

DRAFT
Minutes of the
West of England Combined
Authority Committee Annual General
Meeting, Friday, 16 June 2023

Members:

Metro Mayor Dan Norris, West of England Combined Authority
Cllr Claire Young, South Gloucestershire Council

1	<p>WELCOME & INTRODUCTIONS</p> <p>Metro Mayor Dan Norris welcomed everybody to the Annual General Meeting of the West of England Combined Authority and those present introduced themselves.</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence had been received from Cllr Kevin Guy (Cllr Sarah Warren attended as substitute) and Mayor Rees (Cllr Kye Dudd attended as substitute).</p>
3	<p>DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011</p> <p>There were no declarations of interest declared under the Localism Act 2011.</p>
4	<p>CHAIR'S ANNOUNCEMENTS</p> <p>There were no Chair's announcements.</p>
5	<p>COMMENTS FROM THE CHAIR OF THE WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP BOARD</p> <p>The Chair of the West of England Local Enterprise Partnership Board, Richard Bonner was invited to address the meeting. He took the opportunity to welcome the new Unitary Authority Leaders and emphasised the LEP business members commitment and readiness to work with them and build a strong partnership for the region.</p>
6	<p>COMMENTS FROM THE WEST OF ENGLAND COMBINED AUTHORITY'S OVERVIEW & SCRUTINY COMMITTEE</p> <p>The West of England Combined Authority's Overview & Scrutiny Committee had met informally on 12 June 2023 to discuss the items on the agenda. There were no specific comments on the annual report.</p>
7	<p>ANNUAL BUSINESS REPORT</p> <p>Metro Mayor Dan Norris introduced the Authority's Annual Business Report. The report set out some procedural issues that needed to be completed such as setting up the Scrutiny Committee and the Audit Committee. The Unitary Authorities had appointed their prospective members to these Committees in anticipation of the decision to be taken. These nominations had been circulated. The Annual Business Report also contained the annual Pay Policy Statement, which set out the pay arrangements for the West of England Combined Authority.</p> <p>Cllr Claire Young asked that for reassurance that the Employment and Appointments Committee be involved in the recruitment of senior officers from an early stage.</p> <p>[Voting arrangements: Decision required majority agreement of Committee Members in attendance, or their substitutes (one vote representing each Authority) and including the West of England Combined Authority Metro Mayor].</p> <p>The recommendations were moved by Metro Mayor Dan Norris, seconded by Cllr Kye Dudd and unanimously</p> <p>Resolved:</p>

1. That the Committee's membership, as shown on the agenda sheet, be noted;
2. That the names of the two deputies/substitute members, as shown on the agenda sheet, be noted;
3. That the committee's terms of reference as set out in the constitution [ConstitutionAmendedApr2023.pdf \(moderngov.co.uk\)](#) be noted;
4. That the arrangements be agreed as per paragraph 4 for
 - a. the West of England Combined Authority Overview & Scrutiny Committee;
 - b. the Authority's Audit Committee
 - c. Employment & Appointments Committee to be established with a membership the same as the West of England Combined Authority Committee
 - d. The establishment of four advisory boards, who meet in two groups, Business and Skills Board and Planning & Housing and Transport Board. The membership for each of the Boards being the relevant Cabinet Member for Business, Skills, Planning & Housing and Transport from each of the Unitary Authorities and North Somerset Council (as required).
5. That a second independent member be appointed to the Authority's Audit Committee;
6. That the Chairs of the Local Enterprise Partnership Board, the Overview & Scrutiny Committee and the Audit Committee will be afforded the opportunity to address each meeting of the Committee;
7. That the schedule of meetings at Appendix 1 be agreed;
8. That the Pay Policy Statement as set out in Appendix 2 be approved;

Signed:

Date: