

A meeting of the  
**WECA Overview & Scrutiny Committee**

will be held on

**Date: Wednesday, 7 October 2020**

**Time: 10.30 am**

**Place: Zoom virtual meeting, to be broadcast on the WECA YouTube channel**

Please note: the 7 October WECA Overview & Scrutiny Committee will be broadcast at this link:  
<https://youtu.be/yxtCm9KrwI>

Notice of this meeting is given to members of the WECA Overview & Scrutiny Committee as follows:

Cllr Brian Allinson, South Gloucestershire Council  
Cllr James Arrowsmith, South Gloucestershire Council  
Cllr John Ashe, South Gloucestershire Council  
Cllr Stephen Clarke, Bristol City Council  
Cllr Winston Duguid, Bath and North East Somerset  
Cllr Geoff Gollop, Bristol City Council  
Cllr Gary Hopkins, Bristol City Council  
Cllr Carole Johnson, Bristol City Council  
Cllr Brenda Massey, Bristol City Council  
Cllr Hal MacFie, Bath and North East Somerset Council  
Cllr Mhairi Threlfall, Bristol City Council

Copies to North Somerset Council representatives: Cllr Mike Bird, Cllr Peter Crew, Cllr Huw James

**Enquiries to:**

Ian Hird  
Democratic Services & Scrutiny Manager  
Email: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)  
Tel: 07436 600313

**Members of the public may:**

- Attend all WECA Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five clear working days before the date of the meeting
- Inspect agendas, reports and minutes of all WECA Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period of up to four years from the date of the meeting.
- Have access to a list setting out the decisions making powers the WECA has delegated to their officers and the title of those officers.
- For further information about this agenda or how the authority works, please contact Democratic Services, telephone 07436 600313 or e-mail: [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

# AGENDA

## 1. WELCOME AND INTRODUCTIONS

## 2. APOLOGIES FOR ABSENCE

## 3. DECLARATIONS OF INTEREST

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 MEETING

5 - 10

To confirm the minutes of the meeting of the committee held on 17 June 2020 as a correct record.

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

Note: WECA virtual public committee meetings are currently being arranged as 'Zoom' video conferencing meetings, broadcast on the WECA YouTube channel.

Please note: the 7 October WECA Overview & Scrutiny Committee will be broadcast at this link: <https://youtu.be/yxtCm9KrwI>

### WRITTEN PUBLIC QUESTIONS

1. Any member of the public can submit a maximum of two written questions to this WECA virtual public committee meeting.
2. The deadline for the submission of questions is 5.00 pm, at least 3 clear working days ahead of a meeting. For the 7 October meeting of the WECA Overview & Scrutiny Committee, the deadline for questions is 5.00 pm on Thursday 1 October.
3. Questions should be addressed to the Chair of the committee and e-mailed to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)
4. 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.
5. Please note - under WECA committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.
6. Questions and replies will be circulated to committee members in advance of the meeting and published on the WECA website.

### PUBLIC STATEMENTS

1. Any member of the public may submit a written statement (or petition) at a WECA virtual public committee meeting.
2. Please note that one statement per individual is permitted.
3. Statements must be submitted in writing and received by the deadline of 12 noon on the working day before the meeting. For the 7 October meeting of the WECA Overview & Scrutiny Committee, the deadline for statements is 12 noon on Tuesday 6 October. Statements should be emailed to [democratic.services@westofengland-ca.gov.uk](mailto:democratic.services@westofengland-ca.gov.uk)

4. Statements will be listed for the meeting in the order of receipt. All statements will be sent to committee members in advance of the meeting and published on the WECA website.

5. Please note – if any member of the public wishes to ‘attend’ the virtual meeting to orally present their statement, they are asked please to notify the WECA Democratic Services team of this by 12 noon on the working day before the meeting at latest.

6. 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 30 minutes. Within the time available, every effort will be made to enable individuals to verbally present their statements; at the discretion of the Chair, speaking time may sometimes be reduced depending on how many public items are received.

**6. CHAIR'S BUSINESS / ANNOUNCEMENTS**

**7. REVIEW OF 9 OCTOBER WECA COMMITTEE AND JOINT COMMITTEE REPORTS** 11 - 22

**8. INFORMATION ITEM - FORWARD PLAN FOR WECA COMMITTEE AND JOINT COMMITTEE** 23 - 30

## West of England Combined Authority WECA Overview & Scrutiny Committee

Wednesday, 17 June 2020, 10:30 am  
Zoom virtual meeting, broadcast on the WECA YouTube channel

### Present:

Cllr Brian Allinson, South Gloucestershire Council	Cllr Gary Hopkins, Bristol City Council
Cllr James Arrowsmith, South Gloucestershire Council	Cllr Carole Johnson, Bristol City Council
Cllr Stephen Clarke, Bristol City Council (Chair)	Cllr Brenda Massey, Bristol City Council
Cllr Winston Duguid, Bath and North East Somerset	Cllr Hal MacFie, Bath and North East Somerset Council
Cllr Geoff Gollop, Bristol City Council	Cllr Mhairi Threlfall, Bristol City Council

### Present from North Somerset

Cllr Mike Bird, Cllr Peter Crew, Cllr Huw James

### Officers in attendance:

Shahzia Daya, Director of Legal & Democratic Services	Jess Lee, Head of Policy & Strategy
David Carter, Director of Infrastructure	Ian Hird, Democratic Services & Scrutiny Manager
Stephen Bashford, Director of Business & Skills	

### Apologies:

Cllr John Ashe, South Gloucestershire Council

## Minutes

1	<b>WELCOME AND INTRODUCTIONS</b>  The Chair welcomed everybody to the meeting which was being held virtually and streamed live via the Authority's Youtube channel.
2	<b>APOLOGIES FOR ABSENCE</b>  An apology for absence had been received from Cllr John Ashe.
3	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest.
4	<b>MINUTES OF PREVIOUS MEETING</b>  Ian Hird, Democratic Services & Scrutiny Manager, confirmed that the last meeting on 18 March 2020 had been inquorate and therefore no formal minutes had been taken. However, the minutes of the meeting held on 29 January 2020 had been recirculated for approval together with the Committee's comments on the WECA Committee reports from March.  <b>Agreed:</b> That the minutes of the meeting held on 29 January 2020 be agreed as a correct record and signed by the Chair.
5	<b>ITEMS FROM THE PUBLIC (QUESTIONS; STATEMENTS; PETITIONS)</b>  The following statements were received:

	<ol style="list-style-type: none"> <li>1. David Redgewell – Transport issues</li> <li>2. Alison Allan – Climate Emergency Action Plan</li> <li>3. Gordon Richardson – Protecting disabled passengers - social distancing on buses and trains</li> <li>4. Cllr Geoff Gollop – Item 19 - Cycling and Walking Infrastructure Plan specifically; Other items generally on WECA committee agendas</li> <li>5. Dave Andrews – Trams</li> <li>6. Gavin Smith – West of England bus strategy / rapid transit</li> <li>7. Cllr Clive Stevens – West of England Bus Strategy</li> <li>8. Christina Biggs – Covid-19; MetroWest; Joint Local Transport Plan</li> <li>9. Dick Daniel – Sustainable transport improvements</li> </ol> <p>David Redgewell, Cllr Geoff Gollop, Gavin Smith, Cllr Clive Stevens, Christina Biggs and Dick Daniel all addressed the committee in person.</p> <p>In addition, one question had been submitted and the response had been circulated prior to the meeting:</p> <ol style="list-style-type: none"> <li>1. Alan Morris - Funding of walking and cycling measures.</li> </ol> <p>All statements and the question and reply were published on the Authority’s website.</p>
6	<p><b>CHAIR’S BUSINESS / ANNOUNCEMENTS</b></p> <p>The following points were raised in relation to the public statements:</p> <ul style="list-style-type: none"> <li>• It was reported that there should be more opportunity for Councillors to feed into and lead the various issues coming forward, specifically on transport and to try to avoid situations where Councillors were not kept informed. There was a sentiment expressed by several councillors that the volume of reports and paperwork coming through made effective scrutiny of items difficult and this could be something that the Scrutiny Committee Sub-Groups could look at in more detail. It could also be an issue for discussion at a future informal meeting. Members were assured that the processes included early publication of agenda papers and full scrutiny of reports via the Authority’s Boards. The change in the frequency of meetings meant that the meetings had more business when they came around.</li> <li>• Several points were also made about inaccuracies of labelled roads and geographical areas in the report on the Local Cycling and Walking Infrastructure Plan and it was asked whether these could be rectified; it was noted that inaccuracies in the report would be corrected in advance of the WECA / Joint Committee meeting;</li> <li>• Members asked whether the Committee’s Sub-Groups could be formalised and also requested that the councillors from constituent authorities be informed of proposals affecting their wards. This last point would form part of the Committee’s formal comments to the WECA / Joint Committee.</li> </ul>

## REVIEW OF 19 JUNE WECA COMMITTEE AND WEST OF ENGLAND JOINT COMMITTEE REPORTS

WECA Overview and Scrutiny Committee discussed the content of the reports for the upcoming WECA Committee and Joint Committee being held on Friday 19 June 2020.

The Committee received presentations on the reports from Jess Lee, Head of Policy & Strategy (on the Covid-19 crisis update), David Carter, Director of Infrastructure (Transport reports) and Malcolm Coe, Director of Finance (Finance reports). The following comments were raised:

- Members asked whether the Regional Economic Recovery Taskforce meeting minutes could be made available. The Taskforce was leading action on the regional economic recovery response, which included lobbying government across the different business sectors, with other work going on through the M9 and other groups. The Mayors and Leaders were all part of the Taskforce. It was confirmed that scrutiny of LEP Board formed part of the Committee's functions;
- Councillors asked whether a package of materials could be sent out in respect of the help offered through the Future Bright Programme;
- The Committee urged that all Local Authorities and the regional Authority all work together to ensure the economic recovery be as smooth as possible;
- Members were concerned that the culture and creative sectors and retail and agricultural industries be included in any future planning;
- The Climate Emergency Action Plan would be worked up in conjunction with the Covid-19 recovery plan;
- The WECA Committee was being requested to update the Boards' and Committees' Terms of References to embed Climate Emergency into all the Authority's decision-making processes;
- The changes in transport use had seen an effect on air quality with noticeable changes in peak time traffic, although there was a chance that congestion could be higher than previously when people returned to their workplaces. There was a challenge in matching demand with supply on local buses;
- Members asked for data on the number of people wearing face masks on public transport, although it was acknowledged that legal enforcement was difficult and social distancing was difficult for some users without internal changes to the interior of the buses;
- It was welcomed that the Bus Strategy would be reviewed in 18 months' time;
- There were concerns that a consultation was planned on the Spatial Development Strategy during May and June 2021 which coincided with mayoral and local elections;
- It was asked that "Park and Cycle" sites and cycle parking at bus stops be considered in future planning;
- That WECA be asked to consider the relationship between consultation and development of strategies;
- That geographic names replace the Metrowest 1, 2, 2A, etc. descriptions in future;
- The public confidence and mood was likely to change when a vaccine or cure was discovered;
- The Committee stated that they felt that the comments made previously on the Climate Emergency work had not been adequately captured in the update report and that the level of urgency be taken more seriously;
- The Committee asked that Mayor Bowles attend a future meeting. It was confirmed that all the Mayors and Leaders would be invited to a specific future meeting for a discussion on the climate emergency;
- WECA was providing short term loans to constituent authorities if needed;
- WECA had been working closely with the local authorities with emergency funding but

	<p>would be looking at the second tranche recovery loan key areas via the taskforce meetings to set the criteria;</p> <ul style="list-style-type: none"> <li>• It was confirmed that no WECA Funds were deposited with Bristol Credit Union;</li> </ul> <p><b>Agreed:</b></p> <p>(1) That the Committee’s comments on the WECA / Joint Committee reports be agreed in consultation with the Chair and members and submitted to the WECA / Joint Committee meeting as part of the decision-making process (note – these comments are set out at Appendix A);</p> <p>(2) That the Chair of the WECA Overview and Scrutiny Committee attend the WECA / Joint Committee to present the Overview &amp; Scrutiny Committee’s comments in person.</p>
8	<p><b>MEETING ARRANGEMENTS AND FORWARD PLAN FOR JOINT MEETINGS OF THE WECA COMMITTEE AND WEST OF ENGLAND JOINT COMMITTEE</b></p> <p>The Committee received a report summarising meeting arrangements and the latest edition of the 2020/21 Forward Plan for the WECA Committee and the West of England Joint Committee.</p> <p>The report set out the Committee dates, meeting arrangements and the Forward Plan.</p> <p><b>Agreed:</b> That the meeting arrangements and Forward Plan be noted.</p>
	<p><b>Next meeting:</b> Wednesday, 7 October 2020, 10.30 am</p>

## APPENDIX A

### COMMENTS FROM COUNCILLOR STEPHEN CLARKE, CHAIR OF WEST OF ENGLAND COMBINED AUTHORITY OVERVIEW & SCRUTINY COMMITTEE

#### COMMENTS TO BE SUBMITTED TO: JOINT MEETING OF WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE AND WEST OF ENGLAND JOINT COMMITTEE – 19 JUNE 2020

Having considered the papers for the 19th June meeting, I wish to raise the following matters on behalf of the Overview and Scrutiny Committee:

#### 1. Climate emergency planning update (agenda item 22)

Back in January, we expressed our disappointment about the lack of pace and urgency in taking forward the regional climate emergency work. The Climate Emergency was declared in July last year, but we are told the Action Plan is now delayed until October. It was due now.

We do, however, acknowledge and accept that aspects of the plan will need to be reviewed in light of Covid-19 and that recovery planning and climate emergency planning must be linked.



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We also feel though that our previous comments have been ignored – in January, we recommended in the strongest possible terms that a new Climate Emergency Board should be established to drive forward the regional response and to ensure that effective actions / priorities are taken forward as quickly as possible. This evidently is not being pursued.

We also raised the issue that the £250k allocated to support regional climate emergency action was inadequate and should be increased and that WECA should take on an additional employee to concentrate/ focus / champion / co-ordinate activity. Again, nothing has happened.

We remain very concerned about the lack of urgency in driving forward an effective regional response and again invite Mayor Tim Bowles to attend one of our meetings to discuss this issue as soon as possible.

## **2. Update to the Constitution (agenda item 12) and effectiveness of scrutiny**

We note that under the Combined Authority governance model, the number of formal decision-taking committee meetings is being reduced to 4 per year.

We feel it is essential that the role of scrutiny is enhanced moving forwards to help ensure transparency and public accountability around the Combined Authority's decision taking. To that end, we intend at our next informal meeting to discuss proposals to strengthen the role of scrutiny, particularly in relation to our current sub-groups which mirror the WECA Boards (Transport; Planning and Housing; Business; Skills).

We would like the committee to consider strengthening the role of scrutiny, including reviewing the accessibility of regional meetings, like the Regional Transport Board, so that all or part of these meetings are held in public.

## **3. Quality assurance of reports, with specific reference to agenda item 19 – Local Cycling and Walking Infrastructure Plan**

We wish to raise concerns about the quality assurance of some reports brought for your consideration under the WECA logo.

We received a statement from Cllr Gollop, which is also before you today, that raises particular issues about proposals being brought forward as part of the Local Cycling and Walking Infrastructure Plan. It is very clear to us that some of the proposals have not been the subject of any consultation with either local councillors or residents. Cllr Massey has also submitted a statement to this meeting on the issue of the lack of involvement with ward councillors regarding the cycling/walking proposals.

We acknowledge that this is a case where the local authority has evidently not adequately fulfilled its responsibility to consult effectively – nevertheless the report is presented under the WECA logo, which carries a reputational risk in that it appears that WECA is not interested in the views of local residents when it is in fact the underlying Council that has not fulfilled its responsibilities.

We urge you to work with the unitary authorities and learn lessons from this in terms of the quality assurance of future reports.

With specific regard to the Local Cycling and Walking Infrastructure Plan, we strongly urge that you ensure that as individual schemes are brought forward, full local consultation takes place in each and every case with local residents and councillors.

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#### **4. Regional Economic Recovery Taskforce (as referenced at agenda item 11)**

We welcomed the update on the Taskforce – in order to assist our scrutiny role and keep us informed, we ask that the minutes of Taskforce meetings are shared with us.

On the wider issue of the role of the Taskforce, we urge the WECA Mayor and the political leaders of all the West of England authorities to work together and collaborate on the regional recovery to deliver the outcomes our residents and businesses need.

Cllr. Stephen Clarke  
Chair, West of England Combined Authority Overview & Scrutiny Committee



**WEST OF ENGLAND COMBINED AUTHORITY**

**AGENDA ITEM 7**

**OVERVIEW AND SCRUTINY COMMITTEE - 7 OCTOBER 2020**

**REVIEW OF 9 OCTOBER WECA COMMITTEE AND WEST OF ENGLAND JOINT COMMITTEE REPORTS**

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

**AUTHOR: IAN HIRD, DEMOCRATIC SERVICES & SCRUTINY MANAGER**

## **Purpose**

1. The Overview & Scrutiny Committee is asked to review the reports due to be considered at the 9 October joint meeting of the WECA Committee and Joint Committee and formulate any comments they may wish to refer to the committees.

## **RECOMMENDATION:**

**That the committee identify any comments they wish to submit to the WECA Committee and Joint Committee on 9 October 2020.**

## **9 October reports – overview**

2. The agenda for the 9 October meeting has been published and circulated. The agenda papers make clear which items are for decision by the respective committees, and can also be accessed from this web link:

**Web link to 9 October agenda papers – Joint meeting of the WECA Committee and the West of England Joint Committee:**

<https://westofengland-ca.moderngov.co.uk/ieListDocuments.aspx?CIId=192&MIId=447>

3. The Combined Authority has actively continued to review its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on proposals are addressed in the 9 October committee reports.

4. The Overview & Scrutiny Committee is asked to consider/formulate any specific comments to submit to the 9 October meeting (a standard slot is included on the agenda to enable the Chair to present any comments on behalf of scrutiny members).

5. For ease of reference, **Appendix 1** sets out short summaries of all the 9 October reports. Officers will be in attendance at the meeting to highlight key aspects of the reports. It is suggested that the following ‘overviews’ be given by officers, with an opportunity for members to then ask questions/comment:

**a. Agenda item 11**

**Regional Covid-19 response and Recovery Plan & Climate Emergency Action Plan**

*Lead officers:*

**For Recovery Plan discussion** (suggested time allocation: 30 - 45 mins):

*Jess Lee - Head of Strategy & Policy*

*Stephen Bashford – Director of Business & Skills*

**For Climate Emergency Action Plan discussion** (suggested time allocation: 30-45 mins):

*Jess Lee - Head of Strategy & Policy*

*Helen Edelstyn – Senior Policy Manager*

**b. Agenda items 12 - 15**

**Financial reports: latest Investment Fund, LEP One Front Door funding programme and budget monitor reports** (15-20 mins)

Lead officer: Malcolm Coe, Director of Investment and Corporate Services

**Appendices:**

Appendix 1 – short summaries of the reports submitted to the 19 June joint meeting of the WECA Committee & West of England 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 on 07436 600313; or by email:

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

**WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE  
& WEST OF ENGLAND JOINT COMMITTEE**

**ITEM 11**

**9 October 2020**

**REPORT SUMMARY SHEET**

**REGIONAL COVID-19 RESPONSE & RECOVERY PLAN AND CLIMATE  
EMERGENCY ACTION PLAN**

**Purpose**

To provide the committees with the West of England Covid-19 Recovery Plan and the related Climate Emergency Action Plan.

**Summary**

This report includes the following key information:

- These plans set out how the West of England intends to work towards rebuilding the economy of the region following the Covid-19 pandemic, and how addressing the Climate Emergency is at the heart of the region's ambition for a clean and inclusive recovery.
- This agenda item covers two separate plans which are related but independent of each other - the Covid-19 Recovery Plan is attached at annex 1 of this paper and the Climate Emergency Action Plan including a cover paper is attached at annex 2.
- The Regional Economic Recovery Taskforce was established in May to lead work across the West of England to drive economic recovery from the Covid-19 pandemic and to feed into the Government's national recovery planning. The Taskforce is a partnership between the West of England Combined Authority, the Local Enterprise Partnership, business, universities and the region's councils. The Taskforce has consulted widely with representatives of the business community, voluntary and community sector and academia to develop an action plan for the region's recovery. This plan is attached at annex 1 and sets out the actions required to drive a clean and inclusive recovery in the short to medium term.
- This Recovery Plan sets out strategic actions to support rebuilding of the region's economy across 5 pillars:
  - Rebuild business** to help new and existing businesses to survive and thrive in order to safeguard existing and create new jobs.
  - Get residents back to work** in jobs which pay above the living wage and offer security of employment through targeted training and brokerage to available opportunities.
  - Strengthening inclusion** to prevent further widening of inequalities and build an inclusive economy where everyone has the opportunity to achieve their potential,

reducing inequality gaps.

**Green recovery** to use the changes in behaviour brought about by the pandemic to accelerate our transition to net zero carbon.

**Renew places** to re-think our approach to 'place' creating greener, healthier, more vibrant places to live and work and so continuing to attract people from across the world.

- The recovery plan should be considered as an initial approach to address the immediate impacts of the crisis. Whilst the pandemic has already had a significant impact on the region, the situation continues to evolve and the full extent of the long term implications are not yet clear. Work to respond to the impacts of the pandemic will continue over the coming months.
- This report also sets out the Climate Emergency Action Plan for approval at annex 2. The plan has been developed with input from representatives from our unitary authority partners, who have given their time, knowledge, expertise and skills to inform its content through a series of workshops. This co-production approach will continue in implementing the actions in the plan.
- There has also been close working with businesses to understand their needs and how WECA can help foster green innovation and invest in the skills needed to make sure the region takes advantage of the economic benefits of clean growth.
- Each year, a report on progress against actions set out in the 5 challenge areas will be produced in line with WECA's monitoring and evaluation framework. As actions are developed to the business case stage, estimated carbon reductions will be monitored and evaluated.

### **Recommendations**

The Combined Authority Committee and the Joint Committee are asked to:

1. Endorse the regional Covid-19 Recovery Plan and support the next stages of the Taskforce's work.
2. Approve the Climate Emergency Action Plan.

**Contact officer:** Jessica Lee

**Position:** Head of Strategy & Policy

**Email:** [jessica.lee@westofengland-ca.gov.uk](mailto:jessica.lee@westofengland-ca.gov.uk)

9 October 2020

## REPORT SUMMARY SHEET

### LOCAL ENTERPRISE PARTNERSHIP AND INVEST BRISTOL & BATH BUDGET OUTTURN: APRIL – JUNE 2020

#### Purpose

This report presents the forecast revenue outturn for the West of England Joint Committee for the financial year 2020/21 based on data for the period April 2020 to June 2020. This report covers the Local Enterprise Partnership (LEP) and Invest Bristol and Bath (IBB) revenue budgets.

#### Summary

This report includes the following key information:

- The LEP is forecasting a small end of year underspend of £80k due mainly to treasury management surpluses and timing of grant spend.
- Total grants attracted for the 3 year period up to March 2023 is now £8.6m with an increase from £4.4m to £5.6m within the current financial year.
- An end of year underspend of £88k is currently forecast in terms of IBB activity.

#### Recommendations

##### That the Joint Committee:

- a) **Notes the Local Enterprise Partnership revenue outturn as set out in Appendix 1.**
- b) **Notes the Invest in Bristol & Bath revenue outturn as set out in Appendix 2.**

**Contact officer:** Malcolm Coe

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

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





**REPORT SUMMARY SHEET**

**LOCAL ENTERPRISE PARTNERSHIP ONE FRONT DOOR FUNDING PROGRAMME**

**Purpose**

To consider new business cases and changes to schemes within the current Local Growth Fund (LGF), Economic Development Fund (EDF) and Revolving Infrastructure Fund (RIF) programmes.

**Summary**

This report includes the following key information:

- An update is provided on the current LGF programme and the profile of spend (Figure 1).
- The report sets out the allocations through the Getting Building Fund and the way this will be integrated with the LGF programme (paragraph 5.1 - 5.3).
- Proposals are set out for the reallocation of Bristol City Council's EDF and a Full Business Case is presented for Temple Quarter Enabling Infrastructure.
- The intention to create a Temple Quarter Joint Delivery Team is described in paragraph 6.3.
- The report sets out changes to schemes within the current funding programme for which approval is sought (Appendix 1 and 2)
- An update is provided on the expected additional Government funding for the New Green Homes Delivery Programme through the SW Energy Hub.

**Impact of Covid-19 pandemic**

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- The Local Growth, Economic Development and Revolving Infrastructure Funds are focused on supporting economic growth and the delivery of the schemes within these programmes will positively contribute to the economic recovery.

## Recommendations

Members of the Joint Committee are asked to:

1. Approve the proposals for the use of the Getting Building Fund as set out in paragraphs 5.1 - 5.3.
2. To approve the Full Business Case for Temple Quarter Enabling Works up to £32m, with a requirement on the Council to provide detailed information on the works specification and anticipated cost profile.
3. Approve the change requests for schemes within the LGF programme as set out in Appendix 1.
4. Approve the change requests for schemes within the EDF and RIF programmes set out in Appendix 2.
5. To delegate the detailed funding allocations and grant funding arrangements for the South West Energy Hub Green Homes Grant to the WECA Chief Executive in consultation with the South West LEP Chief Executives.

**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)

**9 October 2020**

**REPORT SUMMARY SHEET**

**WECA & MAYORAL BUDGET OUTTURN: APRIL 2020 – JUNE 2020**

**Purpose**

To present the forecast revenue budget financial outturn information for WECA and the Mayoral budget for the financial year 2020/21 based on actual data for the period from April 2020 to June 2020.

**Summary**

This report includes the following key information:

**Mayoral budget:**

- The Mayoral Fund's forecast revenue outturn position for 2020/21 is a small underspend of £11k as detailed in Appendix 1;
- A contribution of £396k will be made to an earmarked reserve, in line with budget, to meet the estimated costs of the Combined Authority Mayoral election in 2021.

**WECA revenue budget:**

- WECA's estimated outturn revenue position for 2020/21 is a net surplus of £565k, (Appendix 2), which is due to higher income received from cash balances;
- The report details various transport grants received by government for supporting local bus operators through Covid;
- Spend on specific projects (see figure 3) is forecast to be £10m higher than originally budgeted, which is due mainly to additional investment fund approved projects and rephasing of project spend carried forward from 2019/20;
- An updated 3-year revenue forecast for all approved investment fund projects is detailed in Appendix 3;
- The report proposes an internal virement from treasury management surpluses and a reduction in external contract spend to permanently establish finance capacity (which will have no impact on the bottom-line budget);
- £500k was moved into a specific business rates income reserve at the end of the 2019/20 financial year against which we are proposing to drawdown £403k to meet income shortfalls in the current financial year.

**Impact of Covid-19 pandemic**

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- (a) There will be an impact on 2020/21 revenue budgets as core activity, and investment funding, is re-prioritised and re-focused on supporting economic recovery;
- (b) There is particular concern regarding the achievability of business rates growth targets which will directly impact on a significant proportion of WECA's core operating revenue;
- (c) Concessionary fare payments to bus operators have been made in line with budgeted profile throughout the first quarter of the financial year to maintain continuity of service, along with contract payments for supported bus services and payments to community transport providers.
- (d) Payments to Adult Education providers have also been made in line with budgeted profile to maintain stability of the provider base.

### **Recommendations**

Members of the Combined Authority Committee are asked to:

- a) Note the Mayoral Fund revenue outturn as detailed in Appendix 1.
- b) Note the WECA revenue outturn as detailed in Appendix 2.
- c) Approve the continuation of paying concessionary fares, in line with budgeted profile, to local transport operators up to 31 December 2020, and to Community Transport Providers and in respect of current Service Contracts with delegation for enabling these payments provided to the Head of Strategic Transport Integration.
- a) Approve an internal virement of £150k from Treasury Management surplus and consultancy savings to establish capacity in the financial services team.
- b) Approve a drawdown of £403k from the WECA Business Rates Reserve to fund the projected income shortfall in business rates for 2020/21.

**Contact officer:** Malcolm Coe

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

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

**9 October 2020**

**REPORT SUMMARY SHEET**

**INVESTMENT FUND**

**Purpose**

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

**Summary**

This report includes the following key information:

- The report outlines the £32.2m headroom identified from a review of the current £350m Investment Fund programme to 2022/23.
- Funding of £100k is sought to undertake a feasibility study to develop an understanding of the scope and cost of works needed to make all stations step free.
- An Outline Business Case has been produced for the Yate Park & Ride project to implement a 195 space car park on the A432 near Yate station.
- The report updates on progress with the development of Green Infrastructure projects (paragraph 17-20).
- An update is provided on work to identify projects through the Covid-19 recovery funding and an increase to this funding is sought (paragraph 25).
- Work on developing pipeline projects which could draw on the Investment Fund Business and Skills allocation is summarised in paragraph 26.
- A Full Business Case is presented for approval for the South Bristol Workspace which would deliver light industrial units adjacent to the Bottleyard Studios.
- A Full Business Case has been submitted for Reboot West, a programme to support young people leaving care into work and training.
- Approval is sought for a number of change requests for scheme within the current programme as set out in Appendix 2.
- The report presents the capital programme.

**Impact of Covid-19 pandemic**

The Combined Authority has actively reviewed its key activities and work programme to reflect changing priorities as a result of the Covid-19 pandemic. Specific issues relating to the Covid-19 situation that impact on or are addressed through this report are as follows:

- Paragraph 25 of the report sets out planned projects through an allocation of funding to drive Covid-19 economic recovery.
- More generally supporting clean and inclusive economic growth is a key driver for the Investment Fund and all the projects within the programme will make a positive contribution to assisting the economic recovery.
- WECA will continue to review the deliverability, and priority, of its investment programme in response to Covid-19. Further updates will be provided through each committee cycle.

## Recommendations

The Committee is asked to:

1. Note the identification of £32.2m of headroom in the programme to 2022/23 as set out in paragraph 5-7.
2. To approve the Feasibility and Development Funding Application for the Access for All – Step Free Stations Feasibility Study and award of £100k.
3. To approve the Outline Business Case for the Yate A432 Park & Ride and delegate approval of the Full Business Case to the WECA Chief Executive in consultation with the Chief Executives of the constituent Councils.
4. To allocate a further £4.395m to the regional recovery fund from the Business and Skills allocation, with individual project business case approvals falling within the existing delegation to the WECA Chief Executive in consultation with the Chief Executives of the constituent Councils.
5. To approve the Full Business Case for the South Bristol Workspace and the award of £2.7m subject to securing the ERDF funding, obtaining planning consent, resolution of land issues and finalising the Monitoring and Evaluation Plan
6. To approve the Reboot West Full Business Case and award of £720k subject to securing the match funding, finalising the Monitoring and Evaluation Plan and provision of a detailed programme.
7. Approve the change requests for schemes within the current programme as set out in Appendix 2.
8. To amend the approved capital programme for individual project approvals agreed at the June Committee and within this report.

**Contact officer:** Malcolm Coe

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

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

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

2020 - 21

PUBLICATION DATE: 25 SEPTEMBER 2020

The Forward Plan seeks to anticipate (as far as possible) the decisions to be made by the West of England Combined Authority Committee and the West of England Joint Committee during the 2020/21 municipal year. This update has been prepared in the context of the Combined Authority's ongoing response to the Covid-19 pandemic.

Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The Forward Plan is updated regularly and can be viewed on the West of England Combined Authority website.

The Forward Plan aims to go beyond the minimum legal requirement for notice of key decisions to be published at least 28 days in advance of the decision-taking meeting. The West of England Combined Authority is committed to openness and participation in decision making and accordingly the Forward Plan includes as much information as possible about decisions expected during the 2020/21 municipal year.

For all meetings, a formal agenda will be published at a minimum of 5 clear working days before the meeting.

This update covers the joint meetings of the Combined Authority Committee and Joint Committee scheduled to be held on the following dates during the 2020-21 municipal year:

- \* 9 October 2020
- \* 4 December 2020
- \* 29 January 2021

ITEM	DATE	LEAD OFFICER	CONTACT
<b>Update on Covid-19 response / recovery plan and approval of Climate Emergency Action Plan</b>	<b>9 October 2020</b>	Jessica Lee, Head of Strategy and Policy	<a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a>
<b>Item for WECA Committee &amp; Joint Committee</b>			
To update on the Covid-19 response and to present the			

Recovery Plan and Climate Emergency Action Plan for the region.			
<p><b>WECA &amp; Mayoral budget outturn - October 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Investment Fund - October 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath revenue budget outturn - October 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Local Enterprise Partnership One Front Door funding programme - October 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests, in connection with the programme (funded through</p>	<b>9 October 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>



the Local Growth Fund / Economic Development Fund).			
<p><b>Update on Covid-19 response - December 2020 report</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To provide a further update on the key actions taken/being progressed by/through WECA in response to Covid-19.</p>	<b>4 December 2020</b>	Jessica Lee, Head of Strategy and Policy	<a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a>
<p><b>WECA &amp; Mayoral budget outturn - December 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<b>4 December 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Investment Fund - December 2020 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<b>4 December 2020</b>	Malcolm Coe, Director of Investment & Corporate Services	<a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a>
<p><b>Future Transport Zones</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve proposals for the use of funding under the Future Transport Zones programme.</p>	<b>4 December 2020</b>	David Carter, Director of Infrastructure	<a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a>

<p><b>Transport Infrastructure Delivery Plan</b></p> <p><b>Item for WECA Committee</b></p> <p>To approve a regional Transport Infrastructure Delivery Plan, developed in light of existing transport aspirations and the impact of Covid-19.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Strategic planning update</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To seek funding approval to take forward the next stages of regional strategic planning.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Strategic Rail Investment</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve the latest proposals for strategic rail investment, including the 10 year rail plan.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Bus network recovery</b></p> <p><b>Item for WECA Committee</b></p> <p>To consider further proposals as necessary to assist bus network recovery following the impact of Covid-19.</p>	<p><b>4 December 2020</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB) revenue budget outturn - December 2020 report</b></p> <p><b>Item for Joint Committee</b></p>	<p><b>4 December 2020</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>			
<p><b>Local Enterprise Partnership One Front Door funding programme - December 2020 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests, in connection with the programme (funded through the Local Growth Fund / Economic Development Fund).</p>	<p><b>4 December 2020</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Adult Education Budget - approach for the 2021/22 academic year and draft allocations</b></p> <p><b>Item for WECA Committee</b></p> <p>To agree the approach for the use of the Adult Education Budget for the 2021/22 academic year and draft allocations.</p>	<p><b>4 December 2020</b></p>	<p>Stephen Bashford, Director of Business &amp; Skills</p>	<p><a href="mailto:DirectorBusinessandSkills@westofengland-ca.gov.uk">DirectorBusinessandSkills@westofengland-ca.gov.uk</a></p>
<p><b>Appointment of Returning Officer for the 2021 Combined Authority Mayoral election</b></p> <p><b>Item for WECA Committee</b></p> <p>To appoint the Returning Officer for the 2021 Combined Authority Mayoral election.</p>	<p><b>4 December 2020</b></p>	<p>Shahzia Daya, Director of Legal</p>	<p><a href="mailto:DirectorLegal@westofengland-ca.gov.uk">DirectorLegal@westofengland-ca.gov.uk</a></p>
<p><b>Update on Covid-19 response and Climate Emergency Action Plan - January 2021 report</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p>	<p><b>29 January 2021</b></p>	<p>Jessica Lee, Head of Strategy and Policy</p>	<p><a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a></p>

<p>To present an update on progress in relation to the authority's Covid-19 response and the Climate Emergency Action Plan for the region.</p>			
<p><b>WECA &amp; Mayoral budget outturn - January 2021 report</b> <b>Item for WECA Committee</b></p> <p>To present the latest revenue financial outturn budget monitoring report.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Mayoral budget setting report 2021-22</b> <b>Item for WECA Committee</b></p> <p>To approve a budget for the West of England Combined Authority Mayoral functions for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Combined Authority budget 2021-22</b> <b>Item for WECA Committee</b></p> <p>To approve the Combined Authority budget for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Capital Strategy report</b> <b>Item for WECA Committee</b></p> <p>To approve the authority's Capital Strategy, including the Treasury Management Strategy and Investment Strategy.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p><b>Investment Fund - January 2021 report</b></p> <p><b>Item for WECA Committee</b></p> <p>To present the latest Investment Fund report and seek the latest required approvals for feasibility, development or delivery funding, and for change requests for projects within the current approved programme.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Business Plan 2021-22</b></p> <p><b>Item for WECA Committee &amp; Joint Committee</b></p> <p>To approve the 2021-22 Business Plan.</p>	<p><b>29 January 2021</b></p>	<p>Jessica Lee, Head of Strategy and Policy</p>	<p><a href="mailto:strategy@westofengland-ca.gov.uk">strategy@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB) revenue budget outturn - January 2021 report</b></p> <p><b>Item for Joint Committee</b></p> <p>To present the latest forecast revenue outturn budget monitoring information covering both the LEP and IBB revenue budgets.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Revenue budget setting report 2021-22 - Local Enterprise Partnership (LEP) &amp; Invest Bristol and Bath (IBB)</b></p> <p><b>Item for Joint Committee</b></p> <p>To approve the budget in respect of the LEP and IBB for 2021-22.</p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>
<p><b>Local Enterprise Partnership One Front Door funding programme - January 2021 report</b></p>	<p><b>29 January 2021</b></p>	<p>Malcolm Coe, Director of Investment &amp; Corporate Services</p>	<p><a href="mailto:DirectorInvestmentandCorporate@westofengland-ca.gov.uk">DirectorInvestmentandCorporate@westofengland-ca.gov.uk</a></p>

<p><b>Item for Joint Committee</b></p> <p>To consider any latest approvals required, or change requests in connection with the programme (funded through the Local Growth Fund / Economic Development Fund).</p>			
<p><b>Local Transport Plan development</b></p> <p><b>Item for Joint Committee</b></p> <p>To approve proposals relating to the timescale and resources for Local Transport Plan development.</p>	<p><b>29 January 2021</b></p>	<p>David Carter, Director of Infrastructure</p>	<p><a href="mailto:DirectorInfrastructure@westofengland-ca.gov.uk">DirectorInfrastructure@westofengland-ca.gov.uk</a></p>