits from the existing and future global demand in this sector. This is well advanced with a good concept and strategic narrative. Digital engineering is a priority sector in the LIS and, with WECA support, can (potentially) unlock multi millions of private and public sector funding to ensure the region stays at the forefront of digital engineering. WECA is already supporting the development of this Business Case with some of the feasibility funding and officer time.
  - **Bristol Digital Tech at Temple Quarter** - delivering high-value digital skills required by key and emerging sectors and build the “talent pipeline”, employees with skills in advanced digital tools and techniques in cybersecurity, artificial intelligence, 5G communications, cloud computing, big data, quantum software and others. New facility based at Temple Quarter to build on the knowledge and innovation ecosystem being developed. This is evolving its proposal to be more in line with the LIS, and in particular the Global Centre of Excellence “enabling” functions. They are collaborating with other projects and sectors, such as the Digital Engineering proposal. Bristol Digital Tech will continue to develop their concept alongside the LIS implementation work.
  - **Working Well Institute** - a centre located at Bath Quays or Bath College for business start-up, scale-up and teaching space, with a focus on digital sectors and inclusivity. This is at an earlier stage of development and requires further work on the strategic narrative, but has shown merit and identified need and appears to align well with the LIS. Bath & North East Somerset Council have submitted a [Feasibility and Development Funding Application](#) seeking £50,000 from the Investment Fund to co-fund the development of an Outline Business Case. The funding could be accommodated from the £30m allocation for business and skills.
  - **Talent Bridge** - building a stronger skills pipeline of talent at the lower skills levels (i.e. pipeline to Level 3) to feed into existing or future projects, such as the South West Institute of Future Technologies.



- **Creative Careers** - enabling creative businesses to access the talent they need by facilitating a series of work placement opportunities alongside investment in a network of enterprise hubs.

Both these latter two projects have merit and identified need. However, there could be a better link with alternative programmes, such as Workforce for the Future, and so are currently being progressed under this banner. We will continue to ensure both are linked in to the Digital Engineering, Bristol Digital Tech and Working Well as and when appropriate.

*Recommendation to approve the Feasibility and Development Funding Application for the Working Well Institute and the award of £50,000 to produce an Outline Business Case.*

### **Schemes in Development**

#### **Quantum Technologies Innovation Centre+ (QTIC+)**

29. In June the QTIC+ was allocated £34.974m from the Investment Fund subject to Full Business Case and necessary due diligence. Of this total £14.974m was the underwriting through the Investment Fund of future funding via the UK Shared Prosperity Fund (or equivalent). The external review of the value for money of the project has now been completed, concluding that the Benefit to Cost Ratio is 'significantly positive and therefore the economic case supports WECA's contribution to QTIC+'. The remaining aspects of the due diligence work are progressing and in order to maintain momentum, and avoid the delay arising from the need to report back to a future WECA Committee, it is planned that an update on the outcomes can be presented at this Committee meeting.

### **Schemes in Delivery**

#### **WE Work for Everyone**

30. Following the allocation of £1.3m of funding at the June WECA Committee, a Full Business Case for the WE Work for Everyone project has been submitted by Bristol City Council for a project across the West of England. The project will specifically target people with a learning difficulty to support them to achieve and maintain paid employment, supported by a Navigator on a 1 to 1 basis. This will utilise local provision, driven by a single delivery model and underpinned by a consistent Menu of Opportunity. Led by Bristol City Council, the programme is a partnership between the West of England local authorities, WECA, the four local colleges and the Department of Work and Pensions (DWP). The overall project value is £4.45m with the £1.3m from the Investment Fund matched by £2.23m from the European Social Fund and partner contributions. The focus, and benefits, of the project will be reflective of the match funding provided with a proportionate adjustment applied in relation to the North Somerset area. The Scheme Assessment Summary Table is shown in Appendix 4 and the FBC has been published on the WECA [website](#).

*Recommendation to approve the Full Business Case for WE Work for Everyone and award of £1.3m subject to securing ESF funding, development of the Procurement Plan, supply of a detailed programme and finalising the Monitoring and Evaluation Plan.*

#### **Future Bright Plus**

31. The Future Bright Innovation Pilot is successfully supporting WECA residents who are in work and on low incomes with career progression, providing holistic support to help overcome a wide range of life challenges so that individuals are empowered to make progress. DWP



funding for the Pilot is due to end in March 2020, and with no confirmation of further funds from DWP, there is a risk the delivery architecture will fall away. The continuation of Future Bright is recognised as a priority within the Employment and Skills Plan and on this basis a Full Business Case has been submitted by WECA seeking £3.6m which would be drawn from the £30m allocation for business and skills and enable a seamless transition when DWP funding ends. This builds on the lessons learned from the pilot phase. The Scheme Assessment Summary Table is shown in Appendix 5 and the FBC has been published on the WECA [website](#).

*Recommendation to approve the Full Business Case for Future Bright Plus and award of £3.6m subject to the supply of a detailed risk register, cost breakdown and project plan, and finalising the Monitoring and Evaluation Plan.*

### **Changes to Schemes within the Current Programme**

32. The change requests submitted which are recommended for approval by the Committee are set out in Appendix 8.

### **Consultation:**

33. Engagement has taken place with officers in the West of England Combined Authority Constituent Unitary Authorities. Section 151 Officers across the region have been fully engaged as have the Chief Executive Officers in helping to inform the prioritised projects for investment.

### **Risk Management/Assessment:**

34. Specific risk assessments will be carried out as part of any feasibility studies for projects in development and business cases are required to set out the way that risks will be managed and a risk register. All projects underway will maintain a specific risk register as part of the project management and monitoring arrangements.
35. Financial risks for regional projects delivered through WECA will be managed through the overall programming of the Investment Fund and Transforming Cities Fund. Whereas respective authorities will carry the financial risk for any specific schemes that they lead on, and deliver, within their specific area.

### **Public Sector Equality Duties:**

36. For projects seeking funding through the Investment Fund scheme promoters are required to include as part of their Full Business Case, an equality and diversity assessment and plan. These assessments are published as part of the Business Case on the WECA website.

### **Economic Impact Assessment:**

37. Supporting economic growth is central to this funding stream, and promoters are required to include an economic case within the FBC for each scheme which sets out how the project will create jobs and GVA growth as well as delivering wider benefits. In line with agreed processes these FBCs are published on the WECA website at the point of decision making.

### **Finance Implications:**

38. The financial implications for each proposal are set out in the body of the report. The Investment Fund allocations and awards are accommodated within the overall spending limit of £350m available up to March 2023.

39. The WECA statutory finance officer will determine the appropriate use and apportionment of funding between the Transforming Cities Fund and Investment Fund within the overall funding available.

Advice given by: Malcolm Coe, Director of Investment and Corporate Resources

**Legal Implications:**

40. There are no additional legal implications arising from this report. Legality will be verified for individual projects through relevant due diligence prior to approving formal allocations.

Advice given by: Shahzia Daya, Monitoring Officer, WECA

**Appendices**

- Appendix 1: Investment Fund/Transforming Cities Fund Delegations
- Appendix 2: Investment Fund Programme
- Appendix 3: Great Stoke Roundabout Capacity Improvements – Assessment Summary Table
- Appendix 4: WE Work for Everyone – Assessment Summary Table
- Appendix 5: Future Bright Plus – Assessment Summary Table
- Appendix 6: Bath Riverside – Assessment Summary Table
- Appendix 7: Land Acquisition Fund Assessment Criteria
- Appendix 8: Investment Fund - Requested Scheme Changes

## Appendix 1

## Investment Fund/Transforming Cities Fund Delegations

Note: All changes related to cost (ie 1-3 in the table below) must be supported by a change request signed by the s151/Chief Finance Officer confirming that all necessary processes have been undertaken within their organisation in relation to the change.

For other changes (ie 4 and 5 below) It will be assumed that the organisation has followed all relevant processes related to the delivery of the project in line with their own arrangements.

Category		Scale	Approval
1	Cost Increases	Cost increases of up to 10% to a ceiling of £100k (Feasibility and Development Funding) and £3m (approved scheme funding) subject to funding being available and there being no impact on any other project in the programme	WECA CEO, in consultation with WECA Constituent Authority CEOs
		Cost increases above this threshold	WECA Committee
2	Reductions in Match Funding	Reduction in match funding up to 10% to a ceiling of £300k	CEO in consultation with WECA CEOs
		Reduction in match funding above this level	WECA Committee
3	Reprofiling of Spend (with no cost increase overall)	Reprofiling of up to £50k (Feasibility and Development Funding) and £100k (approved scheme funding) between financial years	CEO in consultation with WECA CEOs
		Reprofiling between financial years above this level	WECA Committee
4	Time	Slippage of milestone(s) for approved schemes less than 3 months	CEO in consultation with WECA CEOs
		Slippage of milestones of 3 months or more	WECA Committee
5	Scope, Benefits and Quality	Up to 10% change in value of quality as percentage of project value and/or 10% change in one or more metrics of benefits and/or minor change to the scope of the scheme	CEO in consultation with WECA CEOs
		Over 10% change in value of quality as percentage of project value and/or over 10% change in one or more metrics of benefits, or a fundamental change to the scope of scheme	WECA Committee

## Appendix 2

## Transport Infrastructure Projects – Awards and Allocations

Funded Projects	Funding Awards and Allocations £000s	
	July 2019	October 2019
<b>Feasibility Studies</b>		
Southern Orbital	155	155
Mass Transit Options	300	300
East of Bath Strategic Link	250	250
A420 to Bath Highway Improvements	200	200
Bristol Temple Meads Masterplan	2,000	2,000
Greater Bristol Area Rail Feasibility Study	100	100
Winterbourne/Frampton Cotterell Bypass and Coalpit Heath/Westerleigh Bypass Study	413	413
<b>Business Case Development</b>		
WECA Housing Growth Mitigation Outline Business Cases	1,600	1,600
A37 to A62 Improvements - Somer Valley EZ	280	280
Wraxall Road Roundabout Improvements	1,688	1,688
Hicks Gate Roundabout	460	460
MetroWest Phase 2	11,063	11,063
Charfield Station	1,200	1,200
Strategic Park & Ride	800	800
Bus Strategy and Deal	200	200
MetroWest Phase 1	5,860	5,860
Mass Transit	1,500	1,500
Integrated Smart Ticketing	300	300
Local Cycling & Walking Infrastructure Plan	100	100
Future Mobility Zone	-	3,900
<b>Schemes in Delivery</b>		
Real Time Information System Upgrade	559	559
Cribbs Patchway Cycle Links	3,325	3,325
Cribbs Patchway MetroBus Extension	22,200	22,200
Integrated Transport Authority Functions	1,000	1,000
Short term Bus Enhancements – 2018/19 only	1,200	1,200
On-Bus Contactless Bank Card Payment	418	418
Great Stoke Roundabout Improvements	550	2,910
<b>Transport Infrastructure: Total of all Awards and Allocations:</b>	<b>57,721</b>	<b>63,980</b>
<b>Associated 'Tail' for Approved Schemes in Development</b>	<b>87,123</b>	<b>80,864</b>
<b>Total</b>	<b>144,844</b>	<b>144,844</b>

### Housing Infrastructure Projects – Awards and Allocations

Funded Projects	Funding Awards and Allocations £000s	
	July 19	October 19
<b>Feasibility Studies</b>		
B&NES Pilot High Streets Programme	280	280
Bedminster High Street Improvement	275	275
Kingswood High Street Improvements	248	268
Modern Methods of Construction Pilots/Trials	150	150
<b>Business Case Development</b>		
HIF Outline Business Case – Bristol Temple Meads to Keynsham	1,500	2,700
Bristol Temple Meads Eastern Entrance	2,500	2,500
Hengrove - Housing Enabling Infrastructure	800	800
Masterplanning: Yate Urban Living Opportunity Area	500	500
Masterplanning: business case development	275	275
Strategic Master-planning and associated delivery	1,500	1,500
Lockleaze Sustainable Transport Improvements	505	569
<b>Schemes in Delivery</b>		
Bath Riverside	-	9,000
<b>Allocations</b>		
Love Our High Streets	9,197	9,180
Land Acquisition Fund	15,990	6,987
Indicative allocation in support of the £258m HIF bid	23,000	21,800
<b>Housing Infrastructure: Total of all Awards and Allocations:</b>	<b>56,720</b>	<b>56,784</b>
<b>Associated 'Tail' for Approved Schemes in Development</b>	<b>28,100</b>	<b>28,036</b>
<b>Total</b>	<b>84,820</b>	<b>84,820</b>

### Business and Skills Projects – Awards and Allocations

Funded Projects	Funding Awards and Allocations £000s	
	July 2019	October 2019
<b>Feasibility Studies</b>		
Talent Institutes	100	100
Visitor Economy/Regional Tourism	100	100
Careers Education, Information, Advice and Guidance (CEIAG) Research and Improvement Project	-	50
<b>Business Case Development</b>		
Hospitality & Catering Education Centre	195	195
Digital & Creative Innovation Centre	401	401
STEAM Centre SGS WISE	590	590
Somer Valley Enterprise Zone	746	746
Bath Riverline	150	150
Quantum Technologies Innovation Centre+	34,974	34,974
Energy Strategy Action Planning / Climate Change Planning	250	250
South Bristol Workspace	30	30
Working Well Institute	-	50
<b>Schemes in Delivery</b>		
Realising Our Talent	500	500
South West Institute of Future Technology	500	500
Research & Innovation Challenge Fund	242	242
Workforce for the Future	4,000	4,000
WE Work for Everyone	1,300	1,300
Future Bright Plus	-	3,600
<b>Allocations</b>		
Business and Skills allocation to be programmed up to 2023	30,000	26,350
<b>Business &amp; Skills: Total of all Awards and Allocations:</b>	<b>74,078</b>	<b>74,128</b>
<b>Associated Tail for Schemes in Development</b>	<b>18,437</b>	<b>18,387</b>
<b>Total</b>	<b>92,515</b>	<b>92,515</b>

### Appendix 3 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<b>Project Name</b>	<b>Great Stoke Roundabout Capacity Improvements</b>	<b>Strategic Case</b>	<p>It is noted that this scheme is located near to a number of developments in the North Fringe such as Cribbs Patchway New Neighbourhood (CPNN), Horizon 38, Charlton Hayes, Harry Stoke New Neighbourhood and Haw Wood. The North Fringe is a major economic hub within the region, which is continuing to expand with the Filton Enterprise Area (FEA).</p> <p>The rationale for intervention is based on the roundabout experiencing delays to traffic during the peak periods which is forecast to worsen as local developments are progressively implemented leading to increased levels of congestion. Additionally, the roundabout sits at the confluence of several walking and cycling routes which are currently uncontrolled, which leads to increased chances of conflict.</p> <p>There is alignment with a number of the adopted policies in the South Gloucestershire Core Strategy including those related to accessibility, provision of infrastructure and particular development locations.</p>	<b>Funding Source(s)</b>	Investment Fund
<b>Scheme Promoter</b>	South Glos Council	<b>State Aid</b>	The scheme will provide open access public infrastructure.	<b>Approval Requested</b>	Full Business Case
<b>Date of Submission</b>	22/7/19	<b>Economic Case and</b>		<b>Grant Award</b>	£2,359,923 Investment Fund (beyond

## ITEM 12


<b>Funding Requested</b>	£2.91m (£375k Feasibility and Design; £122k Project Management; £1.596m Construction; £227k Utilities; £590k Other)	<b>Value for Money</b>	<p>The scheme presents a 'very high' BCR of 4.4. A number of sensitivity tests have been undertaken on this BCR which present in the range 3.57 - 4.87. The Value for Money Statement is shown below.</p> <p>By attribution on the basis of the cost of this scheme as a proportion of the total infrastructure package required to deliver CPNN/FEA, it is forecast that the scheme could enable 108 gross new dwellings, 3,059 sq m of gross mixed use commercial floorspace and 155 gross jobs.</p> <p>A letter has been provided by South Gloucestershire Council's s151 officer confirming approval of the business case including the value for money statement.</p>		£550k already awarded)
<b>Total Scheme Cost</b>	£2.91m (Investment Fund profile £866k to 19/20, £1.956m 20/21, £58k 21/22 and £30k 22/23)	<b>Risk</b>	<p>An allowance for risk of £358k is included in the cost plan which is derived from a quantified risk assessment. This equates to some 14% of the implementation costs.</p> <p>Whilst this is helpful in quantifying risk it is not, in this form, a suitable tool to support risk management.</p>	<b>Grant Recipient</b>	South Gloucestershire Council
<b>Match Funding %</b>	0%	<b>Delivery</b>	<p>Planning consent is not needed and there is no requirement for land acquisition.</p> <p>The construction of the scheme will be undertaken by SGC's StreetCare, so no separate external procurements will be undertaken or contracting arrangements entered into.</p> <p>A project plan has been provided broken down by quarter which identifies completion by December 2020 and handover by March 2021.</p>	<b>Payment Basis</b>	Quarterly in arrears on defrayed expenditure



## ITEM 12

<b>Scheme Description</b>	<b>Recommendation to WECA Committee</b>	Approval of the FBC
<p>The planned scheme consists of widening of the existing roundabout plus the addition of Toucan crossings. Specifically, it comprises the following elements:</p> <ul style="list-style-type: none"> <li>• Localised widening and modifications to road markings on the circulatory and on all approaches to increase from two to three lanes.</li> <li>• The introduction of Toucan crossings on each of the 4 arms which are prioritised for pedestrian and cyclists as this will be an attractive alternative to cyclists using the roundabout.</li> <li>• The introduction of high quality carriageway entry and exit points for cyclists which are clearly textualised, coloured and marked.</li> <li>• Widening of shared use foot and cycle paths where possible, to a suitable width with a high quality surface finish.</li> </ul>	<b>Conditions of Approval</b>	None

## Record of Approval

<b>WECA S151 Officer</b>		<b>WECA Committee</b>	
<b>Name</b>	Malcolm Coe	<b>Date of Meeting</b>	4 October 2019
<b>Date</b>	20 September 2019	<b>Decision</b>	
<b>Signature</b>			

## Great Stoke Roundabout - Value for Money Statement

Criteria	Commentary
Value for Money	The scheme offers "Very High" value for money
Core NPV	£7.7m
Core BCR	4.4 (very high)
	Summary of the 60-year benefits and costs ( <i>discounted 2010 prices and values</i> )
Scheme Benefits & Disbenefits – Core scenario	£3.2m of journey time benefits to business users £6.7m of journey time benefits to Commuters and Other trip purposes
Scheme Costs	£2.2m of scheme construction cost £19.4k of scheme operation expenditure £65.6k of scheme renewal cost (replacement of electrical equipment every 15 years) <i>Core scenario assumes a 3% optimism bias</i>
Sensitivity Tests	BCR for scheme falls in range 3.6 ("High" Value for Money category) to 4.9 ("Very High" value for Money category) <ul style="list-style-type: none"> <li>• Sensitivity test with Optimism Bias of 15%: BCR = 3.97</li> <li>• Sensitivity test with 10% increase in junction delay benefits: BCR = 4.87</li> <li>• Sensitivity test with 10% decrease in junction delay benefits: BCR = 3.99</li> <li>• Sensitivity Test with OB of 15% and 10% decrease in junction delays: BCR = 3.57</li> </ul>
Significant non-monetised impacts	The Scheme should provide a considerable improvement for people walking and cycling through the replacement of the existing uncontrolled crossing points on all arms of the roundabout with Toucan crossings. This will reduce delays and improve safety for people walking and cycling. These benefits have not been estimated however.  Land value uplift benefits associated with the roundabout improvements have not been included in this assessment  Scheme benefits have only been assessed for the AM and PM peak periods  Replacement of the existing uncontrolled crossing points on all arms of the roundabout with Toucan crossings will help reduce severance at the junction
Key risks, sensitivities and uncertainties underlying the appraisal	Timing of highway works and interaction with other planned local scheme improvements
Significant social or distributional impacts	None
Significant social or distributional impacts	None

## Appendix 4 - Business Case Assessment Summary Table


Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<b>Project Name</b>	<b>WE Work for Everyone</b>	<b>Strategic Case</b>	<p>The project is underpinned by the principles of specialist employment support and supported internships, and is designed to respond to the specific needs of people with learning difficulties from age 16+. It aims to improve employment outcomes through a dedicated individualised approach which will comprise intensive specialist support and an education and enterprise infrastructure which will provide the depth and intensity of support many people with a learning difficulty need to help them work towards, find and retain paid employment.</p> <p>The project aligns with strategic priorities identified in regional and local Corporate Strategies and Employment and Skills Plans. This includes the WECA Employment and Skills Plan which identifies 'Supporting everyone who is able to work by helping to address their barriers to employment and progression' as a strategic priority.</p>	<b>Funding Source(s)</b>	Investment Fund
<b>Scheme Promoter</b>	Bristol City Council	<b>State Aid</b>	<p>It is reported that State Aid does not apply given the funding 'will be used by the Authorities concerned in the delivery of career advice etc, job navigation for people with learning difficulties...and would seem to fall squarely within the scope of the exercise of public powers. This appears to be a core function of a public body operating under statutory duties and responsibilities and charged with providing public health, education and social services to its community.'</p>	<b>Approval Requested</b>	Full Business Case

<b>Date of Submission</b>	18/7/19	<b>Economic Case and Value for Money</b>	It is forecast the project will deliver 626 jobs comprising 384 unemployed participants into employment or self-employment and 242 inactive participants into employment. This equates to a cost per job of £7,115, although it is assumed the average hours worked is 20 which would increase this to some £13k per FTE job. It is calculated this equates to £5.68m of GVA	<b>Grant Award</b>	£1.3m
<b>Funding Requested</b>	£1.3m (£908k Direct Staff Costs and £392k Other Direct Costs)		The assessment would benefit from some consideration of deadweight (employment that would have happened anyway) and the persistence of benefits which would together be expected to increase the net economic impact.  A letter has been provided by Bristol City Council's s151 officer which confirms the project represents good value for money in the use of public resources.		
<b>Total Scheme Cost</b>	£4.454m (with grant spend £20k 19/20, £391k 20/21, £490k 21/22, £381k 22/23 and £17k 23/24)	<b>Risk</b>	There is no separate allocation for risk or contingency in the cost plan.  A risk register has been provided which identifies 16 risks which is considered appropriate at this stage although this will need to be developed and risk actively managed during project delivery.	<b>Grant Recipient</b>	Bristol City Council
<b>Match Funding %</b>	71%	<b>Delivery</b>	The project will be match funded through a bid to the European Social Fund (ESF) for £2.23m and £927,000 of other secured match funding from Local Authority and Further Education sources.  A high level timetable has been provided and a detailed project plan will be produced subject to confirmation of ESF funding.  It is planned the intervention will commence in January 2020 and complete by March 2024.	<b>Payment Basis</b>	Quarterly in arrears on defrayed expenditure

## ITEM 12

<b><i>Scheme Description</i></b>	<b><i>Recommendation to WECA Committee</i></b>	Approval subject to conditions
<p>The project will specifically target people with a learning difficulty to support them to achieve and maintain paid employment. This will utilise local provision, driven by a single delivery model and underpinned by a single Menu of Opportunity. Led by Bristol City Council, the programme is a partnership between the LEP local authorities, WECA, the four local colleges and the Department for Work and Pensions.</p> <p>WE Work for Everyone will:</p> <ul style="list-style-type: none"> <li>• Offer an individualised programme to support people with a learning difficulty to access the labour market, and identify pathways to help them obtain employment.</li> <li>• Provide intensive 1 to 1 support to identify suitable career pathways and signpost to specialist services.</li> <li>• Strengthen the work with service users, schools, employers and parents / carers.</li> <li>• Work with people with a learning difficulty to retain employment by ensuring ongoing support once in employment, and working with their employer to meet both the employer's and the employee's specific needs.</li> <li>• Raise awareness of the contribution which people with learning difficulties can make to employers.</li> <li>• Develop a Quality Standards and commissioning framework for specialist employment support.</li> <li>• Establish a sustainable model of support which can continue long-term across the area.</li> </ul>	<b><i>Conditions of Approval</i></b>	<p>a) Securing ESF funding</p> <p>b) Development of the Procurement Plan</p> <p>c) Supply of a detailed programme</p> <p>d) Finalising the Monitoring and Evaluation Plan.</p>

## Record of Approval

<b><i>WECA S151 Officer</i></b>		<b><i>WECA Committee</i></b>	
<b><i>Name</i></b>	Malcolm Coe	<b><i>Date of Meeting</i></b>	4 October 2019
<b><i>Date</i></b>	20 September 2019	<b><i>Decision</i></b>	
<b><i>Signature</i></b>			

## Appendix 5 - Business Case Assessment Summary Table


Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<b>Project Name</b>	Future Bright Plus	<b>Strategic Case</b>	<p>Future Bright Plus will support low income in-work residents in WECA to increase their confidence, motivation, wellbeing, skills and incomes. Through a one to one coaching service, the approach will go beyond training to identify and overcome a much wider range of barriers to career progress, tailoring support to the individual. The project will additionally provide information, advice and signposting to set all residents on the road to career progression.</p> <p>This project seeks to build on the existing Future Bright Innovation Pilot which has well received with 98% of beneficiaries stating they would recommend the service to others.</p> <p>Future Bright Plus will support the Local Industrial Strategy objective of helping all residents achieve their full potential by ensuring that they are skilled and work-ready.</p> <p>The project links with a number of existing or emerging programmes and signposting opportunities are anticipated to occur both ways with West of England Works, the Careers Hub, WE work for Everyone, the Apprenticeship Diversity Hub and Access to Work.</p>	<b>Funding Source(s)</b>	Investment Fund
<b>Scheme Promoter</b>	WECA	<b>State Aid</b>	<p>WECA and any delivery partners will be in receipt of funding, but as the project will not generate income and the project is engaging in non-economic activity, this funding will not be received in the capacity of an undertaking and is therefore classed as 'no aid.'</p>	<b>Approval Requested</b>	Full Business Case

<b>Date of Submission</b>	9/8/19	<b>Economic Case and Value for Money</b>	Based upon outcomes from the Pilot, median monthly income increase is estimated at £219 for 25% of participants. Assuming 5 years persistence of impact, 90% additionality and 2% inflation, it is forecast that over a 7 year period the project will provide £7.2m into the economy, a return of 2:1.	<b>Grant Award</b>	£3.6m
<b>Funding Requested</b>	£3.6m (Project Management £273k; Delivery Staff and Overheads £2.3m; Personal Budget £750k and Other £277k)		In addition, based upon analysis by the Centre for Mental Health which quantifies the value of health improvement, is forecast the project could deliver £4.4m of social value through improving the mental health of participants.  A letter has been provided by WECA's Head of Business and Skills which confirms responsibility and accountability for ensuring that the programme delivers good value for the public purse in its operation. This confirms the project offers value for money in terms of generating social value, supporting economic growth and in making that growth inclusive		
<b>Total Scheme Cost</b>	£3.6m (with grant spend £1,2m 19/20, £1.2m 20/21 and £1,2m 21/22)	<b>Risk</b>	A high level breakdown of costs is provided. A more detailed breakdown should be provided showing how these lump sums are derived.  There is no specific allocation for risk or contingency within the cost breakdown.  A risk register has been provided which includes 5 risks. It is considered a more detailed risk register should be developed to assist in managing risks through the delivery of the programme.	<b>Grant Recipient</b>	WECA
<b>Match Funding %</b>	0%	<b>Delivery</b>	The project will be led by WECA, who already lead the Future Bright Innovation Pilot, working closely with delivery teams from B&NES, Bristol and South Gloucestershire councils. The programme will build on established delivery models for the pilot. It is noted limited procurement will be required.  A high level set of milestones is provided but a detailed project plan should be produced. The project plans to start in April 2020 and run to March 2023.	<b>Payment Basis</b>	N/A

## ITEM 12

<b>Scheme Description</b>	<b>Recommendation to WECA Committee</b>	Approval subject to conditions
<p>Future Bright Plus will work with residents across WECA to promote career progression and through the support of an individual Career Progression Coach seek to identify and overcome a range of barriers, including providing a participant budget where needed. The tailored approach will identify all aspects that impact on a participant's current work situation and their ability to make progress. Common themes will be building confidence and motivation, addressing any employability issues, building the tools and knowledge for successful job searching, and working through a range of life issues that impact on the individual, signposting for additional specialist support where needed.</p> <p>Eligibility for full support from the project will be people resident in the combined authority area, aged 18 or over, in paid work and claiming means-tested benefits or earning less than the Real Living Wage (currently £9 per hour).</p>	<b>Conditions of Approval</b>	Supply of a a) Detailed risk register b) Detailed cost breakdown c) Project Plan d) Finalised M&E Plan

## Record of Approval

<b>WECA S151 Officer</b>		<b>WECA Committee</b>	
<b>Name</b>	Malcolm Coe	<b>Date of Meeting</b>	4 October 2019
<b>Date</b>	20 September 2019	<b>Decision</b>	
<b>Signature</b>			



**Appendix 6 - Business Case Assessment Summary Table**

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<i>Project Name</i>	Bath Riverside	<i>Strategic Case</i>	<p>The stated rationale for public intervention is to secure a delivery solution which guarantees the utilisation of awarded Marginal Viability Fund (MVF), housing supply, agreed s106 obligations and comprehensive regeneration to safeguard delivery of agreed community outcomes.</p> <p>Bath Riverside Enterprise Zone masterplan identified delivery capacity for up to 3,500 new homes across the zone. Bath Western Riverside is Bath’s largest allocated brownfield housing site (2,281 units consented), and key plank of the Authority’s 5 Year Housing Supply.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<i>Funding Source(s)</i>	Investment Fund


<b>Scheme Promoter</b>	B&NES Council	<b>State Aid</b>	<p>It is stated that State Aid will not exist if the Council simply utilises the public funding to purchase land at no more than market value; develops that land; and takes the full benefit of the uplift in land value that would result (provided that the funding is spent in accordance with the Public Contracts Regulations 2015 where they apply).</p> <p>WECA accept the scheme presents true market failure and this assurance from Bath and North East Somerset Council. The State Aid risk lies with the Council and this will be set out in the grant offer letter</p>	<b>Approval Requested</b>	Full Business Case
<b>Date of Submission</b>	16/8/19	<b>Economic Case and Value for Money</b>	<p>The value for money statement is based upon the uplift in Gross Development Value. Comparing the total residential development cost (land, enabling works and residential build out) of [REDACTED] with the value of the ultimate residential scheme [REDACTED] gives a ratio of 1.21:1.</p> <p>A total of 205 homes are expected to be accelerated through this acquisition. The cost per home accelerated in terms of the LAF funding is £44k.</p> <p>A letter has been provided by the B&amp;NES s151 officer which confirms responsibility and accountability for ensuring that the project delivers good value for money in the use of public resources.</p>	<b>Grant Award</b>	Up to £9m
<b>Funding Requested</b>	Up to £9m				
<b>Total Scheme Cost</b>	£9m (with spend in 19/20)	<b>Risk</b>	<p>Homes England have awarded £12.5m for this site through the MVF. [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>Confirmation has been provided that the purchase price presents value for money. The risk of repayment of the award in full sits with Bath and North East Somerset Council and this will be set out within the offer letter.</p>	<b>Grant Recipient</b>	B&NES Council

**ITEM 12**

<b>Match Funding %</b>	0%	<b>Delivery</b>	<p>It is anticipated delivery of the approx. 285 homes (including the 205 accelerated) on the site could commence in 24/25.</p> <p>[REDACTED]</p> <p>[REDACTED] Replenishment of the Land Acquisition Fund is expected in 24/25.</p> <p>A good potential for land value uplift is reported with a market commentary from Cushman and Wakefield [REDACTED]</p> <p>[REDACTED]</p>	<b>Payment Basis</b>	Quarterly in arrears on defrayed expenditure
<b>Scheme Description</b>				<b>Recommendation</b>	Approval
<p>The project seeks to facilitate public sector land acquisition at phase 2 of Bath Western Riverside, known as Bath Riverside, in order to secure delivery of key infrastructure, homes and Section 106 outcomes through land control. [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>				<b>Conditions of Approval</b>	None

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**Record of Approval**

<b>WECA S151 Officer</b>		<b>CEOs Meeting</b>	
<b>Name</b>	Malcolm Coe	<b>Date of Meeting</b>	2 September 2019
<b>Date</b>	27 August 2019	<b>Decision</b>	Approval of the Full Business Case
<b>Signature</b>			

## Appendix 7: Land Acquisition Fund Assessment Criteria

First stage entry criteria	Assessment - must score Y in all categories to pass initial gateway	Notes
Improved likelihood of delivery with public sector intervention	Y/N	LA to provide narrative setting out the case for intervention
State Aid	Y/N	Specific legal sign-off for each opportunity via self-certification by each organisation's Head of Legal
Scheme cost cap <£10M total development cost	Y/N	WECA contribution capped to £10M subject to exceptional circumstances
Current use valuation and valuer's assessment of potential future value with planning consent for housing	Y/N	Outline valuation acceptable, subject to confirmation at FBC stage
Opportunity to replenish the LAF	Y/N	LA to set out the proposed mechanism for replenishment/sharing of risk and reward
Strategic Fit	Y/N	UA to provide written submission for WECA sign-off
Min threshold 50 units	Y/N	With option to accept a lower number in exceptional circumstances

Detailed scoring	Assessment	Qualitative score 0-3	Weighting
Opportunity for Land Value Capture	LA narrative to include an initial assessment of existing use value, EUV+ required in order to acquire, future use value	Subjective score - 1-3	1
Delivery timescales	Start on site (from date of award)	3 - 0-2 years. 2 - 3-5- years. 1 - 6 years +	2
	Completion (from date of award)	3 - 1-3 years. 2 - 4-6 years. 1 - 7 years +	2
Homes delivered - additional /accelerated	Additional - new housing not currently identified	Y - 3 N - 0	2
	Accelerated - beyond current trajectory	Y - 3 N - 0	1
Value for money	VFM calc £ per home for additional or accelerated (based on HIF)	3 - <£25K 2 - £25K - £35K 1 - £35K<	1
Opportunity for replenishment	Mechanism identified and dependencies	Subjective score - 1-3	2
Delivery of Affordable housing	Should be policy compliant as minimum	3 - 50% > 2 40%-49% 1 - 35%-39%	2
Certainty of housing delivery		Subjective score - 1-3	2
Wider quantitative and qualitative benefits	Density Brownfield site Economic/job impact Quality Innovation or pilot opportunity cost/risk Other benefits such health, education, inequality, addressing deprivation	UA to provide narrative for assessment of whether a compelling case Subjective score - 1-3	1

## Appendix 8

### Investment Fund Change Requests Recommended for Approval

- **Housing Growth Mitigation Outline Business Cases**  
**Milestones:** Additional milestone added to reflect the Public Examination with end of project now Nov 2020.
- **Mass Transit Phase 2** – no Highlight Report has been provided.
- **East of Bath Link**  
**Milestones:** Project is still on hold whilst awaiting confirmation that DfT will mandate Highways England to undertake a strategic study, with no date yet confirmed.  
**Spend:** £119,789 re-profiled from 18/19 to 19/20 [revised spend profile 19/20 £230k].
- **Somer Valley Enterprise Zone (Highways)**  
**Milestones:** Delay of 6 months to OBC submission (to Sep 19).  
**Spend:** £19,594 reprofiled from 20/21 to 18/19 & 19/20 [revised spend profile 18/19 £92k, 19/20 £175k].
- **Lockleaze Sustainable Transport Improvements**  
**Milestones:** Delays of three months to Options Development Report and one month to Options Appraisal Report (both to Jul 19).  
**Spend:** Costs for the project have increased by £64.2k to £569.2k due to higher than expected costs to develop the FBC [revised spend profile 18/19 £437k, 19/20 £132k]. Revised cost allocations with more funds spent on Internal staff and less on external contractors.
- **Great Stoke Roundabout Capacity Improvements**  
**Milestones:** delay of 2 months to the final milestone of submission of the FBC (to Jul 19).  
**Spend:** Reprofiting of £20,771 from 18/19 to 19/20 [revised spend profile 18/19 £226k, 19/20 £319k].
- **Hicks Gate Roundabout** – 2 month delay to OBC submission (to Sep 19) whilst feedback and implications of programme are considered.
- **Bath College Hospitality & Catering Education Hub** - activities have been rephased resulting in reprofiling of £138,455 from 18/19 to 19/20 [revised spend profile 18/19 £32k, 19/20 £164k].
- **Bath College Digital & Creative Innovation Centre**  
**Milestones:** a four month delay to Assistive Technology Consultation (to Aug 19).  
**Spend:** Reprofiting of all spend in 18/19 (£140,000) carried forward to 19/20 [revised spend profile 19/20 £401k].
- **Housing Infrastructure Fund Outline Business Case** - 3 month delay to approval of bid from Government (to Sep 19).
- **Housing Infrastructure Fund Outline Development Works** - delays of 1-9 months to a number of milestones with a revised completion date of March 20. In addition, to ensure that the HIF team is financed through to March 20 there is a request for an additional £1.2m of funding, with total project costs forecast at £1.7m.
- **Talent Institutes** - four of the six milestones are complete. Of the remaining two milestones the final deliverable, Outline Business Case, has been revised and will now not be one OBC but several and timescales will therefore be driven by the speed of the individual projects that fit within the Talent Institute area of focus.

- **High Streets: Bedminster** - delays of 2-4 months to a number of milestones to fit with work undertaken by Bedminster BID including a 2 month delay for the final milestone Final Evaluation (Nov 20).
- **High Streets: Kingswood**  
*Milestones:* delays of 3 months for purchase of Green Machine (to Jul 19), 4 months to Commencement of Green Machine operation (Aug 19) and 6 months for the Installation of new litter bins (Oct 19).  
*Spend:* As a result of the purchase of Whitfield Tabernacle by the Trust there is also a request for an additional £20k to cover conditions survey (bringing total funding to £268k).
- **Cultural Strategy**  
*Milestones:* delays of 2-3 months for a number of milestones and the additional of three new milestones extending the end of the project to Dec 20.  
*Spend:* £20k of additional match funding has been offered by Arts Council England on the basis that £10k of funding from the Cultural Strategy can be earmarked for work on a Regional Cultural Compact. £8,109 has been brought forward from 19/20 to 18/19 [revised spend profile 18/19 £14,109, 19/20 £35,891].
- **Charfield Station** - time taken to consider additional scope of the project has resulted in delays of 1 – 5 months to several milestones. The inclusion of three new milestones has moved project completion from Nov 19 to Sep 20.
- **Winterbourne/Frampton Cotterell Bypass and Coalpit Heath/ Westerleigh Bypass Study** - delay of 3 months in signing off the Appraisal Specification Report (to Jul 19) has had knock on effects of 2-4 months to the remaining milestones including a 4 month delay to the final milestone Report findings and further steps to complete SOBC (to Mar 20).
- **Realising Talent** – delays of 7 months to signing of the offer letter (Jun 19) and 4 months for Procurement (Sep 19).
- **Bristol Temple Meads Eastern Entrance**  
*Milestones:* Following appointment of Network Rail as the preferred supplier the project's programme has been integrated into their overall work programme. This has resulted in delays of 10 months to GRIP Stage 2/3 (to Apr 20) and GRIP Stage 4 (Oct 20), 7 months for FBC approval with conditions (Nov 20), 13 months for GRIP Stage 5 (Mar 21), and 6 months for both Consent obtained and Final FBC approval (Mar 21).  
*Spend:* To reflect the milestone changes the spend profile has also changed with £1.270m in 19/20 carried forward to 20/21 & 21/22 [revised spend profile 19/20 £730k, 20/21 £1.4m, 21/22 £370k].
- **Somer Valley Enterprise Zone Development** – delay of 2 months to Commence Local Development Order (to Nov 19) to allow requirements to be fully understood and of 5 months to Land Options Agreements (Jan 20).
- **Visitor Economy** - the project was put on hold in Nov 19 whilst details of the Tourism Sector Deal were awaited. The Deal was announced in July and milestones and completion dates have been revised to reflect the bid opportunity. Five new milestones have been added and the project now forecasts completion in Nov 19.
- **Regional Tourism** - the project is currently on hold to allow for further work to be undertaken and to identify a way forward including linking with the proposals related to the Tourism Sector Deal.
- **MetroWest Phase 2** – spend profile for Investment Fund confirmed with Construction: 19/20 - £3.214m & 20/21 £1.911m, total - £5.125m and Operation: 21/22 - £2.128m, 22/23 - £1.999m & 23/24 - £1.811m, total - £5.938m]. £296k LGF reprofiled from 18/19 to 19/20.



## **WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**4 October 2019**

### **REPORT SUMMARY SHEET**

### **PROFESSIONAL SERVICES FRAMEWORK PROCUREMENT**

#### **Purpose**

- 1 To update the committee on the progress of the Professional Services Framework procurement process and detail the next steps.
- 2 To agree that approval to award places on the Framework is delegated to the WECA Chief Executive in consultation with the West of England CEOs.

#### **Summary**

1. This report includes the following key information:

- A description of progress to date, including quantity of tender submissions.
- Details of next steps, including framework management plans.

2. The Professional Services Framework contract is a positive example of collaboration across the four West of England authorities. Given the very significant capital spend pipeline in the region, the framework will enable swift and efficient access to professional services contractors by reducing the complexity of individual project procurement processes. Value for Money will be established both during the initial procurement process and throughout the lifetime of the framework. Strong framework management arrangements will be put in place to ensure the optimisation of the benefits from this collaborative approach. In summary, the framework will enable quicker delivery of major capital works whilst ensuring optimum Value For Money.

#### **Recommendation**

Members of the Combined Authority Committee are asked to approve that the award of places on the Professional Services Framework is delegated to the WECA Chief Executive in consultation with the West of England Chief Executive Officers.

**Contact officer:** John Calwell

**Position:** Senior Procurement Officer

**Email:** John.Calwell@westofengland-ca.gov.uk





**REPORT TO: WECA COMMITTEE**

**DATE: 4 October 2019**

**REPORT TITLE: PROFESSIONAL SERVICES FRAMEWORK  
PROCUREMENT**

**DIRECTOR: DAVID CARTER – DIRECTOR OF INFRASTRUCTURE**

**AUTHOR: JOHN CALWELL – SENIOR PROCUREMENT  
OFFICER**

#### **Purpose of Report**

- 1 To update committee on the progress of the Professional Services Framework procurement process and detail the next steps.
- 2 To agree that approval to award places on the Framework is delegated to the WECA Chief Executive in consultation with the West of England CEOs.

#### **Recommendation:**

To agree that approval to award places on the Framework is delegated to the WECA Chief Executive in consultation with the West of England CEOs.

#### **Background / Issues for Consideration**

- 3 This report concerns the successor agreement to the Bristol City Council single provider Professional Services Framework. We have a regional pipeline of projects being developed that have a theoretical value of approaching £2bn. We need to efficiently secure technical support to deliver this capital programme.
- 4 On the 1 February 2019, WECA Committee agreed to the principle of establishing a Professional Services Framework which will have a value between £24m and £35m over a four-year term.

- 5 On the 14 June 2019, WECA committee approved both the procurement strategy and the commencement of the procurement process to establish a new Professional Services Framework. Scope attached as Appendix A.

### **Professional Services Framework – Progress Report –**

- 6 On the 4 July 2019, WECA released the tender documents to the market via the Supplying the Southwest Portal, Contracts Finder and the Official Journal of the European Union (OJEU).
- 7 Interest was high, with over 230 organisations viewing the advert, and whilst this was not an indication of the final quantity of bidders, it was confirmation that the advert reached a wide audience.
- 8 After a period for clarifications, the tender closed on the 4 September 2019 with 13 bids received.
- 9 An initial evaluation resulted in the exclusion of two bidders due to non-compliant bids and therefore nine bids have been taken forward for detailed evaluation.
- 10 The bids are currently being evaluated by subject matter experts from all the Participating Authorities.
- 11 Once evaluations are complete, and the preferred bidders have been identified, the following process will take place.
  - Financial Due Diligence conducted on the preferred bidders
  - If required, references will be requested
  - Circulation of a Post Procurement Report to key stakeholders within all Participating Authorities– This report will summarise the process that has taken place and the outcome of the evaluations
  - The WECA CEO will approve or decline the award in consultation with West of England Chief CEOs
  - Intention to award or decline letters will be issued to all bidders. These letters will detail the successful and unsuccessful bidders and their respective price and quality scores
  - A ten-day OJEU standstill period will be observed
  - Final award and decline letters will be issued

12 The timetable to final award is detailed below:

<b>Activities</b>	<b>Start Date</b>	<b>Finish Date</b>
Evaluation Moderation Sessions	07/10/2019	11/10/2019
Preferred Bidders identified	14/10/2019	15/10/2019
Financial Evaluation of Preferred Bidders	16/10/2019	18/10/2019
Reference check of Preferred Bidders	16/10/2019	25/10/2019

Compilation of Post Procurement Report	21/10/2019	30/10/2019
Approval to Award obtained	31/10/2019	01/11/2019
Issue Intention Award/Decline Letters	11/10/2019	11/10/2019
OJEU Period	11/10/2019	21/10/2019
Issue final Award/Decline Letters	22/10/2019	22/10/2019

## Next Steps

13 Work is continuing the work between WECA and the Participating Authorities to establish an Inter-Authority agreement. This document will detail:

- The relationship between WECA and the Participating Authorities in terms of the use of the Framework
- The financial contribution of each Participating Authority
- The legal framework and internal dispute management process
- The Framework governance structure

14 Creation of a Contract Management Plan and recruitment of a Contract Manager. Whilst management of individual work packages will be at authority level, there is a requirement for an over-arching Contract Management function. This Contract Management function will:

- Monitor spend through the Framework, ensuring that the maximum Framework value is not exceeded
- Compile KPI data and use to create and manage a performance dashboard
- Manage performance issues
- Work with the Participating Authorities to develop and maintain a pipeline of projects and ensure this is available to suppliers to help them invest and develop the skills we will require throughout the operation of the framework
- Manage the dispute management process
- Have an overview of all work packages, and highlight to the Participating Authorities opportunities to collaborate or share information

15 The Contract Management function will be funded in three ways:

1. This Framework is open to members of the wider South West Highway Alliance (SWHA). Should they choose to utilise the Framework they will pay WECA a 2.5% access fee that will be used to fund that post.
2. All Participating Authorities contribute to the remaining cost. The final figure is yet to be agreed but will be based on actual and evidenced costs. This will be discussed with s151s on 6 September
3. If the Contract Manager has significant involvement in the management of a specific project, then we will also look to capture their costs against that project to maximise transparency in relation to project delivery costs.

16 Continued development of a pipeline of projects. This pipeline will be provided to the successful suppliers once the Framework is live and will allow them to plan resources and have confidence that their initial bidding costs and ongoing management costs will be recuperated.

This confidence will result in reduced costs to the Participating Authorities and drive VfM during the further competition process.

17 The PSF Contract Manager will work closely with the Capital Delivery PMO to ensure we are aware of resource requirements that can be delivered via the PSF over the course of the framework. In this way we can ensure our Capital Programme and PSF Pipeline is aligned, and our supply chain informed and prepared to deliver.

## **Social Value**

18 In order to gain a place on the Framework, all prospective Suppliers will be required to answer Social Value questions, requesting details of approach and previous experience. This element will account for 20% of the overall evaluation.

19 Once the Framework is established Social Value will be linked to the National Themes Outcomes and Measures Framework (TOMs). This approach is recognised as best practice.

20 Example TOMS include:

- Theme: Jobs. Promote Local Skills and Employment
- Outcome: More opportunities for disadvantaged people
- Measure: Number of jobs the Supplier has created for local people with disabilities
  
- Theme: Social: Healthier, Safer and more resilient communities
- Outcome: More working with the community
- Measure: Number of hours Supplier provided to support local projects
  
- Theme: Environment: Protecting and Improving Our Environment
- Outcome: Climate Impacts are reduced
- Measure: CO2 emission savings created as part of the Framework

21 The TOMs approach will enable each Participating Authority to incorporate their specific and local Social Value priorities in each contract let via the Framework.

- 22 Social Value criteria will therefore be applied by each Participating Authority at the further competition stage and will be appropriate to the work package that is being procured in a way that will maximise Social Value outcomes.
- 23 The identified Social Value measure is given to a nominal Social value, and each Supplier bidding for contracts within the Framework will submit a Social Value proposal, with the Social Value quantified, that the Participating Authority can evaluate.
- 24 This Social Value approach provides the Participating Authority with clear, tangible and quantifiable Social Value outcomes that the supplier is held accountable for delivering. It gives each Participating Authority the ability to quantify the outcomes in monetary social value benefit.
- 25 The Framework Manager will be responsible for monitoring the suppliers Social Value delivery across the Framework and will manage failures in performance appropriately.

### **SME Spend**

- 26 To demonstrate a real commitment to the SME market, successful suppliers will be required to ensure that at least 25% of the services, in terms of value of work package, are carried out by SMEs having relevant resources and experience. This will only apply to work packages with a value over £100k.
- 27 The Framework manager will work with the successful suppliers to ensure that as much of this SME spend is focused within the region as is practical.

### **Public Sector Equality Duties**

- 28 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.

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

- Removing or minimising 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.

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.

An Equality Relevance Check concluded that a full Equality Impact Assessment was not required for 3 reasons:

1. This project does not entail direct delivery and is focussed on the creation of a Framework to deliver professional services. This has no impact, positive or negative, on citizens or staff.
2. Compliance with Equality and Diversity legislation is a core part of the evaluation process, with the ability to exclude a bidder if they have been found in breach of Equality and Diversity legislation within the last three years.
3. All bidders Equality and Diversity policies will be evaluated, and a bidder can be excluded if their policy is not to a sufficient standard.

**Finance Implications, including economic impact assessment where appropriate:**

It is agreed, in principle, that costs associated with administering and managing the framework will be established and reviewed, and an inter-authority agreement put in place to ensure that WECA costs are covered.

Advice given by: Malcolm Coe, Director of Investment & Corporate Services

**Legal Implications:**

This procurement will be conducted in-line with the Public-Sector Procurement Regulations 2015, best practice and other relevant legislation.

1. The procurement will result in a framework agreement that will not commit WECA, or the UAs, to a minimum spend value. Call offs, and therefore contracts, will be made directly between the UAs and the suppliers.
2. The NEC4 standard form of contract will be used, these are industry standard and minimise risk of contractual issues.

Advice given by: Shahzia Daya, Director of Legal Services

**Land/property implications:**

N/A

**Human Resources Implications:**

The process for awarding work packages within the framework will remain the responsibility of the individual authority, and the resource for this will continue to be provided within the individual authority. The requirement for a dedicated contract management function within WECA is recognised, however scope and costs are yet to be established. Due consideration will need to be given to IR35 implications of the supplier associates/supply chain by the appointing authority.

Advice given by Alex Holly, Head of People & Assets

**Appendices:**

Appendix A – Professional Services Scope List.

**Background Papers:**

WECA Committee Paper dated 1 February 2018.

WECA Committee Paper dated 14 June 2018.

**West of England Combined Authority Contact:**

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 0117 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

**Table 1: Specialisms**

Specialism	Name	Areas covered
1	Health & Safety	CDM advice to clients to ensure all requirements are met. Qualified Principal Designers Other HSW for compliance Links to HSE etc
2	Masterplanning	Site appraisals, capacity viability, feasibility studies, Masterplans and development strategies, Regeneration strategies, Development briefs, Delivery programmes, Work Package management, Design guidance, detailed design, architecture and public realm design. Planning applications Visualisation Public consultation
3	Waste Management & Strategy	Work Package management; infrastructure optimisation & waste modelling; stakeholder engagement Transport logistics; environmental services; design and planning services Contract and tender documentation; contract administration and construction supervision
4	Surveys / Ground Investigation	Topographical surveys, LiDAR, Geotechnical surveys, Ground penetrating radar surveys, other surveys as required.
5	Flood Services	FDGiA or Local Levy funding work – outline business case and design to construction phase. Property Level Resilience surveys and property management.



		<p>Flood and Surface Water modelling, to include reviews and build data gathering after a major flood events and reports. - Hydrological analysis and assessment</p> <ul style="list-style-type: none"> <li>- Hydraulic modelling,</li> <li>- Flood mitigation and SuDS scheme feasibility and design</li> <li>- Environmental assessment</li> <li>- Multidisciplinary services (Work Packages that require all of the above)</li> </ul>
6	Environmental Impact Assessment	<p>Environmental assessment to support planning applications, supporting policy documents and environmental consents for transport Work Packages including; specialist habitat surveys, ecologist supervision, environmental licences, Environmental Statements and Habitats Regulation Assessment, noise pollution and air pollution calculations and measurement &amp; Ecological and Arboriculture expertise.</p>
7	Public Inquiries	<p>Expert witness at public inquiries or examinations in public</p>
8a	a) Transport Studies	<p>Scheme Economic Appraisal  Schemes Options Appraisal - Other bids for funding e.g. Large Local Majors, Major Road Network  Other studies e.g. Parking  Major Scheme Business Cases, including specialist services such as environmental</p>

		appraisal, including Habitats Regulation Assessments and Equalities and Health
8b	b) Transport Modelling	Transport Modelling
9	Transport Data Collection	Highway link and junction counts Roadside interview surveys Public transport data collection Household interview surveys Parking Surveys Data analysis and reporting
10	Travel Planning & Smarter Choices	Personalised travel plans Promotional literature and marketing Company travel plans School travel plans Walking and cycling
11	Programme/Project/Work Package Management & Scheme Implementation	Major Scheme Business Cases Financial support – cost managers Other expertise as required – BIM, carbon etc. Expert contractual advice – NEC/PSC/ECC (inc ECC PM) Communications expertise Other schemes
12	Transport Development	Comment on planning applications on behalf of the transport Authority Provide specialist advice on aspects of applications or supporting policy Framework Agreements. Preparation of planning applications for transport schemes.
13	Public Consultation, Engagement & Communication	Public consultation Providing representation at public meetings Preparation of consultation materials

		<p>Organisation of stakeholder events</p> <p>Analysis of consultation responses</p> <p>Answering WECA and Mayor correspondence</p>
14	Transport Policy	<p>Joint Local Transport Plan development and monitoring</p> <p>Policy advice and development</p>
15	Passenger Transport	<p>Passenger transport Work Packages, including rail, bus, rapid transit, taxis community transport and other demand-responsive modes</p> <p>Development of bus priority and other infrastructure improvements</p> <p>Partnership working with operators</p> <p>Park and Ride</p> <p>Passenger transport information systems including Real Time Information Concessionary Travel Supported bus services Integrated ticketing</p>
16	Traffic Management Services	<p>Traffic management, road safety, cycling, motorcycling, and walking Work Packages</p> <p>Answering correspondence</p> <p>Petitions – investigation and response</p> <p>Disabled Parking Bays – processing applications</p> <p>Work Package Design; feasibility, preliminary, detailed</p> <p>Scheme procurement</p> <p>Construction supervision</p> <p>Statutory Orders, including TROs</p>

		Key Route Network management
17	Transport Scheme Audits	Road safety audits Non-motorised user audits Cycling and walking audits
18	Traffic Signal Engineering Services	Work Package Design; feasibility, preliminary, detailed Modelling Scheme procurement Construction Supervision Maintenance ITS
19	Highway Improvement Work	Work Package Design; feasibility, preliminary, detailed, soil investigations & reports Scheme procurement Construction supervision Supervision Key Route Network schemes And other design services as required
20	Development Services	Advanced payments code Approval of Section 38 and Section 106 works Supervision of Section 38 and Section 106 works
21	Street Lighting Design	Design Procurement Construction supervision
22	Structural Engineering Support Services	Design and management of structures Analysis of structural engineering problems Structural Engineering (Bridges, Retaining Walls, Culverts, Buildings) Geotechnical Engineering (Investigation and Design)

		Temporary Works (Coordinator, Supervisor, designer) Topographical surveys and structural surveys
23	Asset Management	Data collection and records Asset management plans
24	Highway Maintenance	Feasibility studies Soil investigations & reports Detailed scheme design Key Route Network schemes
25	Drainage Design	General advice on drainage matters to the LLFA. Advice on land drainage matters and flood investigations. General drainage design, including SUDS, and review of designs.
26	Legislative and Technical Advice	New Roads & Street Works Act Traffic Management Act Other legislation
27	Green Infrastructure	General advice of ecological matters. General advice on landscape matters. General advice of arboriculture matters. Development Control Applications, (ecology, trees, landscape, public rights of way) Parks and Open Spaces design Feasibility studies Soil investigations and reports Detailed scheme design Construction supervision
28	Air Quality	Clean Air Zones

		Air Quality Management Areas Clean Air Plans Cleaner vehicle schemes Funding bids
29	Transport Consultation Responses	Department for Transport, Highways England, Network Rail, GWR, Office of Rail and Road consultations
30	Demand Management	Congestion charging Work Place Parking Levies
31	New Technology	Autonomous vehicles Mobility as a service Cleaner vehicles New data opportunities Electric vehicle charging Hostile vehicle mitigation
32	Freight	Consolidation centres Freight Route Network Rail freight
33	Road Safety	Education Campaigns Schemes
34	Feasibility & Business Case Production.	Business Case production – SOC, OBC and FBC stages Business Case considerations for Housing, Highways, Rail and other infrastructure schemes. Expertise to cover all 5 cases for the different types of development type. (Strategic, Economic, Commercial, Financial and Management



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## **WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**4 October 2019**

### **REPORT SUMMARY SHEET**

### **BUSINESS PLAN 2019/20 – QUARTER 2 PROGRESS REPORT**

#### **Purpose**

To provide an update on progress in delivering the West of England Combined Authority business plan for 2019/20 covering the quarter 2 period (July – September 2019).

#### **Summary**

- The Business Plan was approved by the West of England Combined Authority Committee and the Joint Committee on 1 February 2019.
- The Business Plan supports delivery of the operating framework and sets out the key deliverables during 2019/20 for business, skills, housing and transport, as well as the enabling corporate activities.
- Regular reporting on progress in delivering the Business Plan is a key element of the Combined Authority's overall performance management and reporting framework, which is reviewed annually with Government.
- The detail of the latest quarterly report is set out at Appendix 1.
- The key risks to delivery are recorded in the Corporate Risk Register and are set out at Appendix 2.

#### **Recommendation**

Members of the Combined Authority Committee are asked to note the quarter 2 update on delivery of the 2019/20 Business Plan.

**Contact officer:** Lynda Bird, Head of Performance, Planning & Projects

**Position:** Head of Performance, Planning & Projects

**Email:** Lynda.Bird@westofengland-ca.gov.uk



**REPORT TO: WEST OF ENGLAND COMBINED AUTHORITY  
COMMITTEE & JOINT COMMITTEE**

**DATE: 4 OCTOBER 2019**

**REPORT TITLE: BUSINESS PLAN 2019-20 – QUARTER TWO  
PROGRESS REPORT**

**DIRECTOR: JESSICA LEE, HEAD OF STRATEGY & POLICY**

**AUTHOR: LYNDA BIRD, HEAD OF PERFORMANCE, PLANNING  
& PROJECTS**

#### **Purpose of Report**

- 1 This report provides an update to both WECA and Joint Committee on progress in delivering the West of England Combined Authority Business Plan for 2019/20 covering the quarter two period, July to September 2019.

#### **Recommendation**

- The Committee are asked to note the quarter two update on delivery of the 2019/20 Business Plan.

#### **Background / Issues for Consideration**

- 2.2 The West of England Combined Authority business plan was agreed by WECA and Joint Committee on 1<sup>st</sup> February 2019.
- 2.1 The business plan supports delivery of the operating framework and sets out the key deliverables during 19/20 for business, skills, housing and transport, as well as the enabling corporate activities.
- 2.2 Regular reporting on progress in delivering against the business plan is a key element of WECA's overall performance management and reporting framework which is reviewed annually with Government.
- 2.3 A detailed annual report covering activity in the business plan for 2018/19 was provided to WECA and Joint Committee on 14<sup>th</sup> June 2019.
- 2.4 The second quarterly report for the 19/20 financial year is provided at Appendix One. This covers the period 1<sup>st</sup> July 2019 to 31<sup>st</sup> September 2019. Quarterly reports are

provided as a highlight report summarising:

- key achievements in the reporting period
- significant exceptions to delivery, with mitigating actions
- upcoming activities for the next quarter
- where activities are specific to WECA, Joint Committee, or both.

2.5 The West of England Local Industrial Strategy (LIS) was published on 19th July 2019 and the next steps identified in this strategy have been appended to the 2019/20 Business Plan. Work is underway on a detailed LIS implementation plan which will inform the Business Plan for 2020/21.

2.6 The Business Plan for 2020/21 will be developed in parallel with the budget and brought to the Committee meetings in January 2020.

### **Consultation**

3 The highlight report has been shared with the West of England Chief Executives and will be shared with the WECA Overview and Scrutiny Committee in advance of the Committee meetings.

### **Other Options Considered**

4 None

### **Risk Management/Assessment**

5 The key risks to delivery of the business plan are recorded in the Corporate Risk Register and provided as Appendix Two to this report. As required by WECA's Risk Management Framework, these are reviewed on a monthly basis by the WECA Senior Management Team.

### **Public Sector Equality Duties**

6 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.

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

- Removing or minimising 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.
- 6.2 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.
- 6.3 Equality Impact Assessments for individual projects and activities identified in the plan will be undertaken as appropriate through the project assurance process.
- 6.4 A report setting out how WECA is monitoring progress with regards to its equality duties will be brought as part of the annual progress report.

**Finance Implications, including economic impact assessment where appropriate:**

- 7 Activities within the 19/20 business plan are covered from existing budget allocations. There are no additional financial implications arising from this report.
- Advice given by: Malcolm Coe, Director of Investment and Corporate Services.

**Legal Implications:**

- 8 The business plan provides a framework for WECA to implement devolved decision making. Consultation and consideration of relevant statutory duties will be undertaken as appropriate throughout the decision-making process.
- Advice given by: Shahzia Daya, Director of Legal Services

**Land/property implications**

- 9 None arising from this report, but the impact of individual schemes will be assessed through existing planning processes.
- Advice given by: David Carter, Director of Infrastructure

**Human Resources Implications:**

- 10 Activities within the 2019/20 business plan are supported through existing resources. Where individual projects may have workforce implications these will be identified and discussed with relevant Directors to ensure any management of change is undertaken according to policy and best practice.
- Advice given by: Alex Holly, Head of People and Assets

**Appendices:**

Appendix 1 – WECA Business Plan – Quarter Two Progress Report

## Appendix 2 – Summary of WECA Corporate Risks

### **Background papers:**

[WECA Business Plan 2019-2020](#)

### **West of England Combined Authority Contact:**

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 0117 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

## Appendix One: Business Plan Quarterly Progress Report

This report provides a summary of key achievements and details any significant exceptions to delivery together with mitigating activities for the period 1<sup>st</sup> July 2019 to 31<sup>st</sup> September 2019. It also highlights upcoming activities. Where activities are specifically for WECA, Joint Committee, or both, this is indicated.

### BUSINESS AND SKILLS

The Business & Skills Directorate continues to deliver a wide variety of projects across the region, totaling more than £40m (excluding on-going services), and is making significant progress against its objectives in the Business Plan. Since the last quarterly update, new projects and initiatives have moved from pipeline to 'live', including the Low Carbon Challenge Fund and Creative Scale-Up.

The Directorate played an important role in helping shape the Local Industrial Strategy (LIS) and its focus on Business and Skills objectives and, following the LIS adoption, the Directorate will actively focus on its implementation.

### BUSINESS

#### Key achievements this reporting period

#### *WECA*

- A further £250k secured towards the £2.5m Research and Innovation Challenge Fund (RICF). Full bid submitted to the European Regional Development Fund for the balance of funding. If secured, the RICF will award grants for SMEs to undertake research and innovation activities.
- 'Talent Institutes' feasibility report complete and project re-profiled to ensure strong alignment with the LIS. A number of individual projects being progressed, including a Digital Engineering Technology Institute.
- Work on-going to develop the West of England as a 'Smart City' Region:
  - The second and third meetings of the West of England Smart Alliance took place during the quarter, with alliance members agreeing ways of working in a Smart Alliance Compact
  - A 5G user trial took place the Bristol Harbour Festival, with 650 attendees able to simultaneously stream high definition (4K) video across an enhanced 5G network; a technically complex feat. As a result of this, a 5G Smart Tourism project partner is in discussion to develop an immersive (Augmented Reality/Virtual Reality) experience at a globally significant awards ceremony
- Launch of the £3.4m Low Carbon Challenge Fund, offering grants to SMEs for a variety of low carbon products and services. Full applications can be submitted between 1<sup>st</sup> July and 1<sup>st</sup> November 2019.

#### *Joint Committee*

- Invest Bristol and Bath continues to work on targeted campaigns to generate quality inward investment leads for the region, including promoting South West Aerospace at the Paris Airshow and organising a joint visit to the US with Department for International Trade, Universities, Bristol City Council and a trade delegation of technology businesses.

The Growth Hub, which supports businesses throughout the region to innovate, grow and thrive, continues to expand its outreach under its new 'medium intensity' model. During the quarter the Growth Hub provided face-to-face business support to over 100 SMEs and completed a trial, working alongside HMRC, to identify and support SMEs in the region looking to 'scale.' Discussions continue with Be the Business on strategic

priorities and future partnership working, and roundtable held with Be the Business and SMEs to discuss barriers to adoption of digital technologies.

#### Issues to note

##### *WECA & Joint Committee*

- Long-term funding commitments would enable a more proactive approach to delivering future projects and programmes in line with the LIS.

#### Upcoming activity in the next quarter

##### *WECA*

- Business Case for a Digital Engineering Technology Institute submitted to WECA, as an early deliverable against the Local Industrial Strategy.
- Outcome of funding bid to the European Regional Development Fund, for the Research and Innovation Challenge Fund. If full funding is secured the project is scheduled to start in early 2020.
- First grant awards to be made in October 2019 for the Low Carbon Challenge Fund.

##### *Joint Committee*

- Launch 'Creative Scale-Up', a £1.35m programme funded by DCMS to provide targeted support to 100 creative sector businesses.
- Growth Hub:
  - Launch of Be the Business mentoring programme to connect local and national mentors with SMEs to support their growth (committed to 100).
  - Development of a second business trial with HMRC to identify productivity challenges with local businesses and direct to Growth Hub for support.
  - 'Better Business for All' training and workshops with regulators to increase engagement with migrant business communities.
- Invest Bristol & Bath:
  - Aerospace Sector Specialist visiting the Urban Air Summit at Farnborough, speaking at the CAMX conference in Los Angeles, visiting the DSEI (Defence Security Equipment International) conference in London, and speaking at the Advanced Engineering Conference at the Birmingham NEC.
  - Following a programme of work with Channel 4, they will be moving in to their Bristol office.
  - Working with (LV) London Victoria on the launch of their data science hub in partnership with the University of Bristol.
  - Working with DIT, the HPO (High Potential Offer) in Robotics will be launched in November.

#### SKILLS

##### Key achievements this reporting period

##### *WECA*

- Adult Education Budget - allocations made at WECA Committee on 14th June 2019. Grant funding process now complete in line with WECA assurance levels, provider induction complete, start of devolved delivery with first and second payments (August & Sept) made to providers.
- WECA Investment Funding (c.£4m) secured for 'Workforce for the Future', to improve direct business involvement in skills planning, training and education, mentoring, inspirational activities and workforce planning. Match funding from the



European Social Fund should be confirmed shortly.

- Business Case for £0.5m development funding to support this regions Institute of Technology approved at June's WECA Committee meeting.
- 'Talent Institutes' feasibility report complete, and the project re-profiled to ensure strong alignment with the LIS. A number of individual projects being progressed, including a Digital Engineering Technology Institute.
- Submission of Full Business Case to the Investment Fund for 'Future Bright Plus,' to continue the project for a further three years. Future Bright Plus will reach 4000 people to support their career progression and life opportunities. The project aligns with both the Employment and Skills Plan and Local Industrial Strategy.

#### *Joint Committee*

- The Careers Hub, following the award of further funding, has expanded its reach and now works with all 76 secondary schools, colleges and special schools across the West of England.
- The Employment and Skills Plan (ESP) adopted by Committee and aligned to the Local Industrial Strategy. The ESP has five strategic objectives to ensure the region continues to deliver the employment and skills opportunities to enable the region to thrive.
- Women into Digital Jobs, Education and Training – courses delivered by funded partners. Over 150 participants to date, with the overall project aiming to reach 350 participants.

#### **Issues to note**

##### *WECA & Joint Committee*

- Long-term funding commitments would enable a more proactive approach to delivering future projects and programmes in line with the LIS.

#### **Upcoming activity in the next quarter**

##### *WECA*

- Adult Education Budget – various activities including:
  - Monitoring devolved delivery and meeting with providers to support preparation for the mid-year reconciliation point
  - Developing processes for the 2020/21 funding allocations
  - Continuing joint work with colleagues from other Combined Authorities/GLA and DfE/ESFA
  - Integration of AEB with other WECA projects/funded services and alignment with Local Industrial Strategy and Employment and Skills Plan.
- European Social Fund match funding secured for Workforce for the Future and programme launched.
- Outcome known for the Future Bright Plus Full Business Case.
- Business Case for a Digital Engineering Technology Institute submitted to WECA Committee, as an early deliverable against the Local Industrial Strategy.
- Business Case for Careers, Education, Information, Advice and Guidance (CEIAG) research and improvement study going to October WECA Committee.

##### *Joint Committee*

Continued implementation planning for Employment and Skills Plan. West of England Skills Advisory Panel established to oversee strategic implementation of the Plan.

## INFRASTRUCTURE

The Infrastructure Directorate is currently delivering projects to the value of around £250m. Good progress is being made in delivering against the objectives in the business plan, as highlighted in the key achievements below. The Directorate has supported the infrastructure section of the Local Industrial Strategy to ensure existing and emerging plans, strategies and priorities are aligned with the LIS.

## TRANSPORT

The development of management and delivery structures for overseeing the development of a Bus improvement programme has progressed with the first meeting of a Bus Infrastructure Board. Funding for extending the Bus Strategy commission has been agreed with a revised date for public consultation on key principles by early 2020. The development of MetroWest Phase 1 and 2 and Portway Park & Ride station continues whilst early feasibility work has started on a new station for Charfield.

### Key achievements this reporting period

#### *WECA*

- Phase 1 of bus strategy review completed and additional funding agreed for phase 2
- Commenced development of bus infrastructure clarification and funding options to support commercial investment by operators. First stage funding allocations developed and corridor prioritization and costing commenced.
- Further development of brief for stage 2 of Mass Transit study.
- Shortlisted status achieved for expression of interest submitted to Department for Transport for a regional Future Mobility Zone
- Western Gateway Major Road Network bid to the Department for Transport for two schemes in South Gloucestershire endorsed and submitted
- Outline Business Case for MetroWest Phase 1 approved
- £100k awarded to develop a Full Business Case for the Local Cycling & Walking Infrastructure Plan

#### *Joint Committee*

- One year since launch of M2 metrobus route (September 2018)
- Development Consent Order for the rebuilding of the Portishead Line submitted to the Planning Inspectorate at the end of September 2019
- Analysis of 4,200+ responses to the Joint Local Transport Plan 4 (JLTP4) completed

### Issues to note

#### *WECA*

- Consultation on key principles for bus strategy now scheduled for early 2020.

#### *Joint Committee*

- Final version of the JLTP4 to be adopted January 2020.

### Upcoming activity in the next quarter

#### *WECA*

- Commence development of mass transit strategic outline business case
- Bus strategy phase 2 – completion of network review for inter-urban corridors, Bath and Bristol city centres, options for rural areas, patronage forecasting, operating framework options and second stage of operator engagement. Preparation of public consultation

documentation on key principles.

- Refinement of initial infrastructure packages for metrobus consolidation project and background bus network corridors, preparation of business cases and provisional funding allocations/sources.
- Commencement of park and ride appraisal work-stream.
- The Greater Bristol Area Rail Feasibility Study has been received in draft. The accompanying Quick Wins report has identified a range of station enhancements. These are being worked up into a programme of schemes to be reported to the Committee in December 2019.
- WECA to assume responsibility for the promotion and delivery of MetroWest Phase 2 from South Gloucestershire Council, subject to review and appropriate update of the Development Services Agreement with Network Rail.

#### *Joint Committee*

- Consultation report on response to the JLTP4 to be produced. JLTP4 to be revised following consultation responses for adoption in early 2020.

## **HOUSING & PLANNING**

Work has continued to support the four Unitary Authorities in progressing the Joint Spatial Plan through the Examination.

Development of programme boards to support our governance and enhance wider partnership working has continued at pace with the establishment of the Joint Assets Board, Housing Delivery Board and revitalised work with the Strategic Solutions Panel.

Activities to deliver the outcomes in the devolution deal and business plan continue, including the One Public Estate and Joint Assets Board work programme, progressing Infrastructure and Investment strategy work and leading on the coordination of a Green Infrastructure strategy.

### **Key achievements this reporting period**

#### *WECA*

- The Joint Assets Board (JAB) is now well established and has been recognised as an exemplar by Cabinet Office and LGA. Strong progress has been achieved with the One Public Estate (OPE) projects, which includes the largest community-led housing scheme in the country (Southmead).
- Various MMC (Modern Methods of Construction) trials have been instigated and are being co-ordinated by WECA to determine a regional strategy for this innovation. Funding has been secured for the Housing Festival, which is an element of this and will provide additional profile for the region/WECA.
- Homes England have agreed in principle to a West of England Strategic Partnership and this work is currently being scoped.

#### *Joint Committee*

- The Joint Spatial Plan progressed to first stage of Examination hearings, with project management support, plus co-ordination of hearing statements and other hearing session preparation. The next steps for the process have been set out by the Inspectors in their second letter.
- Housing Delivery Board have secured agreement with CURO to invest £24m in the West of England to deliver over 340 Affordable Homes in the next 5 years.

- WECA have been allocated as mentors through the National Infrastructure Commission Cities Programme on Joint working and integrating planning and transport planning. Officers attended workshops with the National Infrastructure Commission and a peer review with an Authority.
- Work on the West of England Joint Green Infrastructure Strategy was presented (in draft) at the Local Nature Partnership Nature Recovery Networks (NRNs) launch event on 6<sup>th</sup> June 2019. The strategy incorporates the work of the LNP on NRN, and other partners including Bristol Avon Catchment Partnership, Natural England and the Environment Agency. Through the development of the Joint GI Strategy the authorities will deliver a joint approach to mapping and valuing GI in the West of England, understanding the multi benefits for people, places and the natural environment. This work is helping to promote sustainable inclusive growth and climate resilience and will feed into the delivery of the Local Industrial Strategy priorities.
- The Authorities are also working closely with DEFRA to meet the objectives of the 25-year Environment Plan and future Environment Bill locally, and further outline the importance of the natural environment in addressing the climate emergency. A key element of this is working with Natural England to understand and progress work to incorporate mandatory biodiverse net gain into future development.

#### Issues to note

- Joint Spatial Plan: a response to the Inspectors letter is being considered by the Unitary Authorities.
- Funding options to resource the breadth of activity across the Planning and Housing team are being explored.
- Opportunities to strengthen the senior representation and engagement on work programmes with Government departments and agencies being sought.

#### Upcoming activity in the next quarter

##### *WECA*

- The West of England Placemaking project will deliver a work programme to promote a culture of design excellence in the West of England through 2019/20. The work programme will include the development of the West of England Placemaking Charter with engagement from stakeholders, a training and development programme to support officers and elected Members in understanding the role of design in the planning process, and will investigate options for the potential of a Placemaking Champion to advocate and promote the aspirations for high quality development in the sub region.
- Progress coordination of Strategic Masterplanning.

##### *Joint Committee*

- Continue to support the UAs through the Joint Spatial Plan Examination process
- Progress the Green Infrastructure Strategy
- Progress work on the pilot to develop the Infrastructure and Investment Delivery Plan
- Commission being undertaken through One Public Estate Funding for a small-sites housing strategy incorporating Modern Methods of Construction (MMC)
- Ensure the outputs from the Housing Festival and used to develop a West of England MMC Strategy.
- The Joint Assets Board will commission work on a West of England Estates

Strategy, with an element of this being, a regional approach to the development of 'small sites'.

- Respond to the anticipated OPE8 bidding opportunity, via the Joint Assets Board.

## **CORPORATE SERVICES**

A £350m WECA Investment Programme, covering the period up to March 2023, was approved by the WECA Committee in July 2019. This programme details packages of projects under each strategic theme of the WECA Operating Model. West of England Local Industrial Strategy published in July 2019. Good progress continues to be made in improving returns from investing cash balances and preparations are well underway for the transfer of WECA ICT hardware and systems to a new provider later this calendar year.

### **Key achievements this reporting period**

#### *WECA*

- Four-year, £350m, Investment Fund approved by WECA Committee in July 2019
- A surplus is forecast on revenue budget due to increases in investment returns
- Initial scope drafted for the first 5-year Government Gateway review of the Investment Fund
- First WECA staff survey launched late September 2019
- Grant received from Arts Council to explore setting up a Regional Cultural Compact to oversee delivery of West of England Cultural Strategy

#### *Joint Committee*

- Good progress in spend and profile of Local Growth Funding (to be fully utilised by March 2021)
- Local Industrial Strategy agreed with Government and published July 2019

### **Issues to note**

#### *WECA*

Discussions continue regarding future year core funding beyond 2019/20. Awaiting confirmation that the existing 100% business rates retention pilot and Mayoral Capacity Funding will remain in place for 2020/21.

- Awaiting the outcome from a £258m Housing Infrastructure Fund bid to Government as part of an overall housing enabling development of more than £500m

#### *Joint Committee*

- Structured over-programming of the Local Growth Fund remains in place and will be regularly reviewed, and updated, to ensure that all spend is incurred on approved projects prior to the March 2021 deadline
- Awaiting details of follow-on funding beyond the existing Local Growth Fund. Awaiting details of a Shared Prosperity Fund to enable planning of medium term capital project delivery

### **Upcoming activity in the next quarter**

- Development of the Local Industrial Strategy implementation plan
- Ongoing work to develop a response to the Climate Change Emergency including work to develop a diverse, resilient and affordable energy system
- Extensive development of Finance system in advance of transferring ICT provider

(scheduled for November 2019)

- The 2018/19 WECA Statement of Accounts will receive their formal External Audit 'opinion' in October 2019 (to be considered by the Audit Committee on 16 October 2019)
- Professional Services (Construction) Framework contract for the West of England region will be awarded in November 2019
- Scope of first 5-year Government Gateway review of Investment Fund to be finalised with SQW (contracted by Government)
- Confirmation of 2020/21 revenue resources from Government in advance of setting a draft budget in December 2019 to bring to the budget meeting in January 2020

## Appendix Two: WECA Corporate Risk Register Summary Table

ID	Category	Risk Description	Risk Impact	Mitigation
CS-R002	Financial	The way that Government funds Combined Authorities could impact on the future sustainability of WECA. WECA capacity is currently resourced through short term funding streams - Mayoral Capacity Fund and Business Rates Retention pilot.	WECA would not be able to retain high calibre staff, balance its budget or deliver against its priorities	Discussions ongoing with HMRC and Treasury. The medium term financial plan will be updated with more detail included, as far as practicable, and forming part of the 2020/21 Budget Process.
PS-R002	Financial	There is a risk that the criteria for accessing the shared prosperity fund may not be aligned with our Local Industrial Strategy.	We would be unable to secure the funding required to deliver our Local Industrial Strategy.	Engagement with BEIS, CLGU and LEP network to influence early thinking.
WECA-R009	Financial	There is a risk that WECA may not be able to evidence the required progress and outcomes against the £350m Investment Programme up to 2023.	WECA may not satisfactorily comply with the requirements of the 5-year Government Gateway Reviews to unlock future years funding.	Continue to develop tangible metrics for each strategic theme of the WECA operating model detailing existing baselines and anticipated progress to be made by 2023.
INF-R001	Delivery	There is a risk that there are dependencies on the Joint Spatial Plan, the outcome of which is in an independent examination process and therefore not yet known.	Delay in having a strategic plan could potentially require alternations and additions to the business plan and impact future delivery plans, and approach to future funding opportunities.	The process to prepare a statutory development plan document has been followed and robust governance and technical working arrangements are in place. Continued joint working with key stakeholders including delivery partners and Government departments

WECA-R008	Delivery	There is a risk that WECA does not reflect the declared Climate Change Emergency in all decisions it is making, and that some of the mitigating activities required are outside of its responsibilities and control.	We would therefore not deliver a regional economy and infrastructure that is fit for a low carbon future and resilient to climate change.	We will explore ways to ensure that all projects take climate change and a low carbon future into consideration. We have allocated £250K to develop business cases for the Energy Strategy Climate Change Action Plan. We will work to map responsibilities at local authority, WECA and national government level.
WECA-R006	Delivery	There is a risk that the unpredictable impact of Brexit on Business across the region could lead to uncertainty and lack of confidence.	Businesses may be reluctant to make decisions regarding investment in the region.	WECA to convene working group and to engage with LEP Board and Business West to identify early issues and discuss approaches.
WECA-R002	Delivery	There is a risk that national priorities may change over the course of the year.	This could potentially require significant alterations and additions to the business plan, impacting onto current delivery plans.	Regular discussions at both official and political level. Delivery of business plan monitored by WECA SMT and reported to WECA Chief Executives quarterly
WECA-R007	Legal & Governance / Financial	There is a risk of fraud, bribery or corruption.	Financial loss, reputational damage.	Controls & prevention measures incorporated in key operational processes. Annual review of arrangements.
WECA-R003	Delivery	There is a risk that Committee members may be unable to reach agreement on key proposals.	WECA would be unable to realise the opportunities and benefits of the activities set out in the business plan.	Strong partnership working arrangements are in place to ensure that proposals are developed to support and complement the priorities and objectives of the constituent councils.
WECA-R010	Delivery	There is a risk that a number of strategies and plans are agreed and published but are not clearly aligned with our Local Industrial Strategy.	We would be unable to present a cohesive picture of the region and its challenges and to agree the priorities that will enable us to realise the full benefits of clean and inclusive economic growth that we have identified in our Local Industrial Strategy.	We will align activities in our 2020/21 Business Plan and will ensure that our operating framework and Local Industrial Strategy are aligned to provide a longer term strategic overview that is linked to our Investment Priorities.





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## **WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**4 October 2019**

### **REPORT SUMMARY SHEET**

### **REPORT OF THE INDEPENDENT REMUNERATION PANEL**

#### **Purpose**

To receive and consider the recommendations of the Independent Remuneration Panel.

#### **Summary**

1. The full report of the Panel is set out at Appendix 1.

2. The Panel was guided by the following general principles:

\* The Panel would make recommendations that recognised, and were consistent with, the allowances schemes of the constituent authorities;

\*The Panel would take account of the financial and economic climate but in doing so the Panel would take into consideration the importance of ensuring allowances were fairly set to enable engagement from across all the communities of the constituent authorities.

3. The Panel was particularly asked to:

\* Review the Mayor's allowance

\* Consider whether others should receive an allowance, in particular:

- the Deputy Mayor
- other Members of WECA
- Scrutiny and the Chair of Scrutiny
- Chair of Audit and Audit committee members
- anyone else they think should be considered

\* Consider backdating of any increases

\* Consider inflation proofing for the future

4. In determining their recommendations, the Panel recommended there should be a more detailed review commencing soon when they would wish to revisit their recommendations in the light of more evidence including evidence from interviews with the Mayor, Deputy and other members of WECA.

## **Recommendations**

That the committee consider the recommendations of the Independent Remuneration Panel, which are as follows:

**Recommendation 1:** Mayor's Allowance be increased to £65,000.

**Recommendation 2:** Deputy Mayor's Allowance set at 20% of the Mayoral allowance, £13,000 to be introduced.

**Recommendation 3:** No other WECA members should, at this stage, receive allowances on the basis that, at the moment, these roles are part of the expectations placed on them by their constituent authorities.

**Recommendation 4:** The Panel recommends the Mayor's travel and subsistence continues in line with the current policy of using the South Gloucestershire members travel and subsistence scheme. All other members should continue to be paid by their constituent authorities.

**Recommendation 5:** The Panel recommends that Carers allowance continues to be paid by constituent authorities but that the issue of a Carers allowance for the Mayor should be considered at the next review.

**Recommendation 6:** The Panel recommend that the increase in the Mayor's allowance should be backdated to the 1<sup>st</sup> April 2019 and the new Deputy Mayor's allowance to take effect from the date of appointment to the role in 2019.

**Recommendation 7:** The Panel recommends that in future allowances should be increased in line with the annual local government pay percentage increase as agreed by the National Joint Committee for Local Government Services.

**Recommendation 8:** The Panel have conducted this first review at speed. They recommend there should be a more detailed review commencing soon when they would wish to revisit the recommendations set out above in the light of more evidence including evidence from interviews with the Mayor, Deputy and other members of WECA.

**Contact officer:** Shahzia Daya

**Position:** Director of Legal Services

**Email:** Shahzia.Daya@westofengland-ca.gov.uk

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

**DATE: 4 OCTOBER 2019**

**REPORT TITLE:**

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**DIRECTOR: SHAHZIA DAYA, DIRECTOR OF LEGAL SERVICES**

**AUTHOR: SHAHZIA DAYA, DIRECTOR OF LEGAL SERVICES**

**Purpose of Report**

- 1 To receive and consider the recommendations of the Independent Remuneration Panel.

**Recommendation**

That the committee consider the recommendations of the Independent Remuneration Panel, which are as follows:

**Recommendation 1:** Mayor's Allowance be increased to £65,000.

**Recommendation 2:** Deputy Mayor's Allowance set at 20% of the Mayoral allowance, £13,000 to be introduced.

**Recommendation 3:** No other WECA members should, at this stage, receive allowances on the basis that, at the moment, these roles are part of the expectations placed on them by their constituent authorities.

**Recommendation 4:** The Panel recommends the Mayor's travel and subsistence continues in line with the current policy of using the South Gloucestershire members travel and subsistence scheme. All other members should continue to be paid by their constituent authorities.

**Recommendation 5:** The Panel recommends that Carers allowance continues to be paid by constituent authorities but that the issue of a Carers allowance for the Mayor should be considered at the next review.

**Recommendation 6:** The Panel recommend that the increase in the Mayor's allowance should be backdated to the 1<sup>st</sup> April 2019 and the new Deputy Mayor's allowance to take effect from the date of appointment to the role in 2019.

**Recommendation 7:** The Panel recommends that in future allowances should be increased in line with the annual local government pay percentage increase as agreed by the National Joint Committee for Local Government Services.

**Recommendation 8:** The Panel have conducted this first review at speed. They recommend there should be a more detailed review commencing soon when they would wish to revisit the recommendations set out above in the light of more evidence including evidence from interviews with the Mayor, Deputy and other members of WECA.

## **Background / Issues for Consideration**

2 The full report of the Independent Remuneration Panel is set out at Appendix 1

2.1 The Panel was guided by the following general principles:

- The Panel would make recommendations that recognised, and were consistent with, the Allowances schemes of the constituent authorities;
- The Panel would take account of the financial and economic climate but in doing so;
- The Panel would take into consideration the importance of ensuring Allowances were fairly set to enable engagement from across all the communities of the constituent authorities.

2.2 The Panel was provided with the following information:

- The statutory framework of the combined authority;
- The previous IRP Report of March 2017 produced by the then South Gloucestershire Panel before WECA started operating on 1<sup>st</sup> April 2017;
- Job description for the Mayor;
- Terms of Reference for the Audit and Scrutiny Committees;
- A statement from the Mayor re the role of the WECA Deputy Mayor;
- Benchmarking information from other combined authorities and City Mayors.
- Survey results from a survey of current members

2.3 The Panel was particularly asked to:

- Review the Mayor's allowance
- Consider whether others should receive an allowance, in particular:
  - the Deputy Mayor
  - other Members of WECA
  - Scrutiny and the Chair of Scrutiny
  - Chair of Audit and Audit committee members
  - anyone else they think should be considered
- Consider backdating of any increases

- Consider inflation proofing for the future

2.4 In determining their recommendation for the remuneration of the Deputy Mayor role, the Panel took into account the following information relating to the duties of the Deputy Mayor:

- The Deputy Mayor will support the Mayor in ensuring that the governance arrangements for the Combined Authority ensure effective and efficient delivery of the authority's strategies and priorities for the region.
- When requested by the Mayor, the Deputy Mayor will chair any of the four Boards meeting six times a year that provide a forum for Cabinet portfolio holders across the West of England authorities to influence decision making at WECA Committee and Joint Committee meetings.
- The Deputy Mayor will act in the Mayor's absence as Chair of the new capital delivery board promoting regional collaboration and the transport forum where the public can raise issues relating to transport for the region.
- The Deputy Mayor will chair stakeholder groups as requested by the Mayor.
- The Deputy Mayor will meet with overseas visitors to promote international relationships when the Mayor's other duties will not allow him to attend to them.

2.5 In determining their recommendations, the Panel recommended there should be a more detailed review commencing soon when they would wish to revisit the recommendations set out above in the light of more evidence including evidence from interviews with the Mayor, Deputy Mayor and other members of WECA.

### **Consultation**

3 The Panel took account of survey and individual responses as set out in their full report at Appendix 1.

### **Public Sector Equality Duties**

4 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.

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

- Removing or minimising 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.

- 4.2 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.
- 4.3 There are no specific implications in relation to this report.

**Finance Implications:**

- 5 Members allowances are funded through an approved drawdown of the Investment Fund each year as part of the Mayoral budget setting. 2019/20 in-year budget monitoring will be adjusted following the approval of the recommendations within this report. Likewise, budget setting for 2020/21 will incorporate the recommendations as approved.

Advice given by: Malcolm Coe.

**Legal Implications:**

- 6 The Panel has undertaken its work in line with the Local Government (Members Allowances) Regulations 2003 and Article 8 of the West of England Combined Authority Order 2017

Advice given by: Shahzia Daya, Director of Legal Services

**Land/property implications**

- 7 None

**Human Resources Implications:**

- 8 As contained within the report

Advice given by Alex Holly

**Appendices:**

Appendix 1 – Report of the West of England Combined Authority Independent Remuneration Panel

**Background papers:**

None

**West of England Combined Authority Contact:**

Any person seeking background information relating to this item should seek the assistance of the contact officer for the meeting who is Ian Hird / Tim Milgate on 0117 332 1486; or by writing to West of England Combined Authority, 3 Rivergate, Temple Quay, Bristol BS1 6EW; email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)



**REPORT BY THE WEST OF  
ENGLAND COMBINED AUTHORITY  
INDEPENDENT REMUNERATION  
PANEL**

**September 2019**

## **SUMMARY OF RECOMMENDATIONS**

### **RECOMMENDATION 1:**

**Mayor's Allowance be increased to £65,000**

### **RECOMMENDATION 2:**

**Deputy Mayor's Allowance set at 20% of the Mayoral allowance, £13,000 to be introduced**

### **RECOMMENDATION 3:**

**No other WECA members should, at this stage, receive allowances on the basis that at the moment these roles are part of the expectations placed on them by their constituent authorities**

### **RECOMMENDATION 4:**

**The Panel recommends the Mayor's travel and subsistence continues in line with the current policy of using the South Gloucestershire members travel and subsistence scheme. All other members should continue to be paid by their constituent authorities.**

### **RECOMMENDATION 5:**

**The Panel recommends that Carers allowance continues to be paid by constituent authorities but that the issue of a Carers allowance for the Mayor should be considered at the next review.**

### **RECOMMENDATION 6:**

**The Panel recommend that the increase in the Mayor's allowance should be backdated to the 1<sup>st</sup> April 2019 and the new Deputy Mayor's allowance to take effect from the date of appointment to the role in 2019.**

### **RECOMMENDATION 7:**

**The Panel recommends that in future allowances should be increased in line with the annual local government pay percentage increase as agreed by the National Joint Committee for Local Government Services.**

### **RECOMMENDATION 8:**

**The Panel have conducted this first review at speed. They recommend there should be a more detailed review commencing soon when they would wish to revisit the recommendations set out above in the light of more evidence including evidence from interviews with the Mayor, Deputy and other members of WECA.**

# **WEST OF ENGLAND COMBINED AUTHORITY (WECA): INDEPENDENT REMUNERATION PANEL**

## **REPORT ON MEMBERS' ALLOWANCES 2019/20**

### **Introduction**

1. The Local Government Act 2000 and the Local Government (Members Allowances) Regulations 2003 set the framework for making a Scheme of Allowances. There is a requirement to establish and maintain an Independent Remuneration Panel (IRP) to make recommendations. The West of England Combined Authority Order 2017 established the West of England Combined Authority. Article 8 states:

‘The Combined Authority may only pay an allowance to the Mayor or to a member or substitute member of the Combined Authority if-

  - a) The Combined Authority has considered a report published by an independent remuneration panel established by one or more of the constituent councils under regulation 20 of the Local Authorities (Members’ Allowances) (England) Regulations 2003 which contains recommendations for such an allowance and
  - b) The allowance paid by the Combined Authority does not exceed the amount specified in the recommendation made by the independent remuneration panel’.
  
2. WECA is made up of three of the councils in the region – Bath & North East Somerset, Bristol and South Gloucestershire. The West of England Combined Authority (WECA) agreed to the appointment of an IRP that would bring together members of the Independent Panels in the constituent authorities. As a result of the need for a tight timescale for the first meeting of the WECA Panel it was not possible for all members to be involved in this review but the hope and expectation is that future review will involve all the members of the other Panel.
  
3. The WECA Panel members for this review were:
  - William Alexander
  - Steve Birch
  - John Maslen (Chair)
  - Wendy Stephenson
  
4. The first three Panel members are also members of the South Gloucestershire Panel and Wendy Stephenson is the chair of the Bristol Panel. Bath and North East Somerset does not currently have an operational Panel.
  
5. The Panel met on 12<sup>th</sup> September.
  
6. The Panel was provided with the following information:

- The statutory framework of the combined authority;
  - The previous IRP Report of March 2017 produced by the then South Gloucestershire Panel before WECA started operating on 1<sup>st</sup> April 2017;
  - Job description for the Mayor;
  - Terms of Reference for the Audit and Scrutiny Committees;
  - A statement from the Mayor re the role of the WECA Deputy Mayor;
  - Benchmarking information from other combined authorities and City Mayors.
  - Survey results from a survey of current members
7. In advance of the Panel meeting a survey was circulated to the Mayor and members of WECA. 11 members completed the Survey, which was done on a tight timetable. The Panel was grateful to the members who completed the survey as this informed their findings. Within the timescale it was not possible to interview the Mayor or other Members but the Panel expressed the view that they would certainly wish to do so in future reviews.
8. Currently only the directly elected Mayor is in receipt of an allowance. This was set in 2017 before WECA started operating and has not been uplifted to take account of inflation or any other factors.
9. The Panel was particularly asked to:
- Review the Mayor's allowance
  - Consider whether others should receive an allowance, in particular:
    - the Deputy Mayor
    - other Members of WECA
    - Scrutiny and the Chair of Scrutiny
    - Chair of Audit and Audit committee members
    - anyone else they think should be considered
  - Consider backdating of any increases
  - Consider inflation proofing for the future
10. The Panel was grateful to the WECA officers for the support they provided: Shahzia Daya, WECA Director Legal Services and Alex Holly, Head of HR and Organisational Development. They were also grateful to two officers from South Gloucestershire: Neil Young, Principal Democratic Services Officer who supported the meeting and Gill Sinclair, Deputy Head of Legal Governance and Democratic Services who attended the Panel as an observer. The Panel received independent support from Bryony Houlden, Chief Executive of South West Councils.

### **General Principles of Review**

11. The Panel were guided by some general principles:
- The Panel would make recommendations that recognised, and were consistent with, the Allowances schemes of the constituent authorities;

- The Panel would take account of the financial and economic climate but in doing so;
- The Panel would take into consideration the importance of ensuring Allowances were fairly set to enable engagement from across all the communities of the constituent authorities.

## **SCHEME OF ALLOWANCES**

### **The Mayor**

12. Currently only the directly elected Mayor receives an allowance. This allowance is £62K which was set on advice from the then South Gloucestershire Panel in March 2017. This was before WECA was in operation with the Mayor who was elected in May 2017.
13. The Panel has considered evidence from benchmarking and the results of the survey along with other information provided as set out above. They noted that the Mayor reported working in excess of 65 hours a week, a view supported by evidence on frequency of meetings and from the officers. The Panel noted that the Mayor cannot hold other paid employment.
14. The Panel was particularly interested in benchmarking from other Combined Authorities. They also noted that Bristol Council had just agreed to adopt a mayoral allowance equivalent to a MPs salary of £79,468 after the next mayoral elections.
15. Since the Mayor was elected there has been no inflationary increase or any increase to reflect other factors and the Panel noted during the same time period staff had received a 2% annual increase in each of the two years. Taking this particularly into account the Panel concluded that the Mayor's allowance should be increased.
16. **The Panel recommend an allowance of £65,000 for the Mayor.**

### **The Deputy Mayor**

17. The Deputy Mayor is appointed from the constituent authorities. Currently no allowance is paid to the Deputy Mayor.
18. The Panel has considered evidence from the Mayor who submitted a statement about his expectations of the Deputy role and the results of the survey. 90% of the survey respondents supported the introduction of an allowance for the Deputy Mayor. The questionnaire asked for views on the relative amount of time and responsibility expected of the Deputy in comparison to the Mayor. From all the evidence the Panel concluded that the Deputy was likely to be spending about one day a week, or 20% of the amount of time and responsibility spent by the Mayor on WECA business and this was beyond what could reasonably be expected of the amount of time and level of responsibility Leaders and members of constituent authorities should spend on general WECA business.
19. **The Panel recommend an allowance be set at 20% of the Mayoral allowance at £13,000 for the Deputy Mayor.**

### **WECA Combined Authority Committee Members**

20. The Combined Authority is chaired by the Mayor and is made up of the Leaders and Mayor from the three constituent authorities. The Chair of the West of England Local Enterprise Partnership (LEP) also attends committee meetings. Currently no allowances are paid.
21. The Panel has considered evidence from benchmarking and the results of the survey along with other information provided as set out above and concluded that there is insufficient evidence at this stage to warrant the introduction of allowances. The Panel's view was that there was an expectation within the constituent authorities that members should undertake this role at WECA as part of their local authority responsibilities.

### **Scrutiny and the Chair of Scrutiny**

22. The WECA Overview & Scrutiny Committee is made up of 11 members. Currently no allowances are paid.
23. The Panel has considered evidence from benchmarking and the results of the survey along with other information provided as set out above and concluded that there is insufficient evidence at this stage to warrant the introduction of allowances.
24. The Panel did consider that there might be a case in future for the Chair of Scrutiny to have an allowance and would wish to explore this with more detailed evidence at their next review.

### **Chair of Audit and Audit committee members**

25. The WECA Audit Committee is made up of 12 members from the constituent authorities plus one independent member. Currently no allowances are paid.
26. The Panel has considered evidence from benchmarking and the results of the survey along with other information provided as set out above and concluded that there is insufficient evidence at this stage to warrant the introduction of allowances.
27. The Panel did consider that there might be a case in future for the Chair of Audit to have an allowance and would wish to explore this with more detailed evidence at their next review.
28. The Panel would also wish to explore the possibility of an allowance for the Independent member of the Committee.

### **Travel and Subsistence**

29. Currently only the directly elected Mayor is able to claim travel and subsistence. Other Members have their travel and subsistence paid by their constituent authorities.
30. **The Panel recommends the Mayors travel and subsistence continues in line with the current policy of using the South Gloucestershire members travel and subsistence scheme. All other members should continue to be paid by their constituent authorities.**

### **Carers' Allowances and Parental Leave**

31. Carers Allowances are paid by constituent authorities. There is currently no provision for carers' allowance for the Mayor. The Panel were of the view that it was very important in the future to encourage candidates for election to the role of Mayor from all parts of the community and they therefore believe that a Carers allowance should be introduced. They would wish to look at this issue at their next review and well in advance of the mayoral election in 2021.
32. The Panel believes there are currently no provisions in constituent authorities on parental leave, this is an issue the Panel may want to consider at future reviews.

### **Backdating**

33. In relation to the increased allowance for the Mayor and the new allowance for the Deputy Mayor the Panel recommend that these should be backdated to the 1<sup>st</sup> April 2019, or in the case of the Deputy, the date of appointment.

### **Indexing of Allowances**

34. The Panel noted that there has been no process for agreeing increases in allowances outside the meeting of the Panel. The Panel has taken account of recent pay award for Officers in making its recommendation on the Mayoral allowance. The Panel sees merit in the scheme providing for the allowances to be increased and **recommend that allowances should be increased in line with the annual local government pay percentage increase as agreed by the National Joint Committee for Local Government Services.**

### **Future reviews**

35. The Panel recognised the need for this review to be carried out to a very tight timetable. This has not however allowed the depth of discussion or examination of evidence, including through interviews that they would have liked.
36. **The Panel recommends that it is important to have a more detailed review commencing soon when they would wish to revisit the recommendations set out above in the light of more evidence including evidence from interviews with the Mayor, Deputy and other members of WECA.**

**September 2019**

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