

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

DATE: 16 JUNE 2023

REPORT TITLE: 2023/24 COMMITTEE FORWARD PLAN

DIRECTOR: DIRECTOR OF LAW AND GOVERNANCE

**AUTHOR: MARK WAKEFIELD HEAD OF CHIEF EXECUTIVE'S
OFFICE**

Purpose of Report

- 1 To set out the indicative items of business for the West of England Combined Authority committee currently identified for the 2023/24 municipal year. (Appendix 1)
- 2 To endorse the publication of the Forward Plan during the year, extending the time horizon as appropriate and as new items are identified.

Recommendation

1. Committee endorse the regular updating and publication of the Forward Plan on the West of England Combined Authority website.

Reasons for recommendation

- To ensure accessibility and visibility of the Forward Plan to members of the public beyond the legal minimum requirement.

Voting arrangements

- Decision requires 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

Background / Issues for Consideration

- 3 The West of England Combined Authority currently meets the minimum legal requirement to publish a Forward Plan of key decisions to be made at least 28 days in advance of the decision-making meeting. In addition, the full, formal agenda is published 5 clear working days before the meeting.
- 3.1 The West of England Combined Authority is committed to openness and participation in decision making and accordingly proposes to publish a Forward Plan to include as much information as possible about decisions expected during the 2023/24 municipal year.
- 3.2 As part of the West of England Combined Authority's transformation programme and supported by the Grant Thornton report we have identified the need to develop and share a forward plan of decisions to support planning, resourcing and engagement between all constituent parts of the combined authority partnership.
- 3.3 Due to the complexity and long-term nature of many programmes, the items and dates are subject to change. Additional items will be identified and scheduled as the transformation programme develops.
- 3.4 It is recommended that the Forward Plan is updated and published at regular intervals, extending the time horizon as appropriate.

Consultation

- 4 Members of the West of England Combined Authority, officers and Unitary Authority officers have requested and support greater visibility of the forward plan.
- 4.1 The publication of the Forward Plan will, in itself, facilitate greater engagement with the business of the West of England Combined Authority.

Other Options Considered

- 5 Continuing to meet the minimum legal requirement for publication 28 days in advance will not meet the requirement of the Grant Thornton recommendations.

Risk Management/Assessment

- 6 This proposal addresses one of the elements of the Grant Thornton report, helping to improve planning, resourcing and engagement between all constituent parts of the West of England Combined Authority partnership.

Public Sector Equality Duties

- 7 Earlier visibility of the indicative business of the West of England Combined Authority will make it easier for all members of the public to engage with the meetings.

Climate Change Implications

- 8 There are no climate change implications resulting from this report. Individual items of business contained in the Forward Plan will be presented to committee with their own climate change assessment (where relevant) at the appropriate time.

Report and advice reviewed and signed off by: Roger Hoare, Head of Environment

Finance Implications, including economic impact assessment where appropriate:

- 9 There are no direct financial implications resulting from this report. Individual items of business contained in the Forward Plan will be presented to committee with their own financial assessment at the appropriate time.

Report and advice reviewed and signed off by: Stephen Fitzgerald, Interim Director of Investment and Corporate Services.

Legal Implications:

- 10 The proposal does not affect the West of England Combined Authority's commitment to the minimum legal requirements for publishing key decisions 28 days in advance. Listed items may move back in the calendar.

Report and advice reviewed and signed off by: Stephen Gerrard, Interim Director of law and Governance.

Human Resources Implications:

- 11 There are no HR implications resulting from this report. Individual items of business contained in the Forward Plan will be presented to committee with their own HR implications at the appropriate time.

Report and advice reviewed and signed off by: Alex Holly, Head of People & Assets

Land/property Implications

- 12 There are no Land/Property implications resulting from this report. Individual items of business contained in the Forward Plan will be presented to committee with their own Land/Property implications at the appropriate time.

Appendices:

Appendix 1 – Indicative Forward Plan 2023/24 for publication

West of England Combined Authority Contact:

| Report Author | Contact Details |
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