

## AGENDA

# Joint meeting - West of England Combined Authority Committee and West of England Joint Committee

This joint meeting will be held on:

**Date:** Friday, 20 March 2020

**Time:** 10.30 am

**Place:** Council Chamber, Kingswood Civic Centre, High Street,  
Kingswood BS15 9TR

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  
Cllr Toby Savage, Leader, South Gloucestershire Council  
Mayor Marvin Rees, Bristol City Council  
Cllr Dine Romero, Leader, Bath and North East Somerset Council

Notice of this meeting is given to members of the West of England Joint Committee as follows:

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

### Enquiries to:

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10 March 2020

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# AGENDA

## **STANDARD ITEMS OF BUSINESS:**

### **1. WELCOME, INTRODUCTIONS & 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 ACT 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 nonpecuniary 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 PREVIOUS JOINT MEETING**

5 - 22

To confirm the minutes of the previous joint meeting held on 31 January 2020 as a correct record.

### **5. CHAIR'S ANNOUNCEMENTS**

### **6. 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 20 March meeting, questions must be submitted and received by the deadline of 5.00 pm on Monday 16 March 2020. 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:**

Any member of the public may present a petition or make a statement at this meeting. Statements/details of petitions must be submitted in writing and received by the deadline of 12 noon on the working day before the meeting. Statements/details of petitions should be sent to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

For the 20 March meeting, this means that petitions/statements must be submitted and received by the deadline of 12 noon on Thursday 19 March 2020.

Please note that one statement per individual is permitted. Statements/petitions 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 this meeting is 60 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.

### **7. PETITIONS TO BE PRESENTED BY ANY MEMBER OF THE WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE OR WEST OF ENGLAND JOINT COMMITTEE**

**8. COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP**

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

**9. 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.

**10. COMMENTS FROM THE COMBINED AUTHORITY'S BOARDS**

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

***ITEMS OF BUSINESS TO BE CONSIDERED BY THE JOINT COMMITTEE:***

**11. LOCAL ENTERPRISE PARTNERSHIP & INVEST BRISTOL AND BATH REVENUE BUDGET OUTTURN REPORT, APRIL 2019 - JANUARY 2020** 23 - 32

Report enclosed.

**12. LOCAL ENTERPRISE PARTNERSHIP ONE FRONT DOOR FUNDING PROGRAMME** 33 - 48

Report enclosed.

**13. ADOPTION OF JOINT LOCAL TRANSPORT PLAN**

Report to follow.

***ITEMS OF BUSINESS TO BE CONSIDERED BY THE WECA COMMITTEE:***

**14. COMBINED AUTHORITY & MAYORAL REVENUE BUDGET OUTTURN REPORT, APRIL 2019 - JANUARY 2020** 49 - 60

Report enclosed.

**15. INVESTMENT FUND** 61 - 82

Report enclosed.

**16. ADULT EDUCATION BUDGET - APPROACH AND DRAFT ALLOCATIONS FOR THE 2020/21 ACADEMIC YEAR** 83 - 100

Report enclosed.

**17. APPOINTMENT OF AN INDEPENDENT MEMBER OF THE COMBINED AUTHORITY'S AUDIT COMMITTEE** 101 - 106

Report enclosed.

***INFORMATION ITEM:***

**18. 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.

## ITEM 4

# **Minutes - Joint meeting - West of England Combined Authority Committee and West of England Joint Committee**

## **Friday, 31 January 2020**

### **West of England Combined Authority Committee - members present:**

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

### **West of England Joint Committee - members present:**

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

<p>1</p>	<p><b>WELCOME, INTRODUCTIONS AND 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 of 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> <li>• Cllr Donald Davies, Leader, North Somerset Council</li> </ul> <p>The Chair then explained that a new approach was being piloted in running this meeting. The Combined Authority Committee and the Joint Committee were separate bodies and, to date, had met separately, albeit usually on the same date. To streamline the arrangements, a joint meeting of the two committees was being piloted on this occasion; this would enable a single public forum session to be held (rather than a session taking place separately at each committee) without impacting on the total time available for members of the public to present statements to the committee. It was hoped this would be more user-friendly in assisting members of the public in accessing and participating in the public forum. These arrangements would also mean that the respective Chairs of the Local Enterprise Partnership and the Overview and Scrutiny Committee could make comments to both committees at the same time rather than addressing each committee at separate meetings. From a practical perspective, an element of duplication could also be avoided as the committees would additionally be able to discuss, under the same agenda item, particular matters that otherwise would have been considered by each committee at separate meetings. The new approach would be assessed after today’s meeting and kept under review but was likely to be adopted for future meetings.</p> <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>2</p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Professor Steve West, Chair of the Local Enterprise Partnership.</p>
<p>3</p>	<p><b>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</b></p> <p>There were no declarations of interest.</p>
<p>4</p>	<p><b>MINUTES OF PREVIOUS MEETINGS</b></p> <p>The <b>Combined Authority Committee RESOLVED:</b> That the minutes of the meeting of the Combined Authority Committee held on 4 October 2019 be confirmed as a correct record and signed by the Chair.</p> <p>The <b>Joint Committee RESOLVED:</b> That the minutes of the meeting of the Joint Committee held on 4 October 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> <p><b>1. Joint Local Transport Plan 4:</b> Taking on board comments received from the public consultation, the Joint Local Transport Plan 4 (JLTP4) had been published. This set out the region's vision for transport up to 2036. It also showed how the West of England authorities aimed to achieve a well-connected, sustainable transport network that worked for residents across the region; the objective was to deliver a network that offered greater, realistic travel choices and encouraged walking, cycling and the use of public transport.</p> <p><b>2. MetroWest phase 1:</b> The plans for MetroWest phase 1 had reached a key milestone with the submission and formal acceptance of the Development Consent Order application by the Government's Planning Inspectorate. This represented a big leap forward for the re-opening of the Portishead to Bristol line and for the new MetroWest railway network as a whole. Major investments were being made in the public transport network that would improve rail services right across the region.</p> <p><b>3. Maximising opportunities in creative industries:</b> Two new programmes had been launched to help the region's creative businesses to grow and offer more career opportunities to people who were currently under-represented in the industry -</p> <p>a. The Creative Scale-Up scheme gave creative businesses bespoke support to help them grow their business and become ready to take on investment.</p> <p>b. The Creative Workforce for the Future programme was working with the University of the West of England and Watershed to give more young people the opportunity to work in the creative sector. The authority was working to support small to medium-sized companies to develop a more inclusive workforce throughout the region's cultural and creative industries. Bristol was one of the BBC's key sites and the BBC Natural History Unit was soon to be expanded as a core part of the region's production activity. Bristol was also the home of Channel 4's new Creative Hub, which the Invest Bristol &amp; Bath team continued to support. These businesses needed skilled employees now, and this demand was expected to increase, hence the significance of the authority helping to enable this creative growth.</p> <p><b>4. Mentoring for Growth programme:</b> Together with Be the Business, the Combined Authority had launched a new Mentoring for Growth programme in the region. This new collaboration would help small and medium-sized businesses in the region to grow by connecting them with business leaders from large, multinational companies. Through sharing ideas, knowledge, expertise and experience, it would support businesses to boost their productivity, which was one of the key priorities set out in the Local Industrial Strategy.</p> <p><b>5. Green Business Grant scheme:</b> The Combined Authority had received a great response to the Green Business Grants scheme. This had seen lots of applications from businesses keen to benefit from the £1m fund to help them make their buildings and activities more energy efficient, and help to protect the climate and environment. The Combined Authority was also supporting renewable energy generation in local communities through the £500,000 West of England Local Energy Scheme, which was currently seeking applications before the end of February. Grants of up to £100,000 were also available through the South West Rural Community Energy Fund from the South West Energy Hub, which was led by the Combined Authority.</p>
<p><b>6</b></p>	<p><b>ITEMS FROM THE PUBLIC (QUESTIONS; PETITIONS; STATEMENTS)</b></p> <p>37 questions had been submitted in advance of this meeting, as follows:</p> <p>1. Mary Collett - Subject: Climate emergency/Bristol Airport expansion</p>

2. Hilary Burn - Subject: Climate emergency/Bristol Airport expansion
3. Rebecca Purslow - Subject: Climate emergency/Bristol Airport expansion
4. Oliver Owen - Subject: Climate emergency/Bristol Airport expansion
5. Helen Struthers - Subject: Climate emergency/Bristol Airport expansion
6. Kevin Tinsley - Subject: Climate emergency/Bristol Airport expansion
7. Moksa Rava - Subject: Climate emergency/Bristol Airport expansion
8. David Brenig-Jones - Subject: Climate emergency/Bristol Airport expansion
9. Sam Morris - Subject: Climate emergency/Bristol Airport expansion
10. Catherine Gilmore - Subject: Climate emergency/Bristol Airport expansion
11. Paul Hancock - Subject: Climate emergency/Bristol Airport Expansion
12. Mark Brown - Subject: Climate emergency/air flights
13. Chrissie Aslett - Subject: Climate emergency/Bristol Airport expansion
14. Helena Garcia - Subject: Climate emergency/Bristol Airport expansion
15. Jonas Eisenbarth - Subject: Climate Emergency/Bristol Airport expansion
16. Aidan Cassidy - Subject: Bus services / franchising
17. Chris Perry - Subject: Climate emergency/Bristol Airport expansion
18. Tony Jones - Subject: Climate emergency/Bristol Airport expansion
19. Joanne Bryant (for Stowey Sutton Parish Council) - Subject: Climate emergency/Bristol Airport expansion
20. Esme Roslin-Sprason - Subject: Bus services
21. Alison Allan - Subject: Climate emergency/Bristol Airport expansion
22. Dave Searby - Subject: Climate emergency/Bristol airport expansion
23. Matthew Jones - Subject: Climate emergency/Bristol airport expansion
24. Penny Gilg - Subject: Climate emergency/Bristol airport expansion
25. Nick Aslett - Subject: Climate emergency/Bristol airport expansion
26. Nick Lewis - Subject: Climate emergency/Bristol airport expansion
27. Jackie Head - Subject: Climate emergency/Bristol airport expansion
28. Sami Goddard - Subject: Climate emergency/Bristol airport expansion



29. Bill Roberts - Subject: Climate emergency/Bristol airport expansion
30. Mel Cairns - Subject: Climate emergency/Bristol airport expansion
31. Cllr Claire Young (South Gloucestershire Council) - Subject: Bus travel
32. Richard Baxter - Subject: Climate emergency/Bristol airport expansion
33. Cllr Tim Kent (Bristol City Council) - Subject: South Bristol orbital highway
34. Cllr Tim Kent (Bristol City Council) - Subject: New MetroBus stop on Bamfield
35. Jan Jones - Subject: Climate emergency/Bristol airport expansion
36. Cllr Martin Fodor (Bristol City Council) - Subject: 31 January Committee report – Update on climate emergency planning
37. Cllr Carla Denyer (Bristol City Council) - Subject: 31 January Committee report – Update on climate emergency planning

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

53 statements had been received in advance of the meeting, as follows (statements were presented by those in attendance):

1. Liz Rees - Subject: Climate emergency / air quality  
In response to a question from Cllr Romero in relation to this statement, Liz Rees stated that, in her view, the Combined Authority should oppose the proposed expansion of Bristol Airport.
2. Jane Paxton - Climate emergency / air quality
3. Mary Collett - Climate emergency / Bristol airport expansion
4. Marcus Rees - Climate emergency / Bristol airport expansion
5. James Collett - Climate emergency / Bristol airport expansion
6. Amber Maloney - Climate emergency / Bristol airport expansion
7. Kevin Tinsley - Climate emergency / Bristol airport expansion
8. David Redgewell (for South West Transport Network) – Transport issues  
In relation to this statement, Cllr Savage clarified, with reference to the comment included in the written statement about bus service reductions in respect of services 19 and 19A, that actually the overall level of bus subsidy funding had increased since then.
9. Nicky Sweetland - Climate emergency / Bristol airport expansion
10. Andrea & Peter Rogers - Climate emergency / Bristol airport expansion
11. David Brenig-Jones - Climate emergency / Bristol airport expansion
12. Sam Morris - Climate emergency / Bristol airport expansion

13. Alice Kabala - Climate emergency / Bristol airport expansion
14. Jessica Bidmead - Climate emergency / Bristol airport expansion
15. Tony Lansdowne - Climate emergency / Bristol airport expansion
16. Hilary Burn (for Cleve Parish Council) - Climate emergency / Bristol airport expansion
17. Mark Brown - Climate emergency / Bristol airport expansion
18. Tim Waite - Climate emergency / Bristol airport expansion
19. Annemieke Waite - Climate emergency / Bristol airport expansion
20. Ceri Urmston - Climate emergency / Bristol airport expansion
21. Yvonne Struthers - Climate emergency / Bristol airport expansion
22. Professor John Adams – Climate emergency / Bristol airport expansion
23. Chris Perry – Climate emergency / Bristol airport expansion
24. John Mountford – Climate emergency / Bristol airport expansion
25. Penelope Price – Climate emergency / Bristol airport expansion
26. Nick Lewis – Climate emergency / Bristol airport expansion
27. Sami Goddard – Climate emergency / Bristol airport expansion
28. Steve Melia – Climate emergency & Joint Local Transport Plan (JLTP)  
In response to a question from Cllr Romero, Steve Melia stated that, in his view, the Combined Authority should progress work on the next JLTP (i.e. JLTP5) as soon as possible; he was also of the view that the major road building proposals in the JLTP should not be progressed and that the emphasis must be changed to focus on traffic reduction.
29. Mel Cairns – Climate emergency / Bristol airport expansion
30. Julie Parker – Climate emergency / Bristol airport expansion
31. Tim Weekes (for Friends of Suburban Bristol Railways (FOSBR) – Rail issues / Joint Local Transport Plan  
Cllr Davies stated that he supported the views of FOSBR on rail services as expressed in their statement; in particular, he strongly supported the view that the government and rail operators should be lobbied to prioritise resource allocation to improve local rail services.
32. Keith Walton – Work of Severnside Community Rail Partnership
33. Stephen Pill – Climate emergency / Bristol airport expansion
34. Hayley Richards – Climate emergency / Bristol airport expansion
35. Cllr Mark Weston & Cllr Chris Windows (Bristol City Council) - Agenda item 13 – Local

Enterprise Partnership One Front Door funding programme - Full Business Case for A4018 Corridor Improvements

36. David Redgewell (for Bristol Disability Forum) - Transport safety enforcement and security

37. Jill Tarlton – Climate emergency / Bristol airport expansion

38. John Tarlton – Climate emergency / Bristol airport expansion

39. Lindsay Berresford – Climate emergency / Bristol airport expansion

40. Caroline New – Climate emergency / Bristol airport expansion

41. Alastair Halcrow – Climate emergency / Bristol airport expansion

In discussion around the issues raised in this statement (and other statements concerning the climate emergency), Cllr Romero stressed that Bath and North East Somerset had taken action to ensure that the consideration of climate change impacts was embedded fully into their activities and decision taking. She strongly recommended that the Combined Authority also ensured this. It was noted that a report providing an update on the climate emergency planning being taken forward by the Combined Authority in collaboration with the constituent councils would be considered later at this meeting.

Mayor Rees stressed that Bristol was taking robust action, involving all relevant institutions, to actively tackle the climate emergency. Bristol had a climate emergency action plan in place setting out the ambition to be a carbon neutral and climate resilient city by 2030 and the actions that would be taken to achieve this, including bold proposals in relation to a clean air zone / diesel engine ban and improving air quality. The Bristol 'One City' Environmental Sustainability Board, with membership drawn from a range of key organisations, was leading and accelerating the city's progress towards environmental sustainability and would oversee the delivery of the city's climate strategy. There was an open invitation for each of the West of England local authorities to attend meetings and engage with this Board.

42. Carla Smith – Climate emergency / Bristol airport expansion

43. Rosemary Collins – Climate emergency / Bristol airport expansion

44. Harriet Williams – Climate emergency / Bristol airport expansion

45. Nicola Bindon – Climate emergency / Bristol airport expansion

46. Joanna Walter – Climate emergency / Bristol airport expansion

47. Tim Bamber – Climate emergency / Bristol airport expansion

48. Jackie Head – Climate emergency / Bristol airport expansion

49. Jemima Alexander – Climate emergency / Bristol airport expansion

50. Jack Alexander – Climate emergency / Bristol airport expansion

51. Sophie, Megan, Hannah, Harriet and Chloe (for Bristol Schools Climate Action) - Climate emergency / Bristol airport expansion

52. Daisy Brickhill - Climate emergency / Bristol airport expansion

	53. Richard Baxter - Climate emergency / Bristol airport expansion
7	<p><b>PETITIONS FROM ANY MEMBER OF THE WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE OR WEST OF ENGLAND JOINT COMMITTEE</b></p> <p>None for this meeting.</p>
8	<p><b>COMMENTS FROM THE CHAIR OF THE LOCAL ENTERPRISE PARTNERSHIP</b></p> <p>None for this meeting.</p>
9	<p><b>COMMENTS FROM THE CHAIR OF THE COMBINED AUTHORITY'S OVERVIEW &amp; SCRUTINY COMMITTEE</b></p> <p>The Chair advised that following their meeting held on 29 January, the Chair of the Overview and Scrutiny Committee had submitted comments for consideration at this meeting. The comments had been circulated in advance of the meeting and would be available to view on the Combined Authority web site.</p> <p>Cllr Stephen Clarke, the Chair of the Overview and Scrutiny Committee then presented the comments and highlighted the following points in relation to the report entitled "Update on climate emergency planning" (agenda item 15):</p> <p>Overall, the Overview and Scrutiny Committee was disappointed with the report and the rate of progress to date. Members' specific comments and recommendations were as follows:</p> <p>a. Immediacy of action: The action taken to date as set out in the report did not indicate, in members' view, that the authority was taking forward action on the climate emergency with the required pace and urgency.</p> <p>b. Climate Emergency action plan: Members had noted from the report that the "next steps" included the development, in liaison with the West of England unitary authorities, of a Climate Emergency action plan. A clear date should be set by which the action plan would be available to scrutinise.</p> <p>c. Governance: The report on today's agenda recommended that a requirement be added to the terms of reference of all the authority's governance boards to consider the impact of all decisions and advice on the climate emergency. Whilst Overview and Scrutiny members understood that the rationale behind this proposal was to seek to embed tackling the climate emergency into the authority's governance, they nevertheless strongly recommended that a new Climate Emergency Board should be established by the Combined Authority to drive forward the regional response and to ensure that effective actions / priorities were taken forward as quickly as possible. The scrutiny view was that the Cabinet lead portfolio member in each of the authorities should comprise this Board. Scrutiny had an important role in monitoring progress and holding the authority to account but was not resourced sufficiently to take the responsibility for ensuring that the essential urgent action was in place / maintained.</p> <p>d. Resources:</p> <ul style="list-style-type: none"> <li>* Scrutiny members recommended that the Combined Authority should take on an additional employee to concentrate/focus/champion/co-ordinate activity.</li> <li>* Scrutiny members felt that the £250k currently allocated to support regional climate emergency action was inadequate and should be increased.</li> <li>* Scrutiny members were aware that the authority's £350m investment programme was set before the authority declared a climate emergency in July 2019. Nevertheless, they felt it was</li> </ul>

essential to maintain an ongoing challenge to ensure that investment priorities were re-assessed in light of the climate emergency declaration. For example, investment in strategic park and ride sites should be brought forward at the earliest opportunity. Members believed that the Combined Authority should revisit the prioritisation of the major schemes list that was decided before the declaration of the climate emergency and re-assess them in the light of the emergency.

e. The Overview and Scrutiny Committee had also agreed to invite Mayor Bowles to attend one of their meetings to discuss this issue as soon as possible.

The Chair thanked Cllr Clarke for presenting the scrutiny comments.

In discussion, the following main points were raised/noted:

a. With reference to his earlier comments, Mayor Rees reiterated that there was an open invitation for each of the West of England local authorities, including the relevant Cabinet portfolio leads, to attend meetings and engage with the Bristol 'One City' Environmental Sustainability Board. The Board was focused on overseeing evidence-based interventions to ensure that Bristol achieved its carbon neutrality target.

b. Cllr Davies commented that, in his view, a key aspect of tackling the climate emergency would be to reassess the use of the region's road infrastructure/network; roads should be used to prioritise public transport.

c. In relation to the recommendations from the Overview and Scrutiny Committee, it was noted that these would be considered by the relevant officer/member bodies within the Combined Authority's governance structure with a view to a response being determined.

**10 COMMENTS FROM THE COMBINED AUTHORITY'S BOARDS**

The Chair advised that the four Combined Authority Boards (dealing respectively with Planning & Housing, Transport, Business and Skills) had all held meetings in January. The specific comments from the Boards about items on this agenda had been taken into account in terms of report preparation. The comments had also been circulated in advance of the meeting and would be available to view on the Combined Authority web site.

**11 LOCAL ENTERPRISE PARTNERSHIP & INVEST BRISTOL AND BATH REVENUE BUDGET OUTTURN REPORT APRIL - DECEMBER 2019**

The Joint Committee considered the latest Local Enterprise Partnership (LEP) and Invest Bristol and Bath (IBB) revenue budget outturn report (agenda item 11).

The Chair advised that the report presented the forecast revenue outturn budget for the Joint Committee for the financial year 2019/20 based on actual data for the period from April to December 2019.

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

Cllr Savage drew attention to and welcomed the effective work being taken forward through the Low Carbon Challenge Fund, working with businesses of all sizes to reduce their carbon footprint, for example through the green business grants administered by the Combined Authority.

The Chair then moved to the voting on the recommendations.

	<p>The <b>West of England Joint Committee</b> RESOLVED:</p> <p>a) That £100k be allocated from the LEP general reserve to fund the continuation of support for businesses linked to the Hinkley Point development.</p> <p>b) To note the LEP Budget as set out in Appendix 1.</p> <p>c) To note the IBB Budget as set out in Appendix 2.</p> <p>d) To note that any underspend from IBB at the end of the 2019/20 financial year is returned to the Economic Development Fund.</p>
12	<p><b>LOCAL ENTERPRISE PARTNERSHIP &amp; INVEST BRISTOL AND BATH REVENUE BUDGET SETTING REPORT 2020/21</b></p> <p>The Joint Committee considered a report seeking approval of the 2020/21 budget in respect of the Local Enterprise Partnership (LEP) and Invest Bristol and Bath (agenda item 12).</p> <p>The report recommendations were then moved by the Chair and seconded by Mayor Rees.</p> <p>Cllr Romero noted that the report (and the other reports included on the agenda) now included a standard assessment of the climate change implications of proposals. She stressed the ongoing importance of ensuring that appropriately detailed and proposal-specific comments/assessments were included in all reports.</p> <p>The Chair then moved to the voting on the recommendations.</p> <p>The <b>West of England Joint Committee</b> RESOLVED:</p> <p>a) That the LEP Budget for 2020/21 as set out in Appendix 1 be approved.</p> <p>b) That the contribution required from B&amp;NES, Bristol City and South Gloucestershire Councils to support the LEP Budget be set at £110k each for 2020/21, with contributions needing to be reviewed for 2021/22 and beyond.</p> <p>c) That the IBB Budget for 2020/21 as set out in Appendix 2 be approved.</p>
13	<p><b>LOCAL ENTERPRISE PARTNERSHIP ONE FRONT DOOR FUNDING PROGRAMME</b></p> <p>The Joint Committee considered a report seeking the latest required approvals in relation to the Local Enterprise Partnership One Front Door funding programme (agenda item 13).</p> <p>The report recommendations were then moved by the Chair and seconded by Cllr Romero.</p> <p>The Chair then moved to the voting on the recommendations.</p> <p>The <b>West of England Joint Committee</b> RESOLVED:</p> <p>1. To approve the revised Local Growth Assurance Framework</p> <p>2. To approve the Full Business Case for the A4018 Corridor Improvements and award of £3.449m subject to the updating of the economic case and the scheme continuing to present a BCR greater than 2 and confirmation of proposals for safe crossing facilities on Knole Lane or Crow Lane.</p>

3. To approve the change requests for schemes within the LG programme as set out in Appendix 2.

4. To approve the changes requests for schemes within the EDF and RIF programmes set out in Appendix 3.

**14**

#### **COMMISSIONING OF A MASS TRANSIT STRATEGIC OUTLINE BUSINESS CASE**

The Joint Committee considered a report providing an update on this project and which sought approval to delegate the decision on the commissioning of the Mass Transit Strategic Outline Business Case (agenda item 14).

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

Cllr Romero suggested that it would be important to give public clarity as soon as possible about the vision for Mass Transit and about the mode or modes of transport that were likely to be taken forward for further assessment. It was noted that public communications around this were planned within the next month.

In further discussion of this point, Cllr Davies stressed the importance of identifying options that were achievable; the vision for Mass Transit should be placed firmly in this context.

Cllr Savage welcomed the report and the progress to date and stressed the importance of moving this project forward and identifying and gaining full understanding of the realistic options that could be available. In terms of immediate issues, he referred to the recent open letter from James Freeman, MD of First West of England about current traffic congestion, including traffic issues on the A4174 ring road that were being faced by the MetroBus service. It was important to address these concerns; funding approved at a previous committee meeting would be used to help understand the issues and options for rectifying them as quickly as possible.

The Chair then moved to the voting on the recommendations.

The **West of England Joint Committee** RESOLVED:

- To delegate the decision to commission the Mass Transit Strategic Outline Business Case through the WECA Professional Services Framework to the WECA Director of Infrastructure in consultation with the relevant Directors of the constituent authorities.

**15**

#### **UPDATE ON CLIMATE EMERGENCY PLANNING**

The Combined Authority Committee and the Joint Committee considered a report setting out an update on climate emergency planning (agenda item 15).

In moving the report, in relation to the recommendations for the Combined Authority Committee, Cllr Romero moved an amendment to add an additional recommendation 4 and an additional recommendation 5 as follows:

*“That an additional recommendation 4 and an additional recommendation 5 be added as follows:*

*4. The committee highlight the environmental impact of Bristol Airport and call on the Government to provide the necessary support for Combined Authorities and Local Government, including Local Planning Authorities, to lessen this environmental impact in line with WECA’s climate emergency declaration.*

*5. To note that North Somerset Council is the local decision-maker for planning applications*

*related to Bristol Airport.”*

This was seconded by Cllr Savage.

Mayor Rees commented that in his view, the government needed to clarify its policy in relation to airports, particularly in terms of whether the overall strategy was to increase airport capacity around London, as this could potentially affect decisions taken on capacity at regional airports such as Bristol.

Cllr Savage welcomed the recommendations, as amended. He also stressed the importance of the Combined Authority continuing to work with North Somerset Council and Bristol Airport in improving public transport access and connections to the Airport. It was important to recognise, however, that the responsibility for determining planning applications relating to Bristol Airport lay with North Somerset Council.

Cllr Romero stressed the ongoing importance of ensuring that the consideration of climate change impacts was embedded fully into the Combined Authority’s decision taking.

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

The **West of England Combined Authority Committee** RESOLVED:

1. To note this update report on climate emergency planning.
2. That in relation to the agreed £250,000 towards climate emergency actions (WECA Committee - 19 July 2019), authority be delegated to the WECA Chief Executive to allocate funding in consultation with UA Chief Executives, in accordance with the Climate Emergency Plan and Energy Strategy.
3. That a requirement be added to the terms of reference of all governance boards, including the Regional Capital Board, to consider the impact of all decisions and advice on the climate emergency.
4. The committee highlight the environmental impact of Bristol Airport and call on the Government to provide the necessary support for Combined Authorities and Local Government, including Local Planning Authorities, to lessen this environmental impact in line with WECA’s climate emergency declaration.
5. To note that North Somerset Council is the local decision-maker for planning applications related to Bristol Airport.

The **West of England Joint Committee** RESOLVED:

- To note this update report on climate emergency planning.

**16**

**2019/20 BUSINESS PLAN - QUARTER 3 PROGRESS REPORT**

The Combined Authority Committee and the Joint Committee considered the quarter 3 progress report in relation to the 2019/20 Business Plan (agenda item 16).

The **West of England Combined Authority Committee** RESOLVED:

- To note the quarter 3 update on the delivery of the 2019/20 Business Plan.

The **West of England Joint Committee** RESOLVED:



	<p>- To note the quarter 3 update on the delivery of the 2019/20 Business Plan.</p>
<b>17</b>	<p><b>2020/21 BUSINESS PLAN</b></p> <p>The Combined Authority Committee and the Joint Committee considered a report seeking approval of the 2020/21 Business Plan (agenda item 17).</p> <p>The report recommendation relating to the Combined Authority Committee was moved by the Chair and seconded by Cllr Savage.</p> <p>The report recommendation relating to the Joint Committee was then moved by the Chair and seconded by Cllr Savage.</p> <p>As per her earlier comment at the meeting, Cllr Romero stressed the ongoing importance of ensuring that appropriately detailed and proposal-specific comments/assessments of the climate change implications of proposals were included in all reports.</p> <p>The Chair then moved to the voting on the recommendations.</p> <p>The <b>West of England Combined Authority Committee</b> RESOLVED:</p> <p>- To approve the West of England Combined Authority Business Plan for 2020-21.</p> <p>The <b>West of England Joint Committee</b> RESOLVED:</p> <p>- To approve the West of England Combined Authority Business Plan for 2020-21.</p> <p>The Chair advised that, at this point, the Joint Committee had concluded its business and that the remaining items of business were for consideration solely by the Combined Authority Committee.</p>
<b>18</b>	<p><b>COMBINED AUTHORITY &amp; MAYORAL BUDGET OUTTURN REPORT APRIL - DECEMBER 2019</b></p> <p>The Combined Authority Committee considered the Combined Authority and Mayoral budget outturn report, which was based on actual data for the period from April to December 2019 (agenda item 18).</p> <p>The <b>West of England Combined Authority Committee</b> RESOLVED:</p> <p>- To note the Mayoral Fund and WECA revenue forecasts as set out in Appendices 1 and 2.</p>
<b>19</b>	<p><b>MAYORAL BUDGET SETTING REPORT 2020/21</b></p> <p>The Combined Authority Committee considered a report seeking approval of a budget for the West of England Combined Authority mayoral functions for 2020/21 (agenda item 19).</p> <p>The report recommendations were moved by the Chair and seconded by Cllr Savage.</p> <p>The Chair then moved to the voting on the recommendations.</p> <p>The <b>West of England Combined Authority Committee</b> RESOLVED:</p> <p>a) To approve the Mayoral Budget for 2020/21 together with the funding contribution from the</p>

WECA Budget of £0.640m as set out in Appendix 1.

b) To agree the specific Highways and Transport Capital Grant allocations totalling £17.572m to the constituent councils for 2020/21 as set out in Appendix 1.

**20 COMBINED AUTHORITY BUDGET 2020/21 AND MEDIUM TERM FINANCIAL FORECAST**

The Combined Authority Committee considered a report seeking approval of the Combined Authority budget for 2020/21 (agenda item 20).

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

With reference to paragraph 2.32, which referred to the 2020/21 levy to authorities for integrated transport services, Cllr Romero stressed the importance of securing all possible efficiencies through the transfer of this function to the Combined Authority.

The Chair then moved to the voting on the recommendations.

The **West of England Combined Authority Committee** RESOLVED:

1. To approve the detailed WECA budget for 2020/21 as detailed in Appendix 1.

2. To approve the following new drawdowns against the WECA Investment Fund:

a) £1.465m Feasibility and Development Funding Applications for: the Regional Operations Capability – Phase 1 project (£75,000); Strategic Planning Shared Evidence Base (£250,000); North Fringe of Bristol Masterplanning (£500,000); South West Bristol Masterplanning (£500,000); Building Employment and Enterprise Skills (£20,000); Local CEIAG Action Research Activities (£20,000) and Apprenticeship Levy Maximisation (£100,000)

b) The conditional approval of the South Bristol Enterprise Support project and award of £483,000

c) The conditional approval of the Centre for Digital Engineering Technology & Innovation and a funding award of £5m

d) The conditional approval of the LIS Productivity Challenge Delivery Programme and a funding award of £2.737m

Note: these approvals were subject to the consideration of the detailed schemes within the Investment Fund report detailed later on the agenda. Recommendation (a) was included within the £53.0m WECA revenue budget for approval whereas (b) to (d) are not included until the relevant conditions (linked to the funding) have been met.

3. To approve a Transport Levy to the constituent councils of £18.8m to be applied for 2020/21, with a recharge of £1.9m applied to North Somerset Council, as detailed in Figure 6.

4. To approve the following virements within the WECA budget:

a) £200k from 2020/21 surplus Treasury Management income is allocated to create a transport 'smoothing reserve' to manage financial risks in relation to the operational transport services that are transferring to WECA from April 2020;

b) £100k from 2020/21 surplus Treasury Management income is allocated to design and deliver a new WECA website;

- c) £100k from 2020/21 surplus Treasury Management income is allocated to provide additional short-term capacity to financial services in order to deliver a fully automated financial system for the authority;
- d) £100k from 2020/21 surplus Treasury Management income is allocated to create a revenue fund in order to respond quickly to potential new grant bids and/or any other inward investment opportunities.

**21 CAPITAL STRATEGY INCLUDING TREASURY MANAGEMENT & INVESTMENT STRATEGIES**

The Combined Authority Committee considered a report seeking approval of the Capital Strategy for the Combined Authority, including the Treasury Management Strategy and the Investment Strategy (agenda item 21).

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

The Chair then moved to the voting on the recommendations.

The **West of England Combined Authority Committee** RESOLVED:

- a) To approve the Capital Budget as shown in Appendix 1.
- b) To approve the Treasury Management Strategy for 2020/21 detailed in Appendix 3.
- c) To note the WECA Investment Strategy as shown in Appendix 2.

**22 INVESTMENT FUND**

The Combined Authority Committee considered a report setting out the latest required approvals from the Investment Fund (agenda item 22).

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

Cllr Savage welcomed the proposals, and in particular the proposals to take forward strategic masterplanning for the North Fringe of Bristol; this was essential in the context of the vibrant local economy, the growing leisure and tourism sector in this part of the region and the development of the Cribbs Patchway New Neighbourhood. He also indicated his strong support for the proposal to approve the Full Business Case for the Centre for Digital Engineering Technology & Innovation and a funding award of £5m subject to the conditions outlined; it was important to recognise that this project included robust commitments in relation to low carbon and clean energy, and also to inclusivity, including engagement with a wide range of schools, including schools located in less affluent areas. Finally, in the context of the Love Our High Streets project, he drew attention to and welcomed the progression of the Full Business Case to realise the opportunity presented through the Whitfield Tabernacle restoration project.

Mayor Rees and Cllr Romero also generally welcomed the report. Mayor Rees particularly drew attention to and welcomed the proposed Full Business Cases and associated funding for the Lockleaze Sustainable Transport Improvements and South Bristol Enterprise Support projects.

The Chair then moved to the voting on the recommendations.

The **West of England Combined Authority Committee** RESOLVED:

1. To approve the revised Local Growth Assurance framework.
2. To approve the Feasibility and Development Funding Applications set out in Appendix 2 and award of £1.465m.
3. To delegate approval of the detailed scoping and commissioning of work within the awards for North Fringe of Bristol and South West Bristol masterplanning (as agreed by the committee at its meeting on 14 June) to the WECA Director of Infrastructure in consultation with the Directors of the constituent Councils and the Transport Board and Planning and Housing Board.
4. To approve the Love Our High Streets assessment criteria as set out in Appendix 4.
5. To approve the Full Business Case for Lockleaze Sustainable Transport Improvements and a funding award of £3.346m subject to securing necessary consents and resolution of land issues.
6. To approve the underwriting of £200,000 through the Investment Fund to re-establish the 2019-20 AEB growth and exceptions budget.
7. To approve the Full Business Case for the South Bristol Enterprise Support project and award of £483k subject to securing ERDF, confirmation that all match funding is in place, supply of an expanded risk register and finalising the Monitoring and Evaluation Plan.
8. To approve the Full Business Case for the Centre for Digital Engineering Technology & Innovation and a funding award of £5m subject to detailing the project work packages and their outputs, confirmation that all match funding is in place and finalising the Monitoring and Evaluation Plan.
9. To approve the Full Business Case for the LIS Productivity Challenge Delivery Programme and a funding award of £2.737m subject to confirmation of all match funding including the role of North Somerset Council, development of a detailed project plan and finalising the Monitoring and Evaluation Plan.
10. To approve the change requests for schemes within the current programme as set out in Appendix 3.
11. To amend the approved capital programme for individual project approvals agreed in the October Committee and within this report.

23

**REPORT OF THE INDEPENDENT REMUNERATION PANEL**

The Combined Authority Committee considered the latest report and recommendations from the Independent Remuneration Panel (agenda item 23).

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

Cllr Romero commented that it was entirely appropriate for the posts covered by this review to be remunerated. It was noted that the Panel intended to conduct a further detailed remuneration review with a view to any further recommendations being presented to the committee's annual meeting in June.

The Chair then moved to the voting on the recommendations.

	<p>The <b>West of England Combined Authority Committee</b> RESOLVED:</p> <p>To approve the recommendations of the Independent Remuneration Panel, as follows:</p> <p>Recommendation 1: Chair of Overview and Scrutiny to receive an annual allowance set at 5% of the Mayoral Allowance, £3,100 to take effect from 1st January 2020.</p> <p>Recommendation 2: Chair of Audit to receive no allowance.</p> <p>Recommendation 3: Independent Member of Audit to receive an annual allowance set at 1% of the mayoral allowance, £650.</p> <p>Recommendation 4: Independent Chair of the Hearings Sub Committee to receive an allowance of £256 per day when participating in a Hearing.</p> <p>Recommendation 5: The Panel recommends that WECA looks to appoint separate individuals for the Independent roles at recommendations 3 and 4 given the different skill base required.</p> <p>Recommendation 6: The Panel reiterates the point made in their review of September 2019 that there should be a more detailed review when they would wish to revisit the recommendations of both the September report and this report together with interviews with the Mayor, Deputy and Chairs of Overview and Scrutiny and Audit. This full report to be considered at the annual meeting of the West of England Combined Authority scheduled for June 2020.</p>
<p><b>24</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 JOINT COMMITTEE

ITEM 11

20 MARCH 2020

## REPORT SUMMARY SHEET

### LOCAL ENTERPRISE PARTNERSHIP (LEP) & INVEST BRISTOL AND BATH (IBB) BUDGET OUTURN, APRIL 2019 - JANUARY 2020

#### Purpose

This report presents the forecast revenue outturn budget for the West of England Joint Committee for the financial year 2019/20 based on actual data for the period from April 2019 to January 2020. This report covers the LEP and IBB revenue budgets.

#### Summary

This report includes the following key information:

##### LEP budget:

- The LEP budget (see Appendix 1) shows a current projection to spend £4.994m against an original budget of £4.690m. The difference of £304k is mainly due to the receipt and phasing of spend for government grants together with a small underspend on core staff and related overheads.
- Several grants have been attained throughout the year which have been included in previous budget monitoring reports. There are no new grants to report on in this committee cycle. The current forecast of grant spend across financial years is set in Figure 1.
- The investment interest earned on LEP balances relates entirely to the cash holding of the Local Growth Fund. Spend has escalated against this fund as the government deadline of March 2021 approaches (which is when funding through the Local Growth Fund ends). At this stage, it is not forecast that there will be any material shortfall against the £400k income budget as set. The income target for 2020/21 has been adjusted down to £200k as cash balances continue to wind down. This figure will be reviewed regularly and updated in future budget monitoring reports.

##### IBB budget:

- The IBB budget detail is set out in Appendix 2.
- 2019/20 is the last year of five years where IBB has been funded through the Economic Development Fund. From 2020/21, IBB will be funded through the Revolving Infrastructure Fund as part of a new five year deal (to be reviewed after year 3).

#### Recommendations

Members of the Joint Committee are asked to agree:

- a. That the LEP budget as set out in Appendix 1 is noted.
- b. That the IBB budget as set out in Appendix 2 is noted.

**Contact officer:** Malcolm Coe

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

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



**REPORT TO: WEST OF ENGLAND JOINT COMMITTEE**

**DATE: 20 March 2020**

**REPORT TITLE: LEP & IBB BUDGET OUTTURN APRIL – JANUARY 2020**

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

**AUTHOR: MALCOLM COE**

### **Purpose of Report**

- 1 This report presents the forecast revenue outturn budget for the West of England Joint Committee for the financial year 2019/20 based on actual data for the period April 2019 to January 2020. This report covers the Local Enterprise Partnership (LEP) and Invest in Bristol and Bath (IBB) revenue budgets.

### **RECOMMENDATIONS:**

#### **The Joint Committee agrees:**

- a) The LEP Budget as set out in Appendix 1 is noted.
- b) The IBB Budget as set out in Appendix 2 is noted.

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

- 2 The West of England Combined Authority acts as the Accountable Body for a range of funding streams on behalf of the West of England Councils and LEP. The WECA financial regulations require that it regularly reports on the financial monitoring position of these funds.

#### **The LEP**

- 2.1 **Appendix 1** details the LEP Budget current forecast revenue position for the 2019/20 financial year based on actual information to the end of January 2020. This shows the current projection is to spend **£4.994m** against an original budget of **£4.690m**. The difference of **£304k** is mainly due to the receipt and phasing of spend for government grants together with small underspend on core staff and related overheads.
- 2.2 Several grants have been attained throughout the year which have been detailed within previous budget monitoring reports. There are no new grants to report on in this committee cycle. The current forecast of grant spend across financial years is detailed in *Figure 1*.

Figure 1: Analysis of LEP External Grants revised as @ January 2020

LEP Grant Income	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/33 £000s	Total £000s
Creative Scale ups	235	945	120	0	1,300
South West Local Energy Hub	569	1,644	1,272	0	3,485
Growth Hub	468	328	0	0	796
LEP additional Capacity Funding	200	200	0	0	400
Careers Hub	376	121	0	0	497
Low Carbon Challenge Fund	605	905	590	0	2,100
One public Estate	238	293	26	0	557
Infrastructure & Investment Delivery Plan	65	185	164	0	414
Economic Development Fund Admin	67	67	67	67	268
Skills advisory Panel	55	0	0	0	55
WIDJET	238	0	0	0	238
Housing Advisor Programme	48	0	0	0	48
<b>LEP Specific Grant Funding Total:</b>	<b>3,164</b>	<b>4,688</b>	<b>2,239</b>	<b>67</b>	<b>10,158</b>

2.3 The original 2019 budget for external grants was **£3.206m** as detailed in *Figure 2*. For South West Local Energy Hub, Growth Hub, LEP additional capacity funding and Careers Hub, we have been successful, during the year, in extending the overall funding available as evidenced when compared to the 'total' column in *Figure 1*.

Figure 2: Original 2019/20 External Grant Budget

		2019/20 £000	Total Funding £000
a	Creative Scale ups	1,300	1,300
b	South West Local Energy Hub	1,224	2,800
c	Growth Hub	328	328
d	LEP additional Capacity Funding	200	200
e	Careers Hub	154	154
	<b>Totals:</b>	<b>3,206</b>	<b>4,782</b>

## 2.4 Drawdown from Reserves

Approved drawdowns from earmarked reserves of £490k are included in the forecast income for 2019/20 as follows:

**Figure 3: Drawdown from Earmarked Reserves**

<b>Transfer from Reserves</b>	<b>£000s</b>
Nuclear Programme – to provide financial support for the local supply chain programme.	100
Local Industrial Strategy – to deliver our region’s ambition to be a driving force for clean and inclusive growth.	215
Stepping Up – support for a leadership programme for BAME and equality groups.	150
Careers Hub – works with schools to improve careers opportunities and work experience for young people	25
<b>Transfer from Reserves</b>	<b>490</b>

## Interest on Balance

- 2.5 Investment interest earned on LEP balances held relates entirely to cash holding of the Local Growth Fund. Spend has escalated against this fund in recent months as we head towards the government deadline of March 2021 (when the funding expires). At this stage, we are not forecasting any material shortfall against the £400k income budget as set. The income target for 2020/21 has been adjusted down to £200k as cash balances continue to wind down. This figure will be reviewed regularly and updated in future budget monitoring reports to the Joint Committee.

## Invest in Bristol and Bath (IBB)

- 2.6 **Appendix 2** details IBB’s current forecast revenue position for the 2019/20 financial year based on information to the end of January 2020. 2019/20 is the final of five years where the funding for IBB is provided through the Economic Development Fund, (EDF). As such, any underspending at the end of the financial year will be returned to the overall EDF pot.
- 2.7 From 2020/21, IBB will be funded through the Revolving Infrastructure Fund, (RIF), as part of a new five-year deal, (to be reviewed after year three), as approved by the Joint Committee in October 2019.

## Consultation

- 3 Consultation has been carried out with the Chief Executives, S151 Officers and WECA Monitoring Officer.

## Other Options Considered

- 4 Value for Money and appropriate use of resources are constantly considered when allocating, 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. The West of England Office agreement underpins the LEP; a Memorandum of Understanding between the four West of England UAs underpins the IBB service. These agreements deal with the risk sharing mechanisms between the four West of England councils. For all other WoE budgets administered by the WECA, it acts as “agent” with a straight pass through of funding and related costs.

### **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 There are no specific public sector equalities issues arising from this report although budget managers are reminded to consider how they could positively contribute to the advancement of equality and good relations.

### **Climate Change Implications**

- 7 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region’s residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- \* The emission of climate changing gases?
- \* The region’s resilience to the effects of climate change?
- \* Consumption of non-renewable resources?
- \* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

- 7.1 Several of the specific LEP workstreams have a strong focus on improving climate change especially the *South West Local Energy Hub, Low Carbon Challenge Fund and One Public Estate*. Where funds are allocated as grants to local businesses and organisations, the criteria used to prioritise funding allocations will incorporate climate improvement.

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

- 8 The financial implications are contained within the body of the report. The LEP and IBB functions support the economic growth and vitality of the region.

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

**Legal Implications:**

- 9 This report monitors how the Local Enterprise Partnership (LEP), and Invest in Bristol and Bath (IBB) revenue budgets are performing against the financial targets as set in February 2019 through the Budget setting process.

Advice given by: Shahzia Daya, Director of Legal Services

**Human Resources Implications:**

- 10 Fixed term contracts are applied where staff are appointed against specific LEP grant funding streams that are time limited in nature.

Advice given by: Alex Holly, Head of Human Resources

**Appendices**

**Appendix 1:** Revenue position LEP

**Appendix 2:** Revenue position IBB

**Background papers:**

LEP and IBB 2019/20 Budget – Joint Committee 1 February 2019

LEP and IBB 2019/20 Budget Monitoring reports as presented to each Joint Committee

**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 Way, Bristol BS1 6ER; email:

[democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

## LEP Budget Monitoring Forecast as @ January 2020

	2019/20 Budget £'000s	2019/20 Forecast £'000s	Increase(+) / Decrease (-) £'000s
Core Staff and related overheads	1,459	1,379	(80)
<b><u>Grant Funded Spend</u></b>			
Staff	684	1,023	339
Third Party Payments (project spend)	2,429	2,474	45
Overheads	118	118	0
<b>Total Expenditure</b>	<b>4,690</b>	<b>4,994</b>	<b>304</b>
<b><u>Funded By:</u></b>			
UA Contribution	440	440	0
Other Government Grant	3,206	3,164	-42
DCLG Core & Capacity Grant	500	500	0
Interest on Balances	400	400	0
Use of Reserves	144	490	346
<b>Total Income</b>	<b>4,690</b>	<b>4,994</b>	<b>304</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>0</b>	<b>0</b>

## ITEM 11

## APPENDIX 2

## IBB Budget Monitoring Forecast as @ January 2020

	Budget £'000s	Forecast £'000s	Variance £'000s
<b>EXPENDITURE</b>			
<b>Staff</b>	<b>528</b>	<b>515</b>	<b>(13)</b>
<b>Supplies &amp; Services</b>			
Premises Services	41	41	0
Support Services	41	47	6
Supplies & Services	0	0	0
Project Spend	390	497	107
<b>Total Supplies &amp; Services</b>	<b>472</b>	<b>585</b>	<b>113</b>
<b>Total Expenditure</b>	<b>1,000</b>	<b>1,100</b>	<b>100</b>
<b>INCOME</b>			
EDF Grant (inc £100k c/f from 2018/19)	1,000	1,100	100
<b>Total Income</b>	<b>1,000</b>	<b>1,100</b>	<b>0</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>0</b>	<b>0</b>

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WEST OF ENGLAND JOINT COMMITTEE

ITEM 12

20 MARCH 2020

## REPORT SUMMARY SHEET

### LOCAL ENTERPRISE PARTNERSHIP (LEP) ONE FRONT DOOR FUNDING PROGRAMME

#### Purpose

To consider changes to schemes within the current funding programme including a new business case for the Watershed development phase 1.

#### Summary

This report includes the following key information:

#### Local Growth Fund (LGF):

- The total West of England Growth Deal capital funding allocation across rounds 1-3 is £202.1m; the current profile of Local Growth Fund (LGF) schemes within the programme is shown in Figure 1. There is an expectation that all LGF projects are substantially completed by 31 March 2021 (which is the end of the LGF funding period) and a requirement that all grant funds are spent by this date. Over-programming (currently standing at £12.1m) has been used to help manage this requirement.
- Recommended changes to schemes included in the LGF programme are set out at Appendix 2.

#### Revolving Infrastructure Fund (RIF):

- **Watershed development phase 1:** A Full Business Case has been submitted seeking the award of £500k from the RIF towards the £1.522m Watershed phase 1 development (see Appendix 1 for business case assessment summary). This will see the redevelopment of E Shed to create a new ground floor 36 seat capacity cinema and a new café with covered outdoor seating.
- Recommended changes to schemes included with the RIF and the Economic Development Fund programmes are set out at Appendix 3.

**West of England Healthy Ageing Trailblazer - Forever Homes:** WECA is leading a consortium of partners in an ambitious project to help older adults live in the place they choose to live. The vision is to create better homes for older adults through innovative user-centred designs, products, technology and care. An Expression of Interest has been submitted to Innovate UK which is progressing to 'interview' stage. Subject to a successful outcome, the report recommends the delegation of the use of funds received and the submission of the Stage 1 business case to the WECA Chief Executive in consultation with the West of England Chief Executives.

**Workforce for the Future:** This is an £8m programme funded through the WECA Investment Fund and the European Social Fund. The programme opened on 10 February to received bid submissions against the first call by 6 April, with a further 2 calls expected across the duration of the project. The report recommends the delegation of grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives. This will be informed by detailed bid assessments undertaken by the Skills Advisory Panel in advance of any delegated decisions.

## Recommendations

Members of the Joint Committee are asked to:

1. Note the submission of the Healthy Ageing Challenge Fund Expression of Interest, and, should the outcome be successful, delegate the use of funds received and the submission of the Stage 1 business case to the WECA Chief Executive in consultation with the West of England Chief Executives.
2. Delegate grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.
3. Approve the change requests for schemes within the Local Growth Fund programme as set out in Appendix 2.
4. Approve the Watershed development phase 1 and award of £500k subject to Bristol City Council confirming arrangements for repayment, securing all match funding and finalising the Monitoring and Evaluation Plan.
5. Approve the change requests for schemes within the Economic Development Fund (EDF) and Revolving Infrastructure Fund programmes as set out in Appendix 3.

**Contact officer:** Malcolm Coe

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

**Email:** [Malcolm.Coe@westofengland-ca.gov.uk](mailto:Malcolm.Coe@westofengland-ca.gov.uk)

**MEETING: WEST OF ENGLAND JOINT COMMITTEE**

**DATE: 20 MARCH 2020**

**REPORT TITLE: LOCAL ENTERPRISE PARTNERSHIP ONE FRONT DOOR FUNDING PROGRAMME**

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

### **Purpose of Report**

- 1.1 To consider changes to schemes within the current programme including a new business case for the Watershed Development Phase 1.

### **Background**

- 2.1 A consistent approach has been developed for the identification, development, approval and change management for schemes seeking funding through the LEP Local Growth, Economic Development & Revolving Infrastructure Funds. This involves recommendations being made by the Chief Executives of the Local Enterprise Partnership and the four local authorities, oversight by the LEP Board and formal decision making by the West of England Joint Committee. For schemes within the Economic Development Fund (EDF) advice is provided by the four Council S151 officers as part of the business case approval decision.
- 2.2 It is recognised that transparency, accountability and ensuring value for money must be central to these arrangements, and Government have set out their expectations in this regard in the 'National Local Growth Assurance Framework' guidance. The way that these requirements are met is set out in the West of England Local Growth Assurance Framework.
- 2.3 The guidance includes a requirement that '*each LEP should openly advertise and hold an Annual General Meeting that is open to the public including giving the public the opportunity to ask questions.*' Given that, unlike some other LEPs, the West of England LEP Board is not a decision making body it is planned that this requirement is met in two ways. Firstly, the AGM will be open to a wide range of stakeholders from across the business community, and secondly there already is the opportunity for the public to attend and submit statements or questions at the regular meetings of the Joint Committee where all decisions related to LEP funding are made. This will be made explicit in our Local Assurance Framework when there are next substantive changes to bring before the Committee.

### **Local Growth Fund (LGF)**

- 3.1 The total West of England Growth Deal capital funding allocation across rounds 1-3 is £202.1m. The current profile of spend across the schemes within the programme is shown in *Figure 1*. There is an expectation that all LGF projects are substantially complete by March 2021 (the end of the LGF funding period) and a requirement that all grant funds are spent by this date. To help manage this overprogramming has been employed and this continues to stand at some £12.1m.

Local Growth Fund Schemes Spend £000s	15/16	16/17	17/18		18/19	19/20	20/21	Total
	Grant Claim		16/17 Claim	17/18 Claim	Grant Claim	Current Profile		
<b>Transport Schemes</b>								
MetroWest Phase 2 Development Costs	140	351	53	1,046	1,313	297	-	3,200
MetroWest Phase 1 Development Costs	3,304	3,291	251	2,001	1,750	4,941	7,159	22,697
Sustainable Transport Package 15/16	2,898	-	-	-	-	-	-	2,898
Sustainable Transport Package 16/17	-	1,934	71	1,678	36	-	-	3,719
Sustainable Transport Package 17/18	-	-	-	971	1,529	2,436	-	4,936
Sustainable Transport Package/Pinch Points programme	-	-	-	-	-	-	-	-
West Wick Rbt and North South Link	-	1,783	-	-	5,116	4,412	-	11,311
Aztec West Roundabout	-	1,833	269	-	-	-	-	2,102
Portway Station	-	-	-	-	-	-	1,553	1,553
A4018 Corridor Improvements	-	-	-	-	-	-	3,103	3,103
Weston-super-Mare Town Centre Enhancement	-	-	-	-	332	713	1,755	2,800
A39 Bences Garage Junction Improvement	-	-	-	-	700	-	-	700
Weston-super-Mare: Sustainable Travel Improvements	-	-	-	-	-	331	119	450
Bromley Heath Viaduct Improvement Scheme	-	-	-	-	2,800	-	-	2,800
Keynsham Town Centre Improvements	-	-	-	-	-	170	1,330	1,500
South Glos Sustainable Transport Package	-	-	-	-	-	1,231	1,564	2,795
Cribbs Patchway MetroBus Extension	-	-	-	-	-	4,624	-	4,624
<b>FE Skills Capital Schemes</b>								
Weston College Future Technology Centre	2,743	-	-	-	-	-	-	2,743
Law and Professional Services Academy	5,563	13,829	-	-	-	-	-	19,392
Advanced Engineering Centre Extension	-	784	948	2,226	45	-	-	4,003
B&NES Construction Skills Centre	-	1,419	1,313	-	-	-	-	2,732
North Somerset Enterprise Technical College	-	2,177	-	-	-	-	-	2,177
Increasing the capacity of the BEMA Training Centre	-	-	-	10	-	3	-	13
Weston College Construction Skills Centre	-	-	-	-	3,271	-	-	3,271
Weston College Health and Active Living Skills Centre	-	-	-	-	5,359	-	-	5,359
South Bristol Construction Centre	-	-	-	-	-	1,600	4,400	6,000
Bath College Catering & Hospitality Training Hub	-	-	-	-	-	2,503	-	2,503
SGS STEAM Centre	-	-	-	-	-	1,801	4,600	6,401
Weston College Animal Management Training Centre	-	-	-	-	-	990	-	990
<b>Infrastructure Schemes</b>								
Aerospace Bristol	-	1,700	-	-	-	-	-	1,700
Superfast Broadband SGC	-	714	-	556	-	-	40	1,310
Superfast Broadband CDS	-	-	-	-	-	-	400	400
B&B Cultural Destinations Media Bank	-	14	-	87	46	-	-	147
Town Square, Weston-super-Mare	-	1,227	61	1,554	6	-	131	2,979
Saw Close Public Realm, Bath	-	112	-	-	-	-	-	112
Bath Quays Bridge	-	355	-	-	69	1,196	249	1,869
Cattle Market Road Demolition Works	-	278	95	502	-	-	-	875
Colston Hall Phase 2 Transformation Project	-	-	-	1,000	1,000	3,000	3,405	8,405
Bath Quays South Phase 1a Enabling Infrastructure	-	-	-	731	3,617	4,377	1,666	10,391
Bath Quays North Phase 1b Relocation of Coach Park	-	-	-	93	1,396	-	-	1,489
Bath Quays North Initial Development Works	-	-	-	-	-	-	6,954	6,954
Purchase of Land at Bristol and Bath Science Park	-	-	-	-	4,909	856	-	5,765
<b>Innovation Schemes</b>								
Bristol Institute of Technology, BRL and UEZ	1,952	2,548	-	-	-	-	-	4,500
Health Technology Hub	-	1,036	103	191	-	-	-	1,330
FoodWorks <sup>SW</sup> Innovation Centre	-	-	-	-	2,641	9,203	-	11,844
NTProStruct	-	2,374	1,484	-	-	-	-	3,858
Composites Bridge Construction	-	-	-	735	80	97	4,138	5,050
OPCR - Sensor Factory, CAV & KWMC	-	-	-	-	-	2,847	493	3,340
Umbrella	-	-	-	-	-	1,085	2,600	3,685
IAAPS	-	-	-	-	6,000	2,000	2,000	10,000
Bristol VR Lab	-	-	-	160	60	75	-	295
Grow-On2 Temporary Building	-	-	-	-	-	230	874	1,104
	16,600	37,759	4,648	13,541	42,075	51,018	48,533	214,174
<b>Total Funds Available</b>	16,600		42,407	49,832	81,661	13,575	34,312	
<b>Change from allocation</b>	0		0	-36,291	-39,586	37,443	14,221	12,078

Subject to approval of change request

Project completed

**Figure 1 – Current LGF Spend Profile**

- 3.2 It should be noted that this overprogramming will translate into an actual funding requirement in 2020/21 if all schemes deliver as currently planned, or in 2021/22 otherwise, and in reality, these projects will represent a commitment against successor funding. In addition, £14.97m of funding for the Quantum Technologies Innovation Centre+ project has been identified as a call on successor funding with this currently being underwritten by the Investment Fund. We are now at a point where we are issuing offer letters to contract projects beyond the total LGF funds held or expected.

### **UWE Bristol Enterprise Park**

- 3.3 A submission has been made by the University of the West of England for the UWE Bristol Enterprise Park project seeking £16.905m towards the total cost of £16.955m (excluding the value of land and buildings). The project would see the delivery of a 124,000 ft<sup>2</sup> purpose built space for scale-ups and innovation businesses on UWE's Frenchay Campus and a 13,000 ft<sup>2</sup> Future Space Two providing business accommodation and support. From the information provided, the business case is at an early stage and further specification would be required should the scheme progress to Full Business Case. The Outline Business Case is published on the WECA [website](#). Given the LGF is fully subscribed it is not possible to add this scheme to the programme at this stage. However, it could be considered further, alongside other priority schemes, should funds become available.

### **Revolving Infrastructure Fund (RIF)**

#### **Watershed Development Phase 1**

- 4.1 An Outline Business Case was submitted for the Watershed Development in June 2019 at which point it was added to the LGF pipeline to be considered further should funding become available. A Full Business Case has now been submitted seeking £500k from the RIF towards the £1.522m Phase 1 development which would redevelop the E Shed to create a new ground floor 36-seat capacity Cinema and a new café with covered outdoor seating. In line with the terms of the RIF agreement, and recognising the need to repay, these funds can only be accessed by one of the authorities and Bristol City will need to be the grant recipient and responsible for repayment. The Scheme Assessment Summary Table is shown in Appendix 1 and the FBC has been published on the WECA [website](#).

*Recommendation: to approve the Watershed Development Phase 1 and award of £500k subject to Bristol City Council confirming arrangements for repayment, securing all match funding and finalising the Monitoring and Evaluation Plan.*

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

- 5.1 The Joint Committee in October agreed to delegate approval of changes within stated tolerances for schemes within the approved programme to the WECA Chief Executive in consultation with the Chief Executives of the constituent Councils. The changes to the LGF, EDF and RIF programmes which fall outside of these tolerances and require a Committee decision are set out in Appendix 2 and 3 respectively.

#### **Bath College Creative and Digital Innovation Centre**

- 5.2 A Full Business Case for the Bath College Creative and Digital Innovation Centre was considered at the Joint Committee meeting in June 2019. This project had previously been awarded development funding through the Investment Fund. Given that the project cost had increased significantly to some £9m lessening the original value for money case (the cost per learner benefiting being over three times the average for the 11 LGF funded skills capital projects) and the timescales had moved back to run beyond the LGF period, the Committee

resolved that the funding position for the project be reviewed when further design had been undertaken and planning consent secured. A further cost pressure of £300k has now been identified for the development phase which is to be considered by the WECA Committee with the recommendation that this is not supported. Should this be the case this will confirm that this project will not be a call on the LGF.

### **West of England Health Ageing Trailblazer – Forever Homes**

- 6.1 WECA is leading a consortium of partners to develop a place based bid into Innovate UKs Healthy Ageing Challenge Fund, part of the Industrial Strategy Grand Challenge programme. It is an ambitious project bringing together a range of collaborators from industry, higher education (UWE and University of Bristol) and care services (Sirona and Live West) to help older adults live well in the place that they choose to live. The vision is to create better homes for older adults, through innovative user-centred design, products, technology and care.
- 6.2 An EOI was submitted by the consortium to Innovate UK in November 2019, and WECA have now been invited to interview. If successful at interview WECA will be awarded stage 1 funding of £100k for business case development, and if successful at Stage 1, including securing private sector match funding, WECA will be awarded stage 2 - £6m Innovate UK funding plus £6m private sector match. There is no requirement for WECA match funding.
- 6.3 Stage 2 of the programme will support an ecosystem of businesses to demonstrate the viability, scalability, and sustainability of home adaptation products, health tech and services in the West of England. These products and services will allow consumers to make informed choices around home design and adaptation, which will support them to live independently for longer in their home. It will be a regionally-based, Living Lab programme that brings together businesses within the existing supply chain of home adaptation products and services alongside users, designers, occupational therapists, universities, tradespeople, manufacturers and housing providers.

*Recommendation: to note the submission of the Healthy Ageing Challenge Fund Expression of Interest and, should the outcome be successful, to delegate the use of funds received and the submission of the Stage 1 business case to the WECA Chief Executive in consultation with the West of England Chief Executives.*

### **Workforce for the Future**

- 7.1 Workforce for the Future (WFTF) is an £8m programme funded through the European Social Fund (ESF) and the WECA Investment Fund for which a Full Business Case was conditionally approved by the WECA Committee in July 2019. A condition to the full approval was securing the ESF funding and this has now been met, with confirmation received from DWP on 6 February 2020. Following this the programme was opened on 10 February to receive bid submissions against the first call by 6 April 2020, with a further two calls expected across the project duration.
- 7.2 It is proposed that submitted bids are reviewed by an internal officer review panel who will assess all bids against a set scoring matrix. Summaries of the bid assessments will then be taken through to the Skills Advisory Panel, where guidance on the merit of each bid will be sought, in particular the strategic fit, contribution to addressing known skills needs/gaps and confirmation that the bid is not duplicating efforts of other initiatives underway in the region. Following this, recommendations on which projects should be supported will be taken through to the CEO meetings with a delegation sought from the Committee to consider the recommendations and award the grant.

*Recommendation: to delegate grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.*

### **Consultation**

- 8.1 Consultation has been undertaken with the Chief Executive Officers and four Section 151 Officers across the West of England alongside the WECA Statutory Finance Officer and Monitoring Officer.

### **Other Options Considered**

- 9.1 Each project is required to undertake an options assessment, and to set out the rationale for the preferred option within the Outline and Full Business Case. Similarly requests for change include a description of other potential options and why the chosen option is proposed.

### **Risk Management/Assessment**

- 10.1 Each project in the programme is required to set out their approach to risk management and provide a risk register which is reviewed as part of the business case approval process. Key risks for each scheme are reported as part of the quarterly highlight report. Programme level risks are considered at meetings of the Chief Executives.

### **Public Sector Equality Duties**

- 11.1 The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
- 11.2 The Act explains that having due regard for advancing equality involves:
- Removing or minimizing disadvantages suffered by people due to their protected characteristics.
  - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
  - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 11.3 The general equality duty therefore requires organisations to consider how they could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected in the design of policies and the delivery of services, including policies, and for these issues to be kept under review.
- 11.4 For projects seeking funding via the LGF, EDF or RIF scheme promoters are required to include as part of their FBC, an equality and diversity assessment and plan. These assessments are [published](#) on the LEP website.

### **Finance Implications, including economic impact assessments where appropriate**

- 12.1 The specific financial implications are set out in the Body of this report.

- 12.2 Supporting economic growth is central to the One Front Door funding streams, and promoters are required to include an economic case within the FBCs 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 LEP website at the point of decision making

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

#### **Legal Implications:**

- 13.1 There are no additional legal implications arising from this report.

Advice given by: Shahzia Daya, Monitoring Officer, WECA

#### **Climate Change Implications**

- 14.1 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- \* The emission of climate changing gases?
- \* The region's resilience to the effects of climate change?
- \* Consumption of non-renewable resources?
- \* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-specific management arrangements

- 14.2 Each business case coming forward for decision on inclusion in the One Front Door funding programme includes consideration of environmental sustainability which sets out how sustainability is being considered in the development of the project as well as during its operational stage.

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

- 15.1 All land and property implications are set out within the specific business cases and dealt with by the scheme promoters.

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

#### **Human Resources Implications:**

- 16.1 There are no direct human resource implications arising from this report.



**Recommendations:**

The Committee is asked to:

1. **Note the submission of the Healthy Ageing Challenge Fund Expression of Interest and, should the outcome be successful, to delegate the use of funds received and the submission of the Stage 1 business case to the WECA Chief Executive in consultation with the West of England Chief Executives.**
2. **To delegate grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.**
3. **Approve the change requests for schemes within the LGF programme as set out in Appendix 2.**
4. **Approve the Watershed Development Phase 1 and award of £500k subject to Bristol City Council confirming arrangements for repayment, securing all match funding and finalising the Monitoring and Evaluation Plan.**
5. **Approve the changes requests for schemes within the EDF and RIF programmes set out in Appendix 3**

**Appendices**

Appendix 1: Watershed Development Phase 1 – Assessment Summary Table

Appendix 2: Local Growth Fund – Requested Scheme Changes

Appendix 3: Economic Development Fund and Revolving Infrastructure Fund – Requested Scheme Changes

**Report Author: Malcolm Coe, Director of Investment and Corporate Services**

**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 – Business Case Assessment Summary Table


Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<b>Project Name</b>	<b>Watershed Development Phase 1</b>	<b>Strategic Case</b>	<p>The project seeks to expand the Watershed premises to meet demand for the inclusive cultural programme, creative technology innovation, and cross-sector collaboration. It also aims to increase the growth, productivity and profile of the West of England cultural and creative digital cluster as well as making Watershed a more robust and self-sustaining organisation.</p> <p>This business case is for the first of 2 phases of expansion with Phase 1 (E Shed) creating a new ground floor 36-seat capacity Cinema 4 and new ground floor café. Phase 2 (outside of this business case) would create a five-floor extension to W Shed to provide grow-on workspace to meet demand from the community of artists, technologists, partnerships and micro companies.</p> <p>The proposals are aligned with West of England Local Industrial Strategy particularly in fostering cross-sectoral innovation through to commercialisation, delivering the West of England Employment and Skills Plan, and leveraging the creative growth cluster in the West of England.</p>	<b>Funding Source(s)</b>	Revolving Infrastructure Fund
<b>Scheme Promoter</b>	Bristol City Council	<b>State Aid</b>	<p>It is stated that the funds sought are compatible with Article 53 of the General Block Exemption Regulation for State Aid on the basis that the aid shall be granted for cultural purposes and the assistance will be considered investment aid to meet “eligible costs”. These being “the investment cost in tangible and intangible assets.... if at least 80% of either the time or the space capacity per year is used for cultural purposes”.</p> <p>Further “for investment aid, the aid amount shall not exceed the difference between the eligible costs and the operating profit of the investment. The operator of the infrastructure is allowed to keep a reasonable profit over the relevant period.”</p> <p>This is accepted by WECA noting the risk sits with Bristol City Council and Watershed. Ongoing monitoring of costs and revenues will be required.</p>	<b>Approval Requested</b>	Full Business Case

<b>Date of Submission</b>	6/2/20	<b>Economic Case and Value for Money</b>	<p>The combined impact of the new cinema and events capability is forecast to support c£150k GVA in the wider city economy per year through increased visitor spend. In addition, there will be an increase in the number of staff directly employed by the Watershed of 6.9 FTE (c£385k GVA per year). The overall impact is forecast at £2.9m GVA discounted over a 10 year period. When compared to the public sector investment of £500k this gives a net additional impact benefit to cost ratio of 5.9 over 10 years of operation.</p> <p>A letter has been provided by Watershed's Head of Finance confirming approval of the business case including the value for money statement. Further confirmation regarding Bristol City Council's role as grant recipient and their responsibility for repayment is awaited.</p>	<b>Grant Award</b>	£500,000
<b>Funding Requested</b>	£500k profiled in 20/21				
<b>Total Scheme Cost</b>	£1.522m (£986k construction, £180k fit, £148k fees and £208k other)	<b>Risk</b>	<p>A risk register has been provided which identifies the key risks. It would be expected this would be developed alongside the implementation of the works themselves.</p> <p>A contingency allowance of £75k (5%) has been included in the costings.</p> <p>Confirmation regarding the arrangements for and timing of repayment are awaited.</p>	<b>Grant Recipient</b>	Bristol City Council
<b>Match Funding %</b>	67%	<b>Delivery</b>	<p>The project includes match funded by contributions from Trusts/ foundations £300k (confirmed), general fundraising £150k (to be secured) and loan financing £500k (noted as in progress). These would all need to be secured and available prior to approval.</p> <p>Watershed owns the head-lease to the E &amp; W Sheds which runs for 125 years from 1993. The freeholder is Bristol City Council. Full planning permission and listed buildings consent were granted in July 2019 and since approval the design team have been working up detailed designs to RIBA Stage 4.</p> <p>Implementation is planned to start in May and to complete in November 2020</p>	<b>Payment Basis</b>	Quarterly in arrears on defrayed expenditure

**ITEM 12**

<b><i>Scheme Description</i></b>	<b><i>Recommendation to Joint Committee</i></b>	Approval subject to conditions
<p>The project is part of a two stage proposal to redevelop and extend Watershed on Canons Road, Bristol. Phase 1 (E Shed) will focus on expanding into the unit adjacent to the Box Office to create a new ground floor 36-seat capacity Cinema 4 and new ground floor café with covered outdoor seating, increasing the dockside frontage by a factor of three and Watershed's visibility and access. A new ramped entrance with powered doors will be added and the first-floor cinema toilets will be remodelled and extended to provide more capacity for the growing audience.</p>	<b><i>Conditions of Approval</i></b>	<p>a) Bristol City Council confirming arrangements for repayment</p> <p>b) Securing all match funding</p> <p>c) Finalising the Monitoring and Evaluation Plan.</p>

**Record of Approval**

<b><i>WECA S151 Officer</i></b>		<b><i>Joint Committee</i></b>	
<b><i>Name</i></b>	Malcolm Coe	<b><i>Date of Meeting</i></b>	20 March 2020
<b><i>Date</i></b>	9 March 2020	<b><i>Decision</i></b>	
<b><i>Signature</i></b>			

## Appendix 2

### Change Requests Recommended for Approval

#### Local Growth Fund

- **Keynsham Town Centre Improvement - High Street**  
**Scope:** Keynsham Town Centre has been awarded funding through the High Streets Heritage Action Zone. This has presented the opportunity to widen the scope of the LGF funded project to link with HSHAZ activities and also to address cost pressures  
**Milestones:** Construction substantial completion has slipped from March 2021 to August 2021 due to 2 month delay to start on site to allow for further site investigations to inform the detailed drainage design and consents and additional 3 months on site work to construct.  
**Spend:** £3,807,454 including £1.5m LGF, £1.1m HSHAZ, £585k Love Our High Streets Fund (subject to WECA Committee approval) and £623k B&NES. New LGF profile £170k 19/20 and £1.33m 20/21.  
 All funding to be confirmed and the Monitoring and Evaluation Plan to be updated to include additional outputs/outcomes.
- **CDS Broadband**  
**Milestones:** 12 months delay to completion to March 2021.  
**Spend:** Reprofiting of all £400k LGF and match funding from 19/20 to 20/21.
- **Advanced Composites for Transport Infrastructure**  
**Milestones:** delays of up to 5 months for the completion of some package elements with no impact on completion overall.  
**Spend:** Reprofiting of £1.053m from 19/20 to 20/21 [Revised profile £98k 19/20 and £4.138m 20/21, total overall £5.05m]
- **West Wick Roundabout and North South Link**  
**Milestones:** 2 months delay to completion to October 2020.  
**Spend:** Reprofiting £886k from 20/21 to be claimed in 19/20.
- **Town Square Weston-super-Mare**  
**Milestones:** 5 months delay to completion to May 2020.  
**Spend:** Reprofiting all remaining £131k LGF from 19/20 to 20/21.
- **Weston-super-Mare Town Centre Enhancement Scheme**  
**Milestones:** a 2 month later start on site for the Town Centre element (to March 2020) with no impact on completion date, and Regent Street completion expected 1 month early (November 2020).  
**Spend:** £322k reprofiled from 19/20 to 20/21 [Revised profile £713k 19/20 and £1.755m 20/21, total overall £2.8m]
- **Grow-On2 Temporary Building**  
**Milestones:** 3 months delays to construction (to May 2020) and contract (June 2020) completion.

**Spend:** £874k reprofiled from 19/20 to 20/21 [Revised profile £100k 19/20 and £874k 20/21, total overall £1.004m]

- **City of Bristol College Advanced Construction Skills Centre** - Reprofiling of £300k from 19/20 to 20/21 [Revised profile £1.6m 19/20 and £4.4m 20/21, total £6m].
- **South Gloucestershire Sustainable Transport Package**  
**Milestones:** reallocation of funds between package elements to enable the purchase up to three Accessible electric vehicles suitable for the Community groups.  
**Spend:** £400k reprofiled from 19/20 and 20/21 [Revised profile £1.232m to 19/20 and £1.563m 20/21].
- **Bath Quays South Phase 1a** - 6 months delay to Wi-Fi Phase 2 Installation and Testing Completion to March 2020.
- **SGS STEAM Centre** - £99k reprofiled from 19/20 to 20/21 [Revised profile £1.801m 19/20 and £4.6m 20/21, total £6.401m]
- **Bath Quays North Infrastructure Development Works**  
**Milestones:** delays of up to 5 months to a number of interim milestones including start on site for Phase 1 (to October 2020) and Phase 1 completion (March 2023).  
**Spend:** Request to change cost categories to embrace advance enabling works and to incur LGF costs in advance of conditions precedent to the land agreement being satisfied.
- **Bath College Catering and Hospitality Education and Training Hub** - Delay of 5 months to completion of section 2 (to June 20)
- **Urban Multi Wireless Broadband and IoT Testing for Local Authority and Industrial Applications (Umbrella)** - Reprofiling £632k from 19/20 to 20/21 [Revised profile £1.085m 19/20 and £2.6m 20/21, total £3.685m].

## Appendix 3

### Economic Development Fund

- **Cribbs Patchway MetroBus Extension** - 5 months delay to finalising land agreements (to February 2020) with no impact on completion.

### Revolving Infrastructure Fund

- **Junction 21 Northbound Merge** - 8 months delay to construction start (to September 2020) and 9 months to completion (March 2021).

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**WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**ITEM 14**

**20 MARCH 2020**

**REPORT SUMMARY SHEET**

**COMBINED AUTHORITY & MAYORAL BUDGET OUTTURN – APRIL 2019 – JANUARY 2020**

## **Purpose**

To present the forecast revenue budget financial outturn information for WECA and the Mayoral budget for the financial year 2019/20 based on actual data for the period from April 2019 to January 2020.

## **Summary**

This report includes the following key information:

### **Mayoral budget:**

- The Mayoral Fund's forecast revenue outturn position for 2019/20 (see Appendix 1) is £549k higher than the original budget. This is due to slippage on previous year grant fund feasibility projects. As these projects are funded by grants which were carried forward, the net position remains balanced.
- 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.

### **WECA revenue budget:**

- WECA's estimated outturn revenue position for 2019/20 (see Appendix 2) is a net surplus of £305k, £280k of which is due to higher income received from cash balances. 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.
- The forecast spend on Transport functions remains as originally budgeted. As part of the integration of transport functions from 1 April 2020, WECA will take over the direct delivery of grant funding for Community Transport. The appropriate budget is included as part of the transport levy from the constituent unitary authorities to honour the existing 2020/21 funding arrangements for Community Transport. The report recommends that the award of grants to Community Transport providers for 2020/21 is delegated to the WECA Director of Infrastructure.
- Spend on specific projects (see figure 3) is forecast to be £10.05m lower than originally budgeted, which is due mainly to the timing and planned use of grant funding.
- Bus services: the report seeks approval of a drawdown of £57k from the WECA General Reserve to cover the shortfall in costs for the No.17 Southmead Hospital to Keynsham bus route up to 28 February 2021.

## **Recommendations**

Members of the Combined Authority Committee are asked to:

- a) Note the Mayoral Fund and WECA revenue forecasts as set out in Appendices 1 and 2;
- b) Delegate the award of grants to Community Transport providers for 2020/21 to the WECA Director of Infrastructure;
- c) Approve a drawdown of £57k against the WECA General Reserve to fund the No.17 bus route between Southmead Hospital and Keynsham from April 2020 to February 2021. The reserve to be replenished upon the receipt of new revenue bus funding from government.

**Contact officer:** Malcolm Coe

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

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

**REPORT TO: WECA COMMITTEE**

**DATE: 20 March 2020**

**REPORT TITLE: WECA & MAYORAL BUDGET OUTTURN APRIL –  
JANUARY 2020**

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

**AUTHOR: MALCOLM COE**

#### **Purpose of Report**

- 1 This report presents the forecast revenue budget financial outturn information for WECA and the Mayoral budget for the financial year 2019/20 based on actual data for the period April 2019 to January 2020.

#### **Recommendations**

The WECA Committee:

- a) Notes the Mayoral Fund and WECA revenue forecasts as set out in Appendices 1 and 2;
- b) Delegates the award of grants to Community Transport providers for 2020/21 to the WECA Director of Infrastructure;
- c) Approves a drawdown of £57k against the WECA General Reserve to fund the No.17 Bus route between Southmead Hospital and Keynsham from April 2020 to February 2021; the reserve to be replenished upon the receipt of new revenue bus funding from government.

#### **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 **£549k** higher than the original budget. This is due to slippage on previous year grant funded feasibility projects. As these projects are funded by grants which were carried forward, the net position remains balanced.
- 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 on priority transport infrastructure feasibility studies against the original budget of £2,250m, (as approved through the Investment Fund), is 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
East of Bath Strategic Link	20		230	250
Bristol Temple Meads Masterplan		460	1,540	2,000
<b>Total</b>	<b>20</b>	<b>460</b>	<b>1,770</b>	<b>2,250</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 **£305k**. 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, BANES had an underspend of **£155k**, and this is accounted for by a corresponding reduction in their levy for 2019/20.
- 2.2.3 **Figure 2: Updated Transport Levy for 2019/20**

Authority	Original 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>

2.2.4 As part of the integration of transport functions from 1st April 2020, WECA takes over the direct delivery of grant funding for Community Transport. It is therefore necessary for WECA to be able to award grants to Community Transport providers for the services they offer. The appropriate budget is included as part of the Transport Levy from the UAs to honour the existing funding arrangements for Community Transport in 2020/21. These grants will cover the period from 1st April 2020 to 31st March 2021.

***It is recommended that the award of grants to Community Transport providers for 2020/21 is delegated to the WECA Director of Infrastructure.***

2.2.5 The indicative transport levy for 2020/21 was approved by the WECA committee on 31 January 2020. This revenue levy, funded by the Unitary Authorities, reflects a 'like for like' service based on known and estimated demand for the forthcoming financial year. Since setting the indicative levy, First Bus have notified WECA of the proposed withdrawal of the late evening service on the route No 17 between Southmead Hospital and Keynsham via Fishponds and Kingswood from 5 April 2020.

2.2.6 Whereas there has been a recent indication that Government will provide local authorities with further revenue funding for bus services, until this is confirmed, there is no budget available to WECA to cover the cost of the No.17 route withdrawal. The cost is estimated to be circa £57k for the period 5 April 2020 to 28 February 2021 at which point a full competitive tender process will be run for this contract along with other bus contracts that expire on this date.

2.2.7 Service 17 is a key route that travels through all three of WECA's constituent authority areas. Certain sections of the route, and times of day, have been supported financially by developer contributions and direct revenue support, (from South Glos Council), for a number of years. The developer funding has recently ended which has prompted First Bus to withdraw the route.

2.2.8 To maintain consistency of service provision for the immediate future, it is recommended that a drawdown of £57k is made against the WECA General Reserve as a bridging arrangement in advance of receiving the new indicative bus funding from Government. It is anticipated that this new funding will be circa £736k to address three specific objectives of:

- Improving current local bus services – for instance increasing evening or weekend frequencies, or supporting additional seasonal services in tourist areas;
- Restoring lost bus routes where most needed to ensure people have access to public transport services;
- Supporting new bus services, or extensions to current services, to access e.g. new housing, employment opportunities, healthcare facilities etc.

At this point in time, it is unclear as to whether any new bus funding will be one off in nature or on-going within the revenue base.

***It is recommended that a drawdown of £57k is made against the WECA General Reserve to fund the No.17 Bus route between Southmead Hospital and Keynsham from April 2020 to February 2021; the reserve to be replenished upon the receipt of new revenue bus funding from government.***

## Variations on Project Spend

2.2.9 Spend on specific projects is forecast to be **£10.05m** lower than originally budgeted which is due mainly to the timing, and planned use, 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 grant allocation.	(2,577)
Re-phasing of the investment funding (£10m) to regenerate High Streets.	(9,377)
HIF – increase in the budget reflecting slippage from 2018/19, the receipt of an additional HIF preparation grant (£141k) and additional investment funding (£1.2m) in October 2019	1,391
Various grants, (including Mayoral Capacity, Housing Capacity, Future Bright, Brexit and Apprenticeship Grant), received in 2018/19 and put into reserves for use in 2019/20 together with incremental grants in the year	614
Use of reserves previously approved	282
Rephasing of previously approved Investment Fund (revenue) as per WECA Committee	(387)
<b>Net Reduction in Project spend budget</b>	<b>10,054</b>

## Income variations

2.2.10 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.

2.2.11 The forecast decrease in investment funding is due to rephasing of spend across financial years. This is mainly due to the timing of the High Street regeneration fund where previously the full £10m was represented in the 2019/20 approved revenue budget whereas the majority of spend will be incurred from 2020/21 onwards.

## Interest on Balances

2.2.12 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.

2.2.13 As per previous budget monitoring we are reporting surpluses amounting to £530k in excess of the set revenue budget for 2019/20 against which committee have approved spend of £250k. However, it should be noted that 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

2.2.14 Approved drawdowns from earmarked reserves of **£476k** 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	21
<b>Transfer from Reserves</b>	<b>476</b>

### Summary Revenue Budget position for WECA

2.2.15 The overall forecast performance of the WECA budget is a **£305k** surplus position, £280k of which is due to higher income received from cash balances.

2.2.16 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.

### 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.

## **Climate Change Implications**

- 7 On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- \* The emission of climate changing gases?
- \* The region's resilience to the effects of climate change?
- \* Consumption of non-renewable resources?
- \* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/ consideration as necessary as part of their detailed project-specific management



arrangements

- 7.1 The criteria applied for the drawdown of investment funding incorporates the impact that any proposed project will have on climate change. The spend on infrastructure in particular has a strong focus on improving the availability, and coverage, of public transport whilst reducing congestion on the region's roads.

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

- 8 The financial implications are contained within the body of the report. There are no direct 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:**

- 9 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:**

- 10 All spend on staffing is within the budget and resources as approved by the WECA committee. Fixed term contracts are applied for staff who are engaged on projects which have time limited funding, (i.e. specific grants).

Advice given by: Alex Holly, Head of Human Resources

**Appendices & Background papers:**

**Appendix 1:** Mayoral Fund Revenue Position

**Appendix 2:** WECA Revenue 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 January 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	1,770	549
Contribution to Highway Grants			
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>19,777</b>	<b>549</b>
<b>Total Expenditure</b>	<b>19,400</b>	<b>19,949</b>	<b>549</b>
<b>INCOME</b>			
Business Rates Retention Pilot	17,572	17,572	0
Funding Contribution from WECA	1,828	2,377	549
<b>Total Income</b>	<b>19,400</b>	<b>19,949</b>	<b>549</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>0</b>	<b>0</b>

## APPENDIX 2

WECA Fund April to January 2019/20			
	Budget £'000s	Forecast £'000s	Variance £'000s
<b>EXPENDITURE</b>			
Core Staff	1,390	1,331	(59)
Project Staff	1,942	1,993	51
<b>Staff</b>	<b>3,332</b>	<b>3,324</b>	<b>(8)</b>
<b>Supplies &amp; Services</b>			
Premises Services	215	215	0
Support Services	215	249	34
Supplies & Services	55	55	0
<b>Total Supplies &amp; Services</b>	<b>485</b>	<b>519</b>	<b>34</b>
<b>Project Spend</b>			
	26,737	16,683	(10,054)
<b>Transport Functions</b>			
Concessionary Fares	12,445	12,465	20
Community Transport	1,690	1,690	0
Bus Real Time Information	602	602	0
<b>Total Transport Functions</b>	<b>14,737</b>	<b>14,757</b>	<b>20</b>
<b>Contribution to Mayoral Fund</b>	<b>1,828</b>	<b>2,377</b>	<b>549</b>
<b>Transfer to Reserves</b>	<b>100</b>	<b>350</b>	<b>250</b>
<b>Total Expenditure</b>	<b>47,219</b>	<b>38,010</b>	<b>(9,209)</b>
<b>INCOME</b>			
Transport Levy	14,737	14,602	(135)
Business Rates Retention Pilot	1,212	1,212	0
Government Grants	15,501	13,348	(2,153)
Investment Fund Grant	14,949	7,327	(7,622)
Interest on Balances	820	1,350	530
Transfer from Reserves	0	476	476
<b>Total Income</b>	<b>47,219</b>	<b>38,315</b>	<b>(8,904)</b>
<b>NET TOTAL - Under / (Over) Spent</b>	<b>0</b>	<b>(305)</b>	<b>(305)</b>

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**WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**ITEM 15**

**20 MARCH 2020**

**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:

Recommendations (subject to conditions where appropriate) to approve:

- \* The Full Business Case for the A4174 Wraxall Road roundabout signal scheme
- \* The following Feasibility and Development funding applications and awards totalling £2.5m (as set out in paragraph 5 and Appendix 2):
  - Bus strategy infrastructure programme (project management and delivery) - £1.5m
  - Metrobus consolidation package - £300k
  - Manvers Street regeneration, Bath - £250k
  - Strategic rail investment (project management; commissioning of Strategic Outline Business Case) - £250k
  - Improving access to Bath from the east - feasibility study - £200k
- \* The allocation of £552k match funding for the West of England stations enhancement project.
- \* The allocation of £585k of Love Our High Streets funding for the Keynsham Town Centre project.
- \* The delegation of grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the other West of England Chief Executives.
- \* To approve a number of change requests for schemes as set out in Appendix 3.

## **Recommendations**

Members of the Combined Authority Committee are asked to:

1. Approve the Full Business Case for Wraxall Road Roundabout Signal Scheme and award of £5.199m subject to finalising the economic case and Monitoring and Evaluation Plan.
2. To note award of £548k of funding for the West of England Station Enhancements Project through DfT's Access for All programme and the allocation of up to £552k match funding through the Investment Fund, subject to business case.
3. To approve the Feasibility and Development Funding Application for the Bus Strategy Infrastructure Programme and award of £1.5m to progress a Full Business Case.
4. Approve the Feasibility and Development Funding Applications set out in Appendix 2 and award of £1m.
5. Delegate approval of the detailed scoping of the Strategic Rail Investment and Bus Strategy Infrastructure Programme development work to the WECA Director of Infrastructure in consultation with the Directors of the constituent Councils.
6. Approve the change request and award of £585k of Love Our High Streets funding for the Keynsham Town Centre project subject to confirmation that all funding is in place and the Monitoring and Evaluation plan is extended to cover the additional outputs/outcomes.
7. Delegate grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.
8. Decline the request for a further £300k of development funding for the Bath College Digital and Creative Innovation Centre.
9. Approve the change requests for schemes within the current programme as set out in Appendix 3.

**Contact officer:** Malcolm Coe

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

**Email:** [Malcolm.Coe@westofengland-ca.gov.uk](mailto:Malcolm.Coe@westofengland-ca.gov.uk)

**ITEM 15**

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

**DATE: 20 March 2020**

**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 Full Business Case for Wraxall Road Roundabout Signal Scheme and award of £5.199m subject to finalising the economic case and Monitoring and Evaluation Plan.
2. To note award of £548k of funding for the West of England Station Enhancements Project through DfT's Access for All programme and the allocation of up to £552k match funding through the Investment Fund, subject to business case.
3. To approve the Feasibility and Development Funding Application for the Bus Strategy Infrastructure Programme and award of £1.5m to progress a Full Business Case.
4. Approve the Feasibility and Development Funding Applications set out in Appendix 2 and award of £1m.
5. Delegate approval of the detailed scoping of the Strategic Rail Investment and Bus Strategy Infrastructure Programme development work to the WECA Director of Infrastructure in consultation with the Directors of the constituent Councils.
6. Approve the change request and award of £585k of Love Our High Streets funding for the Keynsham Town Centre project subject to confirmation that all funding is in place and the Monitoring and Evaluation plan is extended to cover the additional outputs/outcomes.
7. To delegate grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.

8. To decline the request for a further £300k of development funding for the Bath College Digital and Creative Innovation Centre.
9. Approve the change requests for schemes within the current programme as set out in Appendix 3.

## Background

2. 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.
3. The funding available through the Investment Fund and Transforming Cities Fund over the period to 22/23 totals £350m which includes a level of structured over programming. 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, referred to as the 'tail' which is based upon the current opinion of the most likely level of spend that will be incurred over the next four years.

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

	Funding Awards and Allocations £000s	
	Jan 2020	Mar 2020
<b>Transport Infrastructure</b>		
Approved Awards and Allocations	64,055	72,172
Associated 'tail' required to deliver all projects up to March 2023	80,790	67,491*
Total Investment in Transport Infrastructure	<b>144,844</b>	<b>139,663</b>
<b>Housing Infrastructure</b>		
Approved Awards and Allocations	60,320	60,320
Associated 'tail' required to deliver all projects up to March 2023	24,500	24,500
Total Investment in Housing Infrastructure	<b>84,820</b>	<b>84,820</b>
<b>Business and Skills</b>		
Approved Awards and Allocations	74,611	74,895
Associated 'tail' required to deliver all projects up to March 2023	17,904	22,804*
Total Investment in Business and Skills Infrastructure	<b>92,515</b>	<b>97,699</b>
<b>Opportunities and Challenges / Other</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>
Total Investment Programme up to March 2023	350,000	350,000

\*The Somer Valley Enterprise Zone and Infrastructure projects have been combined and included under the Business and Skills theme which has reduced the Transport Infrastructure 'tail' by £4.9m with an equivalent increase in Business and Skills.



4. A summary of all of the approved and allocated funding across the Investment Fund and Transforming Cities Fund (TCF) is shown in Appendix 1 and is summarised in Figure 1. An update on the projects seeking funding is set out by theme in the sections below. The projects seeking awards of feasibility or development funding are shown in Appendix 2.

## ***Thematic Update***

### **Transport**

#### ***Scheme in Development***

##### **Bus Strategy Infrastructure Programme**

5. At WECA Committee in July 2019, £200k was allocated to the bus infrastructure programme to support the recruitment of a Senior Project Manager and the approach to bus infrastructure delivery planning including; completion of the Bus Strategy and associated consultation, and establishment of an integrated programme. Now that a programme is in development, a [Feasibility and Development Funding Application](#) has been submitted by WECA seeking further funding of up to **£1.5m** to progress prioritised programmes including; the A37/A4018 corridor, and Bristol city centre interventions, as an example, to Outline Business Case which can be accommodated from the 'tail' of funding for this project.

*Recommendation to approve the Feasibility and Development Funding Application for the Bus Strategy Infrastructure Programme and award of £1.5m to progress priority programmes.*

6. All work has been prioritised in support of the effective delivery of the Joint Local Transport Plan 4, aspirations set out in the Bus Strategy and the emerging integrated programme. The detailed scope of these activities is to be signed off by WECA Director of Infrastructure in consultation with West of England Directors.

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

##### **A4174/ Wraxall Road Roundabout Signal Scheme**

7. Following the award of development funding in October 2017 and the approval of an Outline Business Case in February 2019, a Full Business Case has now been submitted by South Gloucestershire Council for the A4174/Wraxall Road Roundabout Signal Scheme. This Business Case seeks **£5.199m** above the £1.688m already awarded (total scheme cost including match funding £6.983m). The scheme cost has increased by £97k since Outline Business Case stage and in line with the agreed Investment Strategy these costs are being met by the Council. The project will involve the modification of the existing uncontrolled roundabout layout to a fully signal-controlled arrangement to address the significant levels of congestion at this junction, especially during evening peak times, which is forecast to become more severe in the future. The Scheme Assessment Summary Table is shown in Appendix 4 and the Full Business case is published on the WECA [website](#).

*Recommendation to approve the Full Business Case for the A4174/Wraxall Road Roundabout Signal Scheme and award of £5.199m subject to finalising the economic case and Monitoring and Evaluation Plan.*

##### **West of England Station Enhancements Project**

8. In October 2019 WECA submitted a bid to the Department for Transport's (DfT's) Access for All Mid-Tier Programme for the West of England Station Enhancements project. This was for a package of measures for local stations across the West of England rail network focusing on

improvements to wayfinding to and from and within the stations, seating, branding and shelters. The stations included were Freshford, Lawrence Hill, Nailsea & Backwell, Parson Street, Patchway, Severn Beach, Stapleton Road and Yate. The total project cost is £1.1m with the Access for All bid for £548,000 and a call of up to **£552,000** of match funding through the Investment Fund (from within the tail for Rail Investment), subject to business case. In February confirmation was received from DfT that funding has been awarded in full with delivery over 2020/21 to 2021/22.

*Recommendation to note award of £548k of funding for the West of England Station Enhancements Project through DfT's Access for All programme and the allocation of up to £552k match funding through the Investment Fund, subject to business case.*

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

### **Keynsham High Street**

9. Bath and North East Somerset Council was successful in a £1.1m bid for Keynsham Town Centre from Historic England's High Street Heritage Action Zone (HSHAZ). A change request has been made to integrate this project with the LGF funded Keynsham High Street improvements and to draw on £585k from the Love Our High Streets Fund. This would enable these projects to be fully integrated into a £3.807m programme with funding from HSHAZ, LGF, Love Our High Streets and £623k from B&NES/Keynsham Town Council and also to address cost pressures on the LGF funded scheme. The proposal has been tested against the approved Love Our High Streets criteria and the funding can be accommodated from within the approved allocation.

*Recommendation to approve the change request and award of £585k of Love Our High Streets funding for the Keynsham Town Centre project subject to confirmation that all funding is in place and the Monitoring and Evaluation plan is extended to cover the additional outputs/outcomes.*

## **Business and Skills**

### **Workforce for the Future**

10. Workforce for the Future (WFTF) is an £8m programme funded through the European Social Fund (ESF) and the WECA Investment Fund for which a Full Business Case was conditionally approved by the WECA Committee in July 2019. The project seeks to enable businesses with existing and known future skills gaps and needs to address these through the provision of an extensive advice, support, and management network. A condition to the full approval was securing the ESF funding and this has now been met, with confirmation received from DWP on 6 February 2020. Following this the programme was opened on 10 February to receive bid submissions against the first call by 6 April 2020, with a further two calls expected across the project duration.
11. It is proposed that submitted bids are reviewed by an internal officer review panel who will assess all bids against a set scoring matrix. Summaries of the bid assessments will then be taken through to the Skills Advisory Panel, where guidance on the merit of each bid will be sought, in particular the strategic fit, contribution to addressing known skills needs/gaps and confirmation that the bid is not duplicating efforts of other initiatives underway in the region. Following this, recommendations on which projects should be supported will be taken through to the CEO meetings with a delegation sought from the Committee to consider the recommendations and award the grant.

*Recommendation to delegated grant giving for Workforce for the Future to the WECA Chief Executive in consultation with the West of England Chief Executives.*

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

12. The WECA Committee in October agreed to delegate approval of changes within stated tolerances for schemes within the approved Investment Fund programme to the WECA Chief Executive in consultation with the Chief Executives of the constituent Councils. The changes which fall outside of these tolerances and require a Committee decision are set out in Appendix 3.

*Recommendation to approve the change requests for schemes within the current programme set out in Appendix 3.*

13. A request has been received from Bath College seeking a further £300k through the Investment Fund to address identified cost pressures in progressing the Digital and Creative Innovation Centre project development to RIBA stage 3 design taking the overall costs of this work up to £701k. Given the costs of this project stage and the project overall have increased, and with the Local Growth Fund being fully committed and time limited, there is no identified funding source to meet the expected £9.1m capital costs of implementation. Therefore, it is proposed this request is not supported and that funding of this project ceases.

*Recommendation to decline the request for a further £300k of development funding for the Bath College Digital and Creative Innovation Centre.*

### **Consultation**

14. 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.

### **Other Options Considered**

15. All Business Case and Change Requests are required to set out in detail the full range of options considered and the reason the preferred option has been identified.

### **Risk Management/Assessment**

16. 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.
17. Financial risks are managed through the process for considering cost increases set out in the WECA Investment Strategy and the overall Investment Fund and Transforming Cities Fund programme will be regularly reviewed.

### **Public Sector Equality Duties**

18. 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.
19. 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.
20. 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.
21. 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.

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

22. 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.
23. 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.
24. 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.

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

#### **Legal Implications**

25. 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

#### **Climate Change Implications**

26. On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- \* The emission of climate changing gases?
- \* The region's resilience to the effects of climate change?
- \* Consumption of non-renewable resources?
- \* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/ consideration as necessary as part of their detailed project-specific management arrangements.

27. Each business case coming forward for decision on inclusion in the Investment Fund programme includes consideration of environmental sustainability which sets out how sustainability is being considered in the development of the project as well as during its operational stage.

### **Land /Property Implications**

28. All land and property implications are set out within the specific business cases and dealt with by scheme promoters.

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

### **Human Resources Implications**

29. There are no direct human resource implications arising from this report.

### **Appendices**

- Appendix 1: Investment Fund Programme
- Appendix 2: Projects Seeking Feasibility and Development Funding
- Appendix 3: Change Requests for Schemes within the Current Programme
- Appendix 4: A4174/Wraxall Road Roundabout Signal Scheme

### **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****Transport Infrastructure Projects – Awards and Allocations (£000s)**

	Jan 2020	Mar 2020
<b>Feasibility Studies</b>		
Southern Orbital	155	155
Mass Transit Options	300	300
East of Bath Strategic Link	250	50
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
Regional Operations Capability – Phase 1	75	75
Strategic Rail Investment	-	250
Improving Access to Bath from the East	-	200
<b>Business Case Development</b>		
WECA Housing Growth Mitigation Outline Business Cases	1,600	1,600
A37 to A62 Improvements - Somer Valley EZ	280	-*
Hicks Gate Roundabout	460	460
MetroWest Phase 2	11,063	11,063
Charfield Station	1,200	1,200
Yate Park and Ride	300	300
Strategic Park & Ride	500	500
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	3,900
Metrobus Consolidation	-	300
Manvers Street Regeneration	-	250
Bus Strategy Infrastructure Programme	200	1,700
West of England Station Enhancements Project	-	552
<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	416	416

Great Stoke Roundabout Improvements	2,909	2,909
Wraxall Road Roundabout Improvements	1,688	6,887
<b>Transport Infrastructure: Total of all Awards and Allocations:</b>	<b>63,980</b>	<b>72,172</b>
<b>Associated 'Tail' for Approved Schemes in Development</b>	<b>80,864</b>	<b>67,491</b>
<b>Total</b>	<b>144,844</b>	<b>139,663</b>

\*Project combined within Somer Valley Enterprise Zone and Infrastructure and shown in Business and Skills theme.

### Housing Infrastructure Projects – Awards and Allocations (£000s)

	Jan 20	Mar 20
<b>Feasibility Studies</b>		
B&NES Pilot High Streets Programme	280	280
Bedminster High Street Improvement	275	275
Kingswood High Street Improvements	248	248
Modern Methods of Construction Pilots/Trials	150	150
Strategic Planning Shared Evidence Base	250	250
<b>Business Case Development</b>		
HIF OBC – Bristol Temple Meads to Keynsham	2,700	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
Masterplanning: North Fringe of Bristol	500	500
Masterplanning: South West Bristol	500	500
Strategic Master-planning and associated delivery	250	250
<b>Schemes in Delivery</b>		
Bath Riverside	8,297	8,297
Lockleaze Sustainable Transport Improvements	3,915	3,915
Whitfield Tabernacle Stabilisation Works	682	682
<b>Allocations</b>		
Love Our High Streets	8,495	8,495
Land Acquisition Fund	7,883	7,883
Indicative allocation in support of the £258m HIF bid	21,800	21,800
<b>Housing Infrastructure: Total of all Awards and Allocations:</b>	<b>60,320</b>	<b>60,320</b>
<b>Associated 'Tail' for Approved Schemes in Development</b>	<b>24,500</b>	<b>24,500</b>
<b>Total</b>	<b>84,820</b>	<b>84,820</b>



**Business and Skills Projects – Awards and Allocations (£000s)**

	Jan 20	Mar 20
<b>Feasibility Studies</b>		
Talent Institutes	100	100
Visitor Economy/Regional Tourism	100	100
Cultural Strategy	50	50
CEIAG Research and Improvement Project	50	50
Building Employment and Enterprise Skills	20	20
Local CEIAG Action Research Activities	20	20
Apprenticeship Levy Maximisation	100	100
<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 and Infrastructure	746	1,026
Bath Riverline	150	150
Quantum Technologies Innovation Centre+	34,974	34,974
Energy Strategy Action Planning / Climate Change Planning	250	250
Working Well Institute	50	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	3,600
South Bristol Enterprise Support	30	483
Adult Education Budget	200	200
Centre for Digital Engineering Technology & Innovation	5,000	5,000
LIS Productivity Challenge Delivery Programme	2,737	2,737
<b>Allocations</b>		
Business and Skills allocation to be programmed up to 2023	18,257	18,257
<b>Business &amp; Skills: Total of all Awards and Allocations:</b>	<b>74,611</b>	<b>74,890</b>
<b>Associated Tail for Schemes in Development</b>	<b>17,904</b>	<b>22,804</b>
<b>Total</b>	<b>92,515</b>	<b>97,694</b>

## Appendix 2

### Projects Seeking Feasibility and Development Funding

#### Metrobus Consolidation Package

The metrobus consolidation scheme is a package of interventions aimed at improving operational performance of the metrobus network and has been developed in conjunction with metrobus operators based on collective experience. The package will include new or extended bus priority, new bus stops, traffic signal priority and other highway amendments aimed at improving the reliability and punctuality of metrobus services. A [Feasibility and Development Funding Application Form](#) has been submitted by WECA seeking **£300,000** in 2020/21 to progress the package through to submission of Full Business Case in October 2020. The funding can be accommodated from within the tail of funding for this project.

#### Manvers Street Regeneration

Bath and North East Somerset Council are promoting the regeneration of Bath Quays as the City's principal new employment zone within the Bath City Riverside Enterprise Area. The next stage of this work is to enable the regeneration of Manvers Street Car Park and the wider area. On this basis a [Feasibility and Development Funding Application Form](#) has been submitted seeking **£250,000** which can be accommodated from the allocation for Strategic Transport Interventions (£190,000) and other funding calls reprofiled to 23/24 (£60,000). This funding will support two deliverables - an OBC to resolve the structural issues associated with the vaults below Manvers Street (extending from Grand Parade to Dorchester Street) in December 2020, and an Infrastructure Masterplan for that quadrant of the city centre.

#### Strategic Rail Investment

Within the £350m investment programme approved in July 2019 there was an assumption that funding would be required to support Strategic Rail Investment and in particular the development of a 10 Year Plan, and 25 Year Strategic Outline Business Case (SOBC) for the region, to be developed in collaboration with Network Rail. A [Feasibility and Development Funding Application](#) has been submitted by WECA for up to **£250,000** to support the delivery of a 10 Year Plan and 25 Year SOBC, including the following activity:

- Project Management and delivery of a 10 Year Plan for Rail investment to be delivered for approval at WECA Committee, December 2020
- Work to commission the 25 Year SOBC, including delivery of Phase 1 of that exercise, scoping all options for review with the completion of the SOBC by March 2022.

Network Rail will also be allocating resources to this programme. The detailed scope of these activities is to be signed off by WECA Director of Infrastructure in consultation with West of England Directors.

#### Improving Access to Bath from the East

The need to reduce the number of car trips into Bath from the east has been a long standing aim and is identified in the Local Plan and the draft Joint Local transport Plan 4. A [Feasibility and Development Funding Application](#) has been submitted by Bath & North East Somerset Council seeking **£200,000** to assess the feasibility of a Chippenham to Bath, West of England Style metro bus offer with local Park and Rides, linked bus services and cycle routes. The study will also consider options for the service to serve local towns and villages along the route with linkage to other key destinations and key sites in Bath such as the Royal United Hospitals and University. The output of this work will be an options assessment and final report in October 2020. The funding can be accommodated from the tail of funding for bus infrastructure improvements.

## Appendix 3

### Change Requests for Schemes within the Current Programme

- **MetroWest Phase 2**  
**Milestones:** Milestones under review.  
**Spend:** Reprofiting of £3.062m from 19/20 to 20/21 [Revised capital profile £152k 19/20, £1.911m 20/21 and £3.062m 21/22, total £5.125m].
- **Cribbs Patchway New Neighbourhood Cycle Links**  
**Milestones:** Delay of 3 months for completion of the Hayes Way Cycle Path and 2 months for completion of the project overall (to Mar 21).  
**Spend:** Reprofiting £653k from 2019/20 to 20/21 [Revised profile £494k 19/20 and £2.631m 20/21].
- **A420 to Bath Highway Improvements**  
**Milestones:** 10 months delay to submission of Full Business Case (to Sep 21).  
**Spend:** Reprofiting £91k from 19/20 to 20/21 [Revised profile £109k to 19/20 and £91k 20/21, total £200k].
- **Somer Valley Transport and Development**  
**Milestones:** Delays to interim milestones and 9 months delay to completion of off site infrastructure (to Aug 22) and 8 months for on site infrastructure (Aug 23).  
**Spend:** Reprofiting £126k from 19/20 to 20/21 [Revised profile £304k 19/20 and £722k 20/21, total £1.026m].
- **HIF Bristol Temple Meads to North Keynsham Strategic Growth Corridor OBC**  
**Milestones:** Delay of 12 months for approval of bid (to Sep 20).  
**Spend:** Reprofiting of £242k from 19/20 to 20/21 [Revised profile £742k to 19/20 and £242k 20/21, total £1m].
- **HIF Outline Development Work**  
**Milestones:** Delay of 2 months to a number of milestones including final milestone commence communication and engagement activities (to May 20).  
**Spend:** Reprofiting of £1.033m from 19/20 to 20/21 [Revised profile £667k 19/20 and £1.033m 20/21, total £1.7m]
- **Mass Transit including Bath Transport Study and Movement Study** – reprofiting of £20k from 19/20 to 20/21 [Revised profile £180k 19/20 and £1.32m 20/21, total £1.5m]
- **Wraxall Road Roundabout Signal Scheme** – reprofiting of £1.063m from 19/20 to 20-/21 [Revised profile 19/20 £535k]
- **Hicks Gate Roundabout**  
**Milestones:** Delay of 10 months for submission of Full Business Case (to Oct 21).  
**Spend:** Reprofiting £113k from 19/20 to 20/21 [Revised profile £347k to 19/20 and £113k 20/21, total £460k].

- **Bedminster High Street** - additional match funding of £60k secured from Bedminster BID and the 5 landowners/developers for development of a draft Masterplan for Bedminster Town Centre
- **High Streets B&NES Pilots**  
**Milestones:** 3 months delay to completion of pilots (to Jun 2020)  
**Spend:** Reprofiting of £122k from 19/20 to 20/21 [Revised profile £158k to 19/20 and £122k 20/21, total £280k]
- **Cultural Strategy**  
**Milestones:** 4 months delay to publication of strategy and 1 month to completion overall (to May 20).  
**Spend:** Reprofiting of £14k from 19/20 to 20/21 [Revised profile £37k to 19/20 and £13k 20/21, total £50k]
- **Charfield Station**  
**Milestones:** Delay of 2-3 months to interim milestones and 2 months to final milestone (to Mar 2021).  
**Spend:** Reprofiting of £245k from 19/20 to 20/21 [Revised profile £375k to 19/20, £812k 20/21 and £13k 21/22, total £1.2m]
- **Winterbourne/Frampton Cotterell Bypass and Coalpit Heath/ Westerleigh Bypass** - reprofiting of £103k from 19/20 to 20/21 [Revised profile £310k to 19/20 and £103k 20/21, total £413k]
- **West of England Institute of Technology** - delays to interim milestones of up to 6 months with no impact on completion (Mar 2021).
- **Bristol Temple Meads Eastern Entrance** - reprofiting of £261k from 19/20 to 20/21 [Revised profile £470k 19/20, £1.6m 20/21 and £430k 20/21, total £2.5m]
- **Strategic Park & Ride**  
**Milestones:** one month delay to Option Assessment Report (to Jul 20) and three months to Outline Business Case (Dec 20).  
**Spend:** Reprofiting £300k from 19/20 to 20/21 [Revised profile £50k 19/20, £300k 20/21 and £150k 21/22].
- **Local Walking and Cycling Infrastructure**  
**Milestones:** A three month delay to the production of the Outline Business Case (to Apr 20).  
**Spend:** Reprofiting of £75k from 19/20 to 20/21 [Revised profile £25k 19/20 and £75k 20/21, total £100k].
- **Visitor Economy** - Reprofiting £8k from 19/20 to 20/21 [Revised profile £92k to 19/20 and £8k 20/21, total £100k].
- **Regional Tourism Pilot** - Reprofiting £70k from 19/20 to 20/21 [Revised profile £10k 19/20 and £70k 20/21, total £80k].

- **Contactless On Bus Card Payment** – Bringing forward £70k of funding from 20/21 to 19/20 [Revised profile £319k 19/29 and £97k 20/21].
- **Strategic Masterplanning** – Delay of 3 months for development of work programme (to Mar 20) and 5 months for recruitment of lead (Apr 20).
- **Yate Urban Living Opportunity Area** – Reprofile of £160k from 19/20 to 20/21 [Revised profile £40k 19/20, £400k 20/21 and £60k 21/22, total £500k].
- **Workforce for the Future**  
**Milestones:** Delay of 5 months to award of grant to successful consortia (to May 20) and commence delivery (Jun 20) and 3-4 months for subsequent milestones including completion (Jul 23).  
**Spend:** Reprofile of £410k from 19/20 to 20/21 [Revised profile £2.186m 20/21, £1.435m 21/22 and £379k 22/23, total £4m].
- **Integrated Smart Ticketing** – Reprofile of £10k from 19/20 to 20/21 [Revised profile £70k 19/20 and £230k 20/21, total £300k].
- **Energy Strategy**  
**Scope:** Revised scope to include delivery of initiatives that will have an immediate effect on the reduction of emissions and creation of a resilient energy system. Monitoring and evaluation arrangements to be finalised.  
**Spend:** Reprofile of £250k from 20/21 to 21/22 [Revised profile £120k 20/21 and £130k 21/22, total £250k].
- **START (formerly Working Well Institute)** - 3 months delay to final milestone of operational model (to Feb 20).
- **Talent Institutes** - Reprofile £8k from 19/20 to 20/21 [Revised profile £12k to 19/20 and £8k 20/21, total £20k]

## Appendix 4 - Business Case Assessment Summary Table

Scheme Details		Appraisal Summary		Recommendation/ Conditions	
<b>Project Name</b>	<b>A4174/ Wraxall Road Roundabout Signal Scheme</b>	<b>Strategic Case</b>	<p>Wraxall Road Roundabout is located on the A4174 Avon Ring Road in South Gloucestershire south-east of Kingswood and north-west of Cadbury Heath. The northern and southern arms of the roundabout are the dual carriageway A4174. The side-road arms of Wraxall Road Roundabout are Wraxall Road to the west and Tower Lane to the east.</p> <p>This junction currently experiences congestion during weekday peak hours, particularly during the evening peak, and is forecast to experience severe congestion in future. The A4174, which passes through the roundabout, is a key strategic route providing a link between the A4 and Bath in the south to the M32 and the M4. The route also provides access to new housing and employment areas such as the Bristol and Bath Science Park.</p> <p>This scheme forms part of a Major Route Network proposal submitted to DfT embracing a number of junctions on the A4174 and forms the required 15% local contribution to the works.</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

## ITEM 15


<b>Date of Submission</b>	10/1/20	<b>Economic Case and Value for Money</b>	<p>The scheme presents a BCR of 4.9 representing 'very high' value for money.</p> <p>No modelling for the Inter Peak period has been undertaken and given lower flows during this period it is likely that the scheme will result in disbenefits for some users (due to introduction of signalisation). The final value money statement should be updated to reflect this and be reported to a future Committee.</p> <p>Based on the proportions in the 2014 SGC Infrastructure Delivery Plan it is estimated that local highway improvements represent 30% of the infrastructure requirement to unlock job and housing growth in the vicinity of the junction. On the basis this scheme represents the only such improvement it is estimated the scheme unlocks 51 gross new jobs and 224 dwellings.</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>	<b>Grant Award</b>	£5.198m Investment Fund (beyond £1.688m already awarded)
<b>Funding Requested</b>	£6.887m (profiled £625k 19/20; £2.194k 20/21; £4.038 21/22 and £30k 2023+)				
<b>Total Scheme Cost</b>	£6.983m (Design £500k; Project Management £448k; Construction £4.475m; Risk £1.53m and Monitoring and Evaluation £30k)	<b>Risk</b>	<p>A Quantified Risk Assessment has been undertaken which has provided a risk allowance of £1.53m at the mean probability, 22% of the overall cost. This presents a lower level of risk budget than with other major schemes recently approved such as Cribbs Patchway MetroBus Extension and MetroWest Phase 2 where the P80 value was used. This lower risk allowance is accepted noting the risk of cost overrun sits with the Council.</p> <p>Highest rated risks include the possible requirement for additional structural works; maintaining stakeholder acceptance; restrictions on access and working methods; unknown live or abandoned utilities; and unforeseen ground conditions resulting in delay and cost increase.</p>	<b>Grant Recipient</b>	South Glos Council

## ITEM 15

<b>Match Funding %</b>	1%	<b>Delivery</b>	<p>The scheme can be delivered under permitted development and no land acquisition is required.</p> <p>Match funding of £96k is to be provided by the Council.</p> <p>The construction of the scheme will be undertaken by the Council's StreetCare team.</p> <p>It is planned to start construction in July 2020 with completion in August 2021.</p> <p>An indicative programme for the various Ring Road works including all committed works, Hicks Gate and potential MRN schemes should be provided so that interrelationships and potential impact on programme can be understood.</p>	<b>Payment Basis</b>	Quarterly in arrears on defrayed expenditure
<b>Scheme Description</b>				<b>Recommendation to WECA Committee</b>	Approval subject to conditions
<p>The proposed scheme consists of modification of the existing uncontrolled roundabout layout to a fully signal-controlled 'through-about' arrangement. Specifically, it comprises the following elements:</p> <ul style="list-style-type: none"> <li>• Widening of the A4174 approaches to three lanes with four lanes at entry with three lanes providing high capacity for the dominant A4174 through-traffic movement.</li> <li>• Provision of a three-lane highway link for A4174 through-traffic across the middle of the roundabout.</li> <li>• A merge on exit arrangement for A4174 through-traffic from three lanes to two over a distance of some 100m.</li> <li>• Traffic signals at each entry and conflict point would manage the flow of traffic safely and efficiently.</li> </ul>				<b>Conditions of Approval</b>	<ul style="list-style-type: none"> <li>a) Finalising the economic case</li> <li>b) Finalising the Monitoring and Evaluation Plan</li> </ul>



Record of Approval

<b>WECA S151 Officer</b>		<b>WECA Committee</b>	
<b>Name</b>	Malcolm Coe	<b>Date of Meeting</b>	20 March 2020
<b>Date</b>	9 March 2020	<b>Decision</b>	
<b>Signature</b>			

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**WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**ITEM 16**

**20 MARCH 2020**

**REPORT SUMMARY SHEET**

**ADULT EDUCATION BUDGET (AEB) – APPROACH AND DRAFT ALLOCATIONS FOR THE 2020/21 ACADEMIC YEAR**

## **Purpose**

To set out the proposed approach for the management and administration of the devolved AEB for the 2020/21 academic year; and to propose draft provider allocations for the 2020/21 academic year.

## **Summary**

This report includes the following key information:

- A summary of the AEB powers and related funding devolved to the Combined Authority. The Department for Education has confirmed that the authority's AEB budget for 2020/21 is £15.3m. This is an increase of £583,682 compared to the 2019/20 allocation.
- The proposed approach for 2020/21 is to start to deliver changes to support the delivery of the Local Industrial Strategy and Employment and Skills Plan, whilst also continuing the focus on provider stability and working positively with the provider base.
- The full detail of the proposed approach is set out at Appendix 1.
- The proposed 2020/21 allocations are set out at Appendix 2.

## **Recommendations**

Members of the Combined Authority Committee are asked to approve:

1. The proposed approach for the management and administration of devolved AEB for the 2020/21 academic year.
2. The proposed draft provider AEB allocations for the 2020/21 academic year.
3. The request to provide delegated authority to the WECA Chief Executive, in consultation with the Chief Executive Officers of WECA's constituent authorities to:
  - a. Confirm final provider allocations once agreed provider curriculum delivery plans are in place.
  - b. Make in-year exceptions funding decisions.
  - c. Make in-year growth funding decisions.

- d. Make decisions on provider re-allocations at mid-year and end-of-year points.
- e. Make decisions relating to distribution of funding for continuing learners.
- f. Make decisions relating to procurement of WECA's devolved provision.

**Contact officer:** Stephen Bashford

**Position:** Head of Business & Skills

**Email:** Stephen.Bashford@westofengland-ca.gov.uk

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

**DATE: 20 MARCH 2020**

**REPORT TITLE: ADULT EDUCATION BUDGET – APPROACH AND  
DRAFT ALLOCATIONS FOR THE 2020/21 ACADEMIC YEAR**

**DIRECTOR: STEPHEN BASHFORD**

**AUTHOR: HENRY LAWES**

#### **Purpose of Report**

1. To provide the WECA Committee with details of the proposed approach for the management and administration of the devolved Adult Education Budget (AEB) for the 2020/21 academic year.
2. To provide the WECA Committee with the proposed draft provider AEB allocations for the 2020/21 academic year.

#### **Recommendation**

Members of the WECA Committee are asked to approve:

3. The proposed approach for the management and administration of devolved AEB for the 2020/21 academic year.
4. The proposed draft provider AEB allocations for the 2020/21 academic year
5. The request to provide delegated authority to the WECA CEO, in consultation with CEO's of WECA's constituent authorities to:
  - 5.1. Confirm final provider allocations once agreed provider curriculum delivery plans are in place.
  - 5.2. Make in-year Exceptions funding decisions
  - 5.3. Make in-year growth funding decisions
  - 5.4. Make decisions on provider re-allocations at mid-year and end-of-year points.
  - 5.5. Make decisions relating to distribution of funding for continuing learners.
  - 5.6. Make decisions relating to procurement of WECA's devolved provision

## **Background / Issues for Consideration**

### The Adult Education Budget:

6. The AEB funds are for the delivery of education and skills provision delivered to individuals aged 19+. In terms of devolution this budget is expected to cover a number of elements including:
  - 6.1. Statutory Entitlements
  - 6.2. Other AEB (Formula Funded)
  - 6.3. Non-Formula Funded Community Learning
  - 6.4. Learner and Learning Support
7. Historically management and distribution of AEB has been the remit of the Education and Skills Funding Agency (ESFA) or its predecessors.
8. AEB has been allocated to a range of providers of education/skills provision. These have included: Further Education Colleges, Local Authorities, Independent Training Providers and Voluntary and Community Sector Organisations.
9. In terms of the WECA area Adult Education supports delivery of the West of England Local Industrial Strategy (LIS) and associated Employment & Skills Plan (E&SP). The E&SP in particular has multiple linkages to the AEB and Adult Education more broadly, and this is particularly key in terms of the inclusive economic growth elements.

### Devolution of Powers and Funding:

10. The devolution of powers and funding to address the provision of adult skills (currently known as Adult Education Budget) from government was part of the West of England Devolution deal. There are several potential advantages for West of England residents and learners to devolving control of AEB from central government including:
  - 10.1. Improved coordination of adult learning outcomes with wider local priorities and the specific needs of local public and private sector employers;
  - 10.2. Introduction of new flexible funding rules based on agreed local outcomes and enabling improved responsiveness such as multiple year funding agreements
  - 10.3. Potential enhanced value for money locally via rationalisation, reduced duplication and greater transparency leading to improved economies of scale in the provider base and a more rigorous measurement of local outcomes
  - 10.4. Ability to retain any underspend from the allocation.
11. Adult Education provision funded through WECA's devolved powers and funding started on the 1st August 2019.
12. WECA identified 2019/20 as being a transition year with the aim of attempting to minimise as much as possible destabilisation of either providers or learners. Therefore, in line with the Skills Advisory Board recommendation, WECA has focused on delivering a no change (with additional scrutiny) option. This includes (but is not exclusive to) maintaining the national funding rules for an additional

year and supporting the transfer of as much as possible of the 2017/18 provider base to devolved funding arrangements (via application).

13. From the 2020/21 academic year onwards WECA are not bound by the transitional year arrangements and are able to implement more wide ranging and beneficial changes to the management and administration of devolved AEB.

#### Confirmed 2020/21 Devolved AEB Allocation

14. On the 5<sup>th</sup> Feb 2020 DfE confirmed the 2020/21 WECA AEB budget as being £15.3m for the academic year. This figure is calculated using performance data from the 2017/18 academic year.
15. The confirmed budget represents an increase of £583,682 on WECA's 2019/20 allocation. This is due to:
  - 15.1. £364,800 - Funding for continuing learners which, during the 2019/20 academic year, was held by the Education and Skills Funding Agency (ESFA) as part of the move from national to devolved arrangements.
  - 15.2. £116,282 - Funding released due to reduction in funding for the national traineeships programme.
  - 15.3. £102,600 - Funding to support the National Retraining Scheme (NRS).

#### Proposed approach to the 2020/21 Academic Year:

16. WECA will use the 2020/21 academic year to start to deliver changes which will support delivery of the LIS and associated E&SP. At the same time WECA will continue to have a focus on provider stability and working positively with the provider base.
17. WECA will use 2020/21 to start the development of a system (constructed and commissioned) approach to devolved AEB in the WECA area. This will then be enhanced and developed during 2021/22 academic years and beyond.
18. Whilst WECA will make system changes for 2020/21 these will mainly be focused on changes which do not require significant alteration to the national AEB funding rules. However, some alteration to the funding rules can be expected.
19. WECA will continue the grant funded approach for the majority of providers (exceptions would include, but not limited to, procured provision and issues relating to State Aid) whilst preparing the ground for a blended grant and procurement approach from the 2021/22 academic year onwards. This preparatory activity will include a limited amount of procurement.
20. WECA will continue to ensure that the ILR remains the key instrument for recording delivery during 2020/21 and will continue to seek to work with the ESFA on data related issues.
21. WECA will continue to develop a smaller (compared to historical numbers) provider base combined with the utilisation of sub-contracting.

22. An explanation of the specific approach and changes that WECA are proposing to make are contained in appendix 1.

Split of Budget:

23. The proposed split of the 2020/21 AEB budget is as follows:

<b>Budget Line</b>	<b>Value (£)</b>	<b>% of Overall Budget</b>
Provider Allocations	14,217,073	93%
Continuing Learners from 2019/20	364,800	2%
Procured Adult Education Activity	116,282	1%
National Retraining Scheme Support Activity	102,600	1%
WECA Management and Administration	520,000	3%
<b>TOTAL</b>	<b>15,323,080</b>	<b>100%</b>

24. Explanation of these budgetary lines is as follows:

- 24.1. Provider Allocations: At 93% of the total AEB budget this represents the grant funding allocations to providers who will be able to deliver funded Adult Education provision to WECA residents during the 2020/21 academic year. The allocation by provider is based on the financial value of their WECA allocation for the 2019/20 academic year.
- 24.2. Continuing Learners from 2019/20: At 2% of the total AEB budget these monies will be used to fund continuing learners who started their provision during the 2019/20 academic year but will complete during the 2020/21 academic year.
- 24.3. Procured Adult Education Activity: At 1% of the total AEB budget this represents the funding that WECA will use to deliver limited procured provision during the 2020/21 academic year. This will also enable WECA to refine its procurement approach for Adult Education prior to the run in to the 2021/22 academic year.
- 24.4. National retraining Scheme Support Activity: At 1% of the total AEB budget this funding has been provided by the Department for Education to support National Retraining Scheme activity.
- 24.5. WECA Management and Administration: At 3% of the total AEB Budget this represents the funding required to manage and administer the devolved Adult Education Budget for the 2020/21 academic year.

Proposed Allocations:

25. During the 2020/21 academic year WECA are proposing to continue to fund the same group of providers that were funded during the 2019/20 academic year (bar any providers whose 2019/20 allocation was removed voluntarily or otherwise). This approach enables WECA to focus on development of the provider curriculum plan process whilst also ensuring continued stabilisation of the overall system and the associated provider base.



26. Overall for the 2020/21 academic year WECA are proposing to fund 30 providers in total. The financial value of the allocation for each provider will mirror the one agreed with the provider for the 2019/20 academic year.

27. WECA will distribute funding relating to continuing learners on the basis of the RO12/RO14 2019/20 data points so this funding covers actual delivery to learners.

28. The list of proposed allocations can be found in Appendix 2.

#### Split of Allocations By Provider Type:

29. The split of allocations by provider type is as follows:

Type	Volume		Value of Funding	
CIC	2	7%	£180,217	1%
FE College	16	53%	£11,563,071	81%
ITP	10	33%	£611,283	4%
LA	1	3%	£1,561,789	11%
VCSE	1	3%	£300,713	2%

#### Equalities Impact Assessment:

30. An Equalities Impact Assessment will be completed as part of the provider planning process. The results will be reported to the WECA CEO's Group.

#### Delegated Authority:

31. Delegated authority is requested for the WECA Chief Executive Officer, in consultation with CEO's of WECA's constituent authorities WECA's constituent authorities to:

- 31.1. Confirm final allocations once agreed provider curriculum delivery plans are in place.
- 31.2. Make in-year Exceptions funding decisions
- 31.3. Make in-year growth funding decisions
- 31.4. Make decisions on provider re-allocations at mid-year and end-of-year points.
- 31.5. Make decisions relating to distribution of funding for continuing learners.
- 31.6. Make decisions relating to procurement of WECA's devolved provision

32. All decisions taken under this delegated authority will be reported at the next WECA Committee meeting.

33. The delegated authority requested relates to the 2020/21 academic year only. If delegated authority is identified as necessary for the 2021/22 academic year this will be requested at the relevant point during 2021.

## **Consultation**

34. WECA has received legal advice that, based on the approach contained within this paper, there is no legal requirement to conduct a statutory consultation.

## **Other Options Considered**

35. Other options were considered (such as deeper, more far reaching changes away from the national approach). These were not put forwards as recommendations as they were not considered to adequately balance change versus impact when WECA has yet to complete a full year of devolved delivery.

## **Risk Management/Assessment**

36. RISK 1:

36.1. Risk: WECA's Management and Administration of devolved AEB causes a destabilisation of providers and learners.

36.2. Mitigation: The report, and associated recommendations, develop on from the approach taken during the 2019/20. The approach includes: allocations which are based on the allocations WECA made for the 2019/20 academic year and continuation of the majority relevant aspect of the national funding rules. Changes detailed for the year are intended to have a positive impact on the relevance and impact of devolved Adult Education provision.

## **Public Sector Equality Duties**

37. The public sector equality duty created under the Equality Act 2010 means that public authorities must have due regard to the need to:

37.1. Eliminate unlawful discrimination, harassment and victimization and other conduct prohibited by the Act.

37.2. Advance equality of opportunity between people who share a protected characteristic and those who do not.

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

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

38.1. Removing or minimising disadvantages suffered by people due to their protected characteristics.

38.2. Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.

38.3. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

39. 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.

40. An Equalities Impact Assessment will be conducted as part of the process of agreeing provider delivery plans with the provider base prior to the 2020/21 academic year.

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

41. The financial awards to providers, as recommended in this report, are within the budget provision available.

42. Processes applied for AEB are consistent with those applied through other WECA grant funding streams.

Advice given by: Malcolm Coe – WECA Director of Investment and Corporate Services

**Legal Implications:**

43. Legal Advice has been provided during the process of determining the approach and draft allocations for the 2020/21 academic year.

44. Further legal advice will be sought where appropriate either leading up to, or during, the 2020/21 academic year.

Advice given by:

Shahzia Daya - WECA Director of Legal Services

**Climate Change Implications**

45. On 19 July 2019, the West of England Combined Authority declared a climate emergency, recognising the huge significance of climate change and its impact on the health, safety and wellbeing of the region's residents. The Combined Authority is committed to taking climate change considerations fully into account as an integral part of its governance and decision-making process.

Each report/proposal submitted for Combined Authority / Joint Committee approval is assessed in terms of the following:

Will the proposal impact positively or negatively on:

- \* The emission of climate changing gases?
- \* The region's resilience to the effects of climate change?
- \* Consumption of non-renewable resources?
- \* Pollution to land, water or air?

Particular projects will also be subject to more detailed environmental assessment/consideration as necessary as part of their detailed project-

specific management arrangements

46. Taking the above specifically into account, please comment on any climate change implications arising as a result of this report, and include details of any mitigation: There are no direct climate change implications arising from this report. However, the provision delivered as a result of this funding could add to the region's resilience to the effects of climate change if for instance learners access (or are supported to access) courses which help develop skills relating to: carbon neutral technologies, ecologically friendly building techniques/methods etc.

### **Land/property Implications**

47. None arising as a result of this report.  
Advice given by: Malcolm Coe – WECA Director of Investment and Corporate Services

### **Human Resources Implications:**

WECA's staffing requirements in order to manage and administer the Adult Education Budget are accommodated through the split of the budget detailed above. It should be noted that despite an increase in overall funding, the administration and staffing allocation remains unchanged from the 2019/20 financial year.

Advice given by: Alex Holly – WECA Head of Human Resources

### **Appendices:**

Appendix 1 – Proposed approach to the management and administration of devolved AEB during the 2020/21 academic year

Appendix 2 – WECA proposed draft provider Adult Education Allocations for the 2020/21 academic year

### **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)

<p><b>Allocations Approach:</b></p> <ul style="list-style-type: none"> <li>• For the 2020/21 academic year WECA will work with the same provider base as during the 2019/20 academic year.</li> <li>• WECA will offer draft allocations equating to the same financial value that the provider received during the 2019/20 academic year.</li> <li>• The provider’s allocation will be confirmed, and the grant funding agreement issued, once their related delivery plan has been agreed with WECA (see below).</li> <li>• A lack of an agreed plan will result in the provider not receiving an allocation from WECA for the 2020/21 academic year.</li> </ul>	<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>• WECA is seeking to move away from a competitive/marketised approach to Adult Education and provide stability for the provider base.</li> <li>• For the 2020/21 academic year WECA will not have a full year’s worth of delivery data to consider to inform our approach. As such substantive revisions to funding amounts is not recommended as there would not be a solid evidence base to underpin the decisions.</li> <li>• Agreeing draft allocations in March 2020 enables WECA to concentrate on engaging with the provider base more fully and agreeing the provider delivery plans for 2020/21. This will result more effectively planned provision alongside stability for the provider base.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>• Providers understand earlier in the process whether WECA intends to fund them for the 2020/21 academic year.</li> <li>• Providers are able to focus on compiling, and agreeing with WECA, their associated delivery plans.</li> <li>• WECA is able to focus more fully on the delivery plan process and the details of each providers delivery/provision.</li> </ul>
<p><b>Provider Plans:</b></p> <ul style="list-style-type: none"> <li>• As part of the allocations process all providers will need to submit and</li> </ul>	<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>• Currently providers are not compelled to demonstrably plan Adult Education provision in relation to either</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>• Devolved Adult Education provision which is visibly planned, relates directly to the LIS and E&amp;S Plan and</li> </ul>

<p>agree a full delivery plan with WECA for their devolved provision.</p> <ul style="list-style-type: none"> <li>• For 2020/21 the plan will detail, and justify, the providers' proposed provision including: targeted learners, details of courses/provision to be delivered, where the provision will be located. Critically the plan will need to detail how the provision contributes to, and supports achievement of, the WECA Local Industrial Strategy and associated Employment and Skills Plan.</li> <li>• The plan would be agreed with WECA between March 2020 and July 2020.</li> <li>• A lack of an agreed plan will mean result in the provider not receiving an allocation from WECA for the 2020/21 academic year.</li> </ul>	<p>plans/strategies or geographies. It is not always clear how providers are targeting learners, determining provision and deciding delivery methods/locations.</p> <ul style="list-style-type: none"> <li>• WECA is seeking to fund providers whose devolved AEB provision demonstrably addresses the needs outlined in the WECA Local Industrial Strategy and particularly the WECA Employment and Skills Plan.</li> <li>• WECA is seeking to fund providers who can demonstrate that they fully understand the needs of (and the challenges faced by), residents, communities and employers in the WECA area.</li> </ul>	<p>is understandable to WECA, learners, employers and stakeholders.</p> <ul style="list-style-type: none"> <li>• Providers are supported to move to a more demonstrably planned and open/understandable delivery model.</li> </ul>
<p><b>Sharing of Provider Delivery Plans:</b></p> <ul style="list-style-type: none"> <li>• WECA will share the details of all agreed provider delivery plans throughout the devolved WECA provider base.</li> </ul>	<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>• Currently it is not necessary for providers to discuss and share their intended delivery with other providers. This can result in unnecessary duplication of provision in some areas while other areas are underserved.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>• An increase in joint working between providers and delivery of effectively planned provision.</li> </ul>

	<ul style="list-style-type: none"> <li>• WECA is seeking are more constructed and open Adult Education landscape in the WECA area where providers are aware of each other’s provision and can factor this in when planning their own.</li> <li>• WECA is also seeking a more joined up approach between providers to better support learners and employers especially in terms of progression through provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased support for learners especially in terms of progression and pathways through provision.</li> <li>• Identification of oversupply and undersupply in relation different communities/areas.</li> <li>• Reduction in unnecessary duplication. sWhere provision is duplicated this would be considered deliberate and necessary.</li> </ul>
<p><b>Low Wage Funding Rule:</b></p> <ul style="list-style-type: none"> <li>• WECA will consider and agree the wage threshold for the Low Wage Funding rule so that it is pegged at an impactful level for the WECA area.</li> </ul>	<p><b>Explanation:</b></p> <ul style="list-style-type: none"> <li>• Supporting employed individuals who are on low wages is aligned with WECA’s E&amp;S Plan and the aims of related programmes such as Future Bright.</li> <li>• The wage level within the national Low Wage Pilot is set at a national level.</li> <li>• WECA would like to ensure that the wage level set reflects the socio/economic conditions in the WECA area.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>• The wage threshold for the WECA Low Wage funding rule reflects the socio/economic needs of the local area.</li> </ul>

<b>Subcontracting:</b>	<b>Rationale:</b>	<b>Intended Impact:</b>
<ul style="list-style-type: none"> <li>• WECA will clearly articulate its view of, and approach to, subcontracting.</li> <li>• WECA will fully enforce the sub-contracting rules as contained within the overall Adult Education Funding Rules.</li> <li>• WECA will focus on positive sub-contracting e.g. which enhances delivery offers, enables niche provision, supports providers entering into/remaining in the market at low financial levels.</li> <li>• WECA will target for cessation sub-contracting practices which are focused on protecting allocations/drawing down management fees with little or no positive impact on the provider’s delivery offer.</li> <li>• As part of this approach WECA Adult Education providers will need to clearly articulate, and justify, the value of the management fee they charge their subcontractees.</li> </ul>	<ul style="list-style-type: none"> <li>• Subcontracting can be a valuable tool when used positively and progressively (e.g. enhance service offer, incorporate niche provision, support new providers into the market, support providers who are too small to be considered a prime)</li> <li>• Negative sub-contracting practices are sometimes evident (e.g. subcontracting only to protect the Prime provider’s allocation, subcontracting involving high and unjustified management fees, subcontracting which brings little/nothing to the service offer and does not benefit the learner). These types of practices do not maximise the benefit of AEB funding to learners, employers and communities in the WECA area.</li> <li>• Historically full enforcement of the AEB sub-contracting funding rules has not always taken place.</li> </ul>	<ul style="list-style-type: none"> <li>• Sub-contracting in devolved Adult Education has a wholly positive impact on individual Prime delivery, progress towards the LIS and E&amp;S Plan and overall diversity within the provider market.</li> <li>• Negative sub-contracting practices are curtailed.</li> </ul>



<p><b>Level 3 Provision:</b></p> <ul style="list-style-type: none"> <li>WECA will remove the funding rules prohibiting the delivery of Level 3 qualifications in the workplace/on employer premises.</li> </ul>	<p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>WECA are seeking to increase the attainment of level 3 skills within the WECA workforce.</li> <li>WECA are seeking to increase this attainment either directly through AEB funded delivery or through related next step provision.</li> <li>Increasing the amount of level 3 skills in the WECA area is detailed in the E&amp;S Plan.</li> <li>Enabling delivery of level 3 provision on employer premises has the potential to increase related skills levels. This is not currently permissible within the funding rules.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>WECA residents are better prepared to benefit from the economic opportunities available in the area.</li> <li>WECA employers are better able to access relevant level 3 skilled employees.</li> </ul>
<p><b>Distance Learning:</b></p> <ul style="list-style-type: none"> <li>Through the provider planning process WECA will focus on distance learning provision which is directly related to the needs of the LIS and E&amp;S Plan, improves access, broadens curriculum and complements face-to-face delivery.</li> </ul>	<p><b>Explanation:</b></p> <ul style="list-style-type: none"> <li>WECA recognises that distance learning can be an effective tool for supporting learners.</li> <li>WECA is aware that there is unnecessary duplication of distance learning offers.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>Devolved distance learning is impactful and directly relevant to the needs outlined in the LIS and E&amp;S Plan.</li> </ul>

<ul style="list-style-type: none"> <li>WECA will seek to reduce and remove unnecessary duplication of generic distance learning offers.</li> </ul>	<ul style="list-style-type: none"> <li>WECA is seeking to provide high quality and directly relevant Distance Learning whilst removing poor quality duplicated provision.</li> </ul>	
<p><b>Work Experience:</b></p> <ul style="list-style-type: none"> <li>WECA will seek to develop and test an approach, utilising learning aims, to enable work experience to be fundable through WECA’s devolved Adult Education funding.</li> </ul>	<p><b>Explanation:</b></p> <ul style="list-style-type: none"> <li>High quality work experience is considered a highly effective element of CEIAG.</li> <li>WECA would like to enable greater numbers of Adult Education learners to access high quality work experience.</li> <li>Currently supporting work experience is not permissible within the national funding rules.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>Greater flexibility is enabled for providers to offer effective support to unemployed and economically inactive residents seeking employment.</li> </ul>
<p><b>Limited Procurement:</b></p> <ul style="list-style-type: none"> <li>WECA will use the 2020/21 academic year as a very limited procurement test bed to prepare for a blended grant/procurement approach proposed for the 2021/22 academic year.</li> </ul>	<p><b>Explanation:</b></p> <ul style="list-style-type: none"> <li>During 2021/22 WECA will move to a blended grant funding/procurement model.</li> <li>WECA recognises the need to prepare for this procurement process in good time.</li> </ul>	<p><b>Intended Impact:</b></p> <ul style="list-style-type: none"> <li>WECA is more experienced in relation to, and better prepared for, more significant procurement in the 2021/22 academic year.</li> </ul>

	<ul style="list-style-type: none"><li>• A limited procurement exercise will enable practical preparation.</li></ul>	
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Appendix 2 – Devolved Adult Education Budget: Proposed Draft Allocations for the 2020/21 Academic Year

<b>Provider Name</b>	<b>2020/21 Allocation Value</b>
City of Bristol College	£5,839,150
South Gloucestershire and Stroud College	£2,257,514
Bristol City Council	£1,561,789
Bath College	£1,513,943
Weston College of Further and Higher Education	£1,036,526
WEA	£300,713
NCG (Trading as Kidderminster College)	£255,033
N-Gaged Training & Recruitment Limited	£252,441
Somerset Skills & Learning CIC	£142,453
Wiltshire College and University Centre	£140,432
Seetec Business Technology Centre Limited	£122,669
Bridgwater & Taunton College	£115,034
Gloucestershire College	£106,198
CJI Solutions Ltd	£102,473
Cornwall College Further Education Corporation (The Cornwall College Group)	£79,936
Capita plc	£66,693
Shrewsbury Colleges Group	£60,782
Templegate Training Academy C.I.C.	£37,764
DCG (formerly Derby College)	£33,068
Petroc	£30,144
Swindon College	£29,902
New College Swindon	£29,164
Learning Curve Group Limited	£20,563
Telford College	£18,887
RNN Group	£17,358
Babington Business College Limited	£16,970
South West Association of Training Providers	£16,699
London Learning Consortium	£7,470
National Star	£4,702
Riverside Training Limited	£603



**WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**ITEM 17**

**20 MARCH 2020**

**REPORT SUMMARY SHEET**

**APPOINTMENT OF INDEPENDENT MEMBER OF WECA AUDIT COMMITTEE**

### **Purpose**

To approve the appointment of the Independent Member of the Combined Authority's Audit Committee

### **Summary**

This report includes the following key information:

\* The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires the West of England Combined Authority to appoint to its Audit Committee at least one independent person.

\* The authority advertised for a suitable independent member in February 2020, with a closing date for applications of 21 February 2020.

\* Following an interview process, an offer was made to fill the vacancy to Mr Mark Hatcliffe. The Combined Authority Committee is requested to approve the appointment as required by the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 .

### **Recommendation**

Members of the Combined Authority Committee are asked to approve:

1. That Mr Mark Hatcliffe be formally appointed as an Independent Member of the WECA Audit Committee.
2. That the remuneration for the independent member be 1% of the Mayor's salary and be set at £650 per annum as previously recommended by the Independent Remuneration Panel and endorsed by the WECA Committee at its meeting on 31 January 2020.

**Contact officer:** Malcolm Coe

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

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

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

**DATE: 20 MARCH 2020**

**REPORT TITLE: APPOINTMENT OF INDEPENDENT MEMBER OF  
WECA AUDIT COMMITTEE**

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

**AUTHOR: TIM MILGATE, DEMOCRATIC SERVICES OFFICER**

### **Purpose of Report**

- 1 WECA Committee is requested to approve the appointment of an Independent Member of WECA Audit Committee following a successful recruitment.

### **Recommendation**

- That Mr Mark Hatcliffe be formally appointed as an Independent Member of the WECA Audit Committee;
- That the remuneration for the independent member be 1% of the Mayor's salary and be set at £650 per annum as previously recommended by the Independent Remuneration Panel and endorsed by the WECA Committee at its meeting on 31 January 2020.

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

- 2 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires the West of England Combined Authority to appoint to its Audit Committee at least one independent person.
  - 2.1 The Authority advertised for a suitable independent member in February 2020, with the closing date for applications on 21 February 2020.
  - 2.2 Interviews were held on the morning of Thursday 27 February 2020 by the Chair of the WECA Audit Committee (Cllr Geoff Gollop), the Vice-Chair of WECA Audit Committee (Cllr Tom Davies) and the Director of Investment and Corporate Services.

- 2.3 Following the interviews, an offer was made to fill the vacancy to Mr Mark Hatcliffe. WECA Committee is being requested to approve the appointed as required by the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 .

### **Consultation**

- 3 Internal Directors and Heads of Service have endorsed this proposal.

### **Other Options Considered**

- 4 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, paragraph 14(3) states:

“A combined authority must appoint to an audit committee at least one independent person”

- 4.1 Paragraph 14(5) states that:

A person may not be appointed under paragraph (3) unless—

- (c) the person’s appointment has been approved by a majority of the members of the combined authority.

### **Risk Management/Assessment**

- 5 Appointment of an Independent Member of the Audit Committee is a requirement of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

- 5.1 The successful applicant will be subject to the Members Code of Conduct and be required to complete a Declaration of Interest form.

### **Public Sector Equality Duties**

- 6 Recruitment of the Independent Member was subject to existing recruitment policies, rules and legislation.

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

- 7 WECA Committee has previously endorsed the remuneration for the independent member of WECA Audit Committee at its meeting on 31 January 2020.

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

### **Legal Implications:**

- 8 The appointment of an Independent Member of the Audit Committee is a requirement of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

Advice given by: Shahzia Daya, Director of Legal



### **Climate Change Implications**

9 There are no direct climate change implications arising from this report.

### **Land/property Implications**

10 There are no land or property implications arising from this report.

### **Human Resources Implications:**

11 The appointment was advertised during February 2020, with interviews being carried out by Cllr Gollop, Cllr Davies and Malcolm Coe on 27 February 2020.

12 Assuming that the appointment is endorsed by WECA Committee at its meeting on 20 March 2020, Mr Mark Hatcliffe will receive a remuneration of £650 per annum for his role.

13 The role of the Audit Committee is to provide independent assurance to the Combined Authority on its governance, internal control and risk management arrangements and to oversee the statutory financial reporting process. The Committee meets up to four times a year, and on an 'exception' basis as required.

14 The WECA Audit Committee will choose a Chair from amongst its members at the first meeting in each municipal year. There is no requirement for the independent member to be the Chair. Were the independent member to be appointed as Chair there would be no additional remuneration available.

Advice given by: Alex Holly, Head of People and Assets

### **Appendices:**

None

### **Background papers:**

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)

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