

A meeting of the

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

will be held on

**Date: Monday, 13 March 2023**

**Time: 10.00 am**

**Place: Bristol City Council Council Chamber, City Hall, College  
Green, Bristol BS1 5TR**

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

Cllr Winston Duguid, Bath and North East Somerset Council  
Cllr Hal MacFie, Bath and North East Somerset Council  
Cllr Geoff Gollop, Bristol City Council  
Cllr Brenda Massey, Bristol City Council  
Cllr Steve Pearce, Bristol City Council  
Cllr Ed Plowden, Bristol City Council  
Cllr Steve Smith, Bristol City Council  
Cllr Brian Allinson, South Gloucestershire Council  
Cllr Tristan Clark, South Gloucestershire Council  
Cllr Matthew Riddle, South Gloucestershire Council

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# West of England Combined Authority Overview & Scrutiny Committee Agenda

## YOU HAVE THE RIGHT TO:-

- Attend all West of England Combined Authority Committee and Sub-Committee meetings unless the business to be dealt with would disclose 'confidential' or 'exempt' information.
- Inspect agendas and public reports five days before the date of the meeting
- Inspect agendas, reports and minutes of the Authority and all Authority Committees and Sub-Committees for up to six years following a meeting.
- Inspect background papers used to prepare public reports for a period public reports for a period of up to four years from the date of the meeting. (A list of background papers to a report is given at the end of each report.) A background paper is a document on which the officer has relied in writing the report.
- Have access to the public register of names, addresses and wards of all Councillors sitting on WECA, Committees and Sub-Committees with details of the membership of all Committees and Sub-Committees.
- Have a reasonable number of copies of agendas and reports (relating to items to be considered in public) made available to the public attending meetings of the Authority's, Committees and Sub-Committees
- Have access to a list setting out the decisions making powers the Authority has delegated to their officers and the title of those officers.
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### Guidance for press and public attending this meeting

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

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

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

To comply with the Data Protection Act 2018, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

## 1. EVACUATION PROCEDURE

In the event of a fire, please await direction from the Council staff who will help assist with the evacuation. Please do not return to the building until instructed to do so by the fire warden(s).

## 2. APOLOGIES FOR ABSENCE

To receive apologies for absence from Members.

## 3. DECLARATIONS OF INTEREST UNDER THE LOCALISM 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 non-pecuniary interest. Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

## 4. MINUTES

5 - 8

To consider and approve the minutes from 23 January 2023 of the West of England Combined Authority Overview and Scrutiny Committee.

## 5. CHAIR'S ANNOUNCEMENTS

To receive any Chair's announcements.

## 6. ITEMS FROM THE PUBLIC (QUESTIONS, STATEMENTS AND PETITIONS)

### WRITTEN PUBLIC QUESTIONS (written procedure)

1. Any member of the public can submit a maximum of two written questions in advance of this meeting.
2. The deadline for the submission of questions is 5.00 pm, at least 3 clear working days ahead of a meeting. For this meeting, the deadline for questions is **5.00 pm on 7 March 2023**.
3. Questions should be addressed to the Chair of the meeting 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 the Combined Authority's committee procedures, there is no opportunity for oral supplementary questions to be asked at committee meetings.
6. The written questions and replies will be circulated to committee members in advance of the meeting and published on the Combined Authority website.

### PUBLIC STATEMENTS

1. Any member of the public may submit a written statement (or petition) to this 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 this meeting, the deadline for statements is **12 noon on Friday, 10 March 2023**. 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 Combined Authority website.

**5. Please note:**

If any member of the public wishes to attend the meeting to orally present their statement, they are asked please to notify the Combined Authority's Democratic Services team of this at the point when their statement is submitted and by 12 noon on the working day before the meeting at the very latest.

For those presenting their statements at the meeting, up to 3 minutes 'speaking time' is permitted for each statement. The total time available for the public session at this meeting is 30 minutes.

**7. REVIEW OF ITEMS FOR 17 MARCH 2023 WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

9 - 10

To review the reports/decisions due to be considered at the 17 March 2023 meeting of the West of England Combined Authority Committee.

# Agenda Item 4

## West of England Combined Authority Overview & Scrutiny Committee

Monday, 23 January 2023, 10.30 am - 12.30 pm  
Council Chamber, Civic Centre, High Street, Kingswood BS15 9TR

### Members of the Committee present:

Cllr Winston Duguid, Bath and North East Somerset (Chair)  
Cllr Hal MacFie, Bath and North East Somerset Council  
Cllr Tristan Clark, Bristol City Council

Cllr Geoff Gollop, Bristol City Council  
Cllr Brenda Massey, Bristol City Council  
Cllr Ed Plowden, Bristol City Council  
Cllr Steve Smith, Bristol City Council  
Cllr Matthew Riddle, South Gloucestershire Council

### Also in Attendance was:

Metro Mayor Dan Norris

### Officers In Attendance:

Richard Ennis, Interim Acting Chief Executive  
Stephen Fitzgerald, Interim Director of Investment and Corporate Services  
Stephen Gerrard, Interim Director of Legal and Democratic Services  
Alistair Kirk, Interim Director of Infrastructure

Roger Hoare, Head of Environment  
Selonge Russell, Head of Finance and Procurement  
Pete Davis, Head of Grant Management and Assurance  
Stephen Bashford, Head of Business & Skills

## Minutes

1	<b>Welcome and Evacuation Procedure</b> The Evacuation Procedure was noted.
2	<b>Apologies for absence</b> Apologies for absence had been received from Cllr Brian Allinson (South Gloucestershire Council), Cllr Steve Pearce (Bristol City Council) and Cllr Huw James (North Somerset Council).
3	<b>Declarations of Interest under the Localism Act</b> There were no declarations of interest made.
4	<b>Minutes of the meeting held on 12 December 2022</b> The minutes of the meeting held on 22 September 2022 were agreed as a correct record and signed by the Chair.
5	<b>Chair's Announcements</b> No announcements were made by the Chair.
6	<b>Items from the public (questions; statements; petitions)</b> Four questions had been received from two members of the public in advance of the meeting. These questions and replies had been published on the Authority's website and had been circulated.  In addition two statements had been received from members of the public in advance of the meeting. These two members of the public attended the meeting to submit their statements in person: David Redgewell, South West Transport Network and Railfuture Severnside and Robbie Bentley, Bristol Disabled Equalities Forum. The statements had been published on the Authority's website and had been circulated.

The Metro Mayor Dan Norris attended the meeting and participated in a question and answer session with members of the Committee. During the session the following matters were discussed:

- Members referred to the volume of papers they were required to read in the brief period of time following publication of the agenda and papers for the Combined Authority and Joint Committee meetings. Concerns were raised that Members were unable to consider the reports in sufficient detail due to their length and complexity and given the time constraint. It was noted that further consideration as to how this issue could be addressed would be undertaken subsequent to the meeting.
- The Metro Mayor acknowledged the importance of scrutiny and encouraged the work of the Combined Authority to be challenged. He further indicated his support for the introduction of a process that allowed a vigorous and honest exchange of views.
- The Chair commented that Scrutiny Committees in the other Combined Authorities appeared to be more proactive and selective in the issues considered and suggested this would be a positive approach to adopt. Other suggestions put forward which could aid the Committee included: providing a precis version of the reports; providing links to the business cases in reports; include additional information regarding the effects on individual Council Wards, and; consider introducing a case management system which might help with the perception of openness and transparency at the Combined Authority.
- Members had seen and endorsed the action plan relating to the Auditors' Governance Report, in particular the section on relationships. They invited the Metro Mayor to comment on whether, in his view, working relationships with the leaders of the constituent Councils had improved. He responded by noting that relationships were complex and that it was important to be honest about disagreements and about how to get things done. He also acknowledged the importance of adopting a strategic approach to regional government.
- Members expressed concern regarding the Equalities Impact Assessment and consultation for the Bus Services Improvement Plan (BSIP).
- Members felt it would be important to support Direct Response Travel (DRT).
- The Committee referred to the increase in staff at the Combined Authority as a result of it becoming an Integrated Transport Authority. The Metro Mayor advised that the anticipated transfer of Transport Officers from Bristol City Council to the Combined Authority upon its creation had not occurred, resulting in the Combined Authority having to recruit to fill those important roles.
- Cllr Riddle invited the Metro Mayor to comment on the large number of vacancies in PR and Communications currently being advertised by the Combined Authority. The Metro Mayor confirmed that they were all required.
- Members noted that there were challenges in spending the CRSTS award of £0.5 billion quickly as many of the projects were still in the business case development phase.
- Members expressed concerns in relation to the Benefit Cost Ratio (BCR) with respect to utilising remaining funds within the Transforming Cities Fund (TCF) and whether the BCR is still sound when transferring funds.
- Members queried whether the Combined Authority's treasury management supported environmental and social aims.
- Members queried whether Overview and Scrutiny meetings could be broadcast live and recorded as per the Combined Authority Committee and Joint Committee meetings. Officers confirmed that in future Scrutiny meetings could be held at the Combined Authority's new offices at 70 Redcliff Street where there would be conference facilities to enable them to be broadcast.
- The Committee asked for earlier dialogue with officers on the budget construction and

	<p>assumptions in November 2023. They also asked for an additional session in January 2024 to scrutinise the budget.</p> <ul style="list-style-type: none"> <li>• Members also requested that a work programme be put in place which would help to decide in advance the items that they would like to focus on. This should include the setting up of working groups, especially with the expansion of the Combined Authority functions.</li> <li>• Councillor Steve Smith asked about the possibility of constitutional changes with, for example, the Metro Mayor not having a vote on the Combined Authority's budget. The Monitoring Officer confirmed that constitutional changes required unanimous agreement at committee meetings and changes to the Order would require parliamentary time to make necessary statutory changes.</li> </ul> <p>The Chair thanked the Metro Mayor for his attendance at the meeting.</p>
7	<p><b>Review of items for 27 January 2023 West of England Combined Authority Committee and Joint Committee</b></p> <p>The Committee discussed the following reports due to be considered by the West of England Combined Authority Committee at its meeting on 27 January 2023: the Mayoral and Combined Authority Budget 2023/24 and Medium-Term Financial Strategy and the Investment Fund Programme. The comments made by the Committee were collated and circulated to members of the West of England Combined Authority Committee in advance of its meeting.</p> <p><b>Mayoral and Combined Authority Budget 2023/4 and Medium-Terms Financial Strategy</b></p> <p>The Committee recognised that the Combined Authority was transforming in size and purpose and at great pace. The emphasis in its next chapter of development would be continuing to seek further Government funding whilst delivering projects already in place on time and within agreed budgets. The committee noted that the Authority had a 256% increase in grant funding and a 36% increase in staff (from 235 persons to 320 officers). This translated to an 82% increase in staff costs from £9.6m to £17.6m as outlined in Appendix 1 of the report.</p> <p>Members welcomed the plans to replace all interims with permanent staff by October 2023.</p> <p>Members interrogated Figure 2 which stated that the Adult Education Budget (AEB) would stay flat at £16.5m per annum and Figure 11 that showed the individual cost centres. It was noticeable that ICT costs had risen sharply in 2022/23 and were rising sharply again in 2023/24. Officers explained that the increased ICT costs were mainly in relation to licenses for the additional staff.</p> <p>It was noted that the Transforming Cities Fund (TCF) would be fully allocated and that no funds would be given back to the Government as an underspend which had been a concern raised previously.</p> <p>Members noted that £816,000 was being spent in relation to Western Gateway. Officers advised that this was funding from Government for the CEO and to provide a secretariat.</p> <p>The use of the Bus Service Improvement Plan (BSIP) funds for training bus drivers was welcomed as well as the ongoing work on training HGV drivers.</p> <p>Members noted that officers were developing a plan so that the Combined Authority could go out to consultation this year on the Local Cycling &amp; Walking Improvement Plan (LCWIP).</p> <p><b>Investment Fund report</b></p>

	<p>It was noted that all the awards and funding for project approvals were summarised in the report.</p> <p>The Committee expressed concern over the pace of delivery and inflationary pressures. It was confirmed that £11.6m had been allocated at the West of England Combined Authority Committee meeting in September 2022 to cover inflation but concerns were raised on whether this amount would be sufficient.</p>
	<p>The next meeting will be held on: Monday, 13 March 2023, 10.00 am, Bristol City Council Council Chamber, City Hall</p>





## **WEST OF ENGLAND COMBINED AUTHORITY**

### **OVERVIEW AND SCRUTINY COMMITTEE - 13 MARCH 2023**

#### **OVERVIEW REPORT – 17 MARCH 2023 WEST OF ENGLAND COMBINED AUTHORITY COMMITTEE**

**DIRECTOR: STEPHEN GERRARD, INTERIM DIRECTOR OF LEGAL SERVICES & MONITORING OFFICER**

**AUTHOR: SUZANNE OGBORNE, DEMOCRATIC SERVICES OFFICER**

#### **Purpose**

To update the Overview & Scrutiny Committee on the reports due to be considered at the 17 March 2023 meeting of the West of England Combined Authority Committee.

#### **RECOMMENDATION:**

**That the Overview & Scrutiny Committee identify any comments they wish to submit to the West of England Combined Authority Committee being held on 17 March 2023.**

#### **17 March 2023 reports – overview:**

West of England Combined Authority Committee Forward Plan

17 March 2023 - West of England Combined Authority Committee

##### **1. Audit Action Plan**

**Purpose of item:** To receive feedback on the action plan following Audit Committee and Scrutiny consideration. To consider progress reported against the plan.

##### **2. Climate and Ecological Strategy and Action Plan Review for 2023**

**Purpose of item:** To consider the recommendations and approve the revised version of the Strategy and Action Plan.

### **3. Combined Authority Committee Constitutional Update**

**Purpose of item:** To consider the response to Audit Key Recommendation 2.

### **4. Indicative Timetable 2023/2024 and managing the period prior to the Annual Meeting**

**Purpose of item:** To consider the indicative dates for West of England Combined Authority, West of England Joint Committee, and West of England LEP Board meetings for the 2023/2024 year. To agree a date for the 2023 Annual Meeting of the West of England Combined Authority Committee. To agree the arrangements for managing the period prior to the Annual Meeting of the West of England Combined Authority Committee.

### **5. Investment Fund Delivery Assurance**

**Purpose of item:** To consider recommendations from the Programme Review Board regarding project delivery including changes to schemes within the Investment Fund programme against the agreed delivery assurance principles.

### **6. Investment Fund Report**

**Purpose of item:** To provide an update on Investment priority / delivery principles and sub funds and to consider Business Cases (those not contained in specific papers), funding asks and delegations on individual schemes.

### **7. Transport Schemes**

**Purpose of item:** To approve delegations and / or funding as necessary for selected projects to progress to their next stage.

### **8. West of England Combined Authority and Mayoral Budget Forecast Outturn 2022/23 Report**

**Purpose of item:** To consider the revenue budget financial outturn information for the financial year 2022/23 based on data for the period April 2022 to January 2023. To give an update and approve a provisional programme of work to develop a programme of efficiency reviews and riskbased reserve policy in the combined authority.

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

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