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LIVERPOOL CITY REGION COMBINED AUTHORITY

Contact: Angela Scott
Tel: 0151 511 8670
Date: 21 October 2014

To: All Members of the Liverpool City
Region Combined Authority Scrutiny
Panel

Dear Councillor

You are requested to attend a meeting of the **Liverpool City Region Combined Authority Scrutiny Panel** to be held on **Wednesday, 29 October 2014 at 11.00 a.m.** in the Authority Chamber - Mann Island

The agenda for the meeting is attached.

Should Members need to declare an interest in any items included on the agenda, forms are obtainable from the Democratic Services Team or in the meeting.

If you have any queries regarding this meeting, please contact Angela Scott on telephone number 0151 511 8670 or angela.scott@halton.gov.uk

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Parr'.

David Parr
Lead Officer - Scrutiny

Liverpool City Region Combined Authority Scrutiny Panel

29 October 2014

Agenda

1. **Appointment of Chair and Vice Chair**
2. **Appointment of Members to the Combined Authority's Audit Committee** 1 - 4
3. **Role and Responsibility of the Combined Authority** 5 - 8
4. **Role of the Liverpool City Region Combined Authority Scrutiny Panel** 9 - 18
5. **Development of a Work Programme** 19 - 22
6. **Combined Authority Forward Plan** 23 - 26
7. **Calendar of Meetings** 27 - 28

This information can be provided in alternative formats on request

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29 October 2014

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD OFFICER – SCRUTINY**APPOINTMENT OF MEMBERS TO THE
COMBINED AUTHORITY'S AUDIT COMMITTEE****1. PURPOSE OF REPORT**

- 1.1 To seek nominations from the Panel for two Members to sit on the Combined Authority's Audit Committee.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Panel nominates two Members to the Authority's Audit Committee, to the end of the current Municipal Year.

3. BACKGROUND

- 3.1 The Combined Authority's Constitution allows for the appointment of two Members of the Scrutiny Panel to the Authority's Audit Committee.

4. RESOURCE IMPLICATIONS**4.1 Financial**

None.

4.2 Human Resources

None.

4.3 Physical Assets

None.

4.4 Information Technology

None.

5. RISKS AND MITIGATION

5.1 Guidance from CIPFA suggests that Audit Committee arrangements are more effective if representatives are drawn from both the Executive and Scrutiny functions of the Authority.

6. EQUALITY AND DIVERSITY IMPLICATIONS

6.1 None.

7. COMMUNICATION ISSUES

7.1 None.

8. CONCLUSION

8.1 The report seeks two nominations to the Audit Committee.

DAVID PARR
Lead Officer – Scrutiny

Contact Officer(s):

David Parr, Chief Executive, Halton –

Tel: 0151 511 6000

Ian Leivesley, Strategic Director, Policy and Resources, Halton –

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Appendices:

Part 4 Section B - Constitution.

Background Documents:

CA's Constitution.

Extract from Combined Authority Constitution

Part 4 Section B

Audit Committee

4.4 The Authority will establish an Audit Committee.

4.5 Composition

(a) Membership

The number of members of the Committee shall be six. The members of the Committee shall include members of the Authority, the Merseytravel Committee and the Scrutiny Panel in such proportion as the Authority shall determine.

(b) Chairing the Committee

- (i) The Chair of the Committee shall not be a member of the Authority.
- (ii) The Chair of the Committee shall not have a casting vote.

(c) The quorum for the Audit Committee shall be three.

4.6 Role and Function

The Authority has delegated to the Audit Committee the following roles in order to advise the Authority:

- (a) to receive the Authority's statement of accounts in accordance with The Accounts and Audit (England) Regulations 2011 and to advise the Authority in relation to its approval;
- (b) to consider the External Auditor's Annual Audit and Inspection Letter in accordance with The Accounts and Audit (England) Regulations 2011 and to monitor the Authority's response to individual issues of concern identified;
- (c) to consider and advise the Authority on the findings of the Authority's review of the effectiveness of its system of internal control and on the Annual Governance Statement;
- (d) to consider and advise the Authority on the findings of the review of the effectiveness of its internal audit;
- (e) to oversee the effectiveness of the Authority's and the Merseytravel Committee's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements;
- (f) to challenge the Authority's performance management arrangements;
- (g) to oversee and review the Authority's relevant strategies, policies and codes;

(h) to engage with the External Auditor and external inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit;

(i) to make recommendations to the Treasurer and Monitoring Officer in respect of Part 6 of the Authority's Constitution;

(j) to ensure effective scrutiny of the Treasury Management Strategy and Policies; and

(k) to consider and advise the Authority on its Code of Corporate Governance.

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29 October 2014

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REPORT OF THE LEAD OFFICER – SCRUTINY**ROLE AND RESPONSIBILITIES OF THE
LIVERPOOL CITY REGION COMBINED AUTHORITY****1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to outline to Members of the Scrutiny Panel the role and responsibilities of the Combined Authority. This will assist the Panel in identifying issues that it may wish to develop as part of its work programme.

2. RECOMMENDATIONS

- 2.1 It is recommended that:

- (1) the report be noted; and
- (2) the Panel identify any further information requirements it has in order to carry out its role effectively.

3. BACKGROUND

- 3.1 The appropriate statutory instrument to form the Liverpool City Region Combined Authority was made in February of this year. The Combined Authority is a Corporate body and is made up of the six Councils of Halton, Knowsley, Liverpool, St Helens, Sefton and Wirral. (known as the Constituent Councils).
- 3.2 The remit of the Combined Authority covers the functions of economic development, regeneration, transport, strategic housing and employment and skills. The governance review that preceded the formation of the Combined Authority concluded that those functions can be better delivered collaboratively across the City Region.
- 3.3 The Combined Authority discharges those thematic functions through the following arrangements:

Function	Arrangements
Strategic Economic Development	Liverpool City Region Local Enterprise Partnership Board
Strategic Transport	Merseytravel Committee
Strategic Housing and Land Based Assets	Liverpool City Region Strategic Housing and Planning Board
Strategic Employment and Skills	Liverpool City Region Employment and Skills Board

- 3.4 As a statutory organisation, the Combined Authority is required to have a Constitution. The Constitution can be accessed from the link below:

<http://councillors.knowsley.gov.uk/documents/s28005/Establishment%20of%20the%20CA%20-%20Appendix%20One.pdf?StyleType=standard&StyleSize=none>

In summary, the Constitution contains sections which deal with the following issues:

Part 1 deals with:

- a) Membership of the CA.
- b) Appointment of Chair and Vice Chair.
- c) Appointment of Officers.
- d) The execution of contracts and legal documents.

Part 2 deals with the powers and functions of the CA.

Part 3 deals with the responsibility for functions as follows:

- a) Functions reserved to the CA.
- b) Functions referred or delegated to Merseytravel and Halton Council.
- c) Functions delegated to Merseytravel.
- d) Schemes of delegation to Officers.

Part 4 deals with the remit of other Committees:

- a) Standards Committee.
- b) Audit Committee.

Part 5 deals with CA rules of procedure:

- a) Meeting procedure rules.
- b) Scrutiny arrangements for the Authority.

Part 6 deals with CA financial regulations and procurement rules.

Part 7 deals with the Members' Code of Conduct.

Part 8 deals with Members' allowance for travel and subsistence.

3.5 At its first meeting held on 1 April 2014, the Combined Authority appointed the following Officers to undertake the following specific functions on behalf of the CA under delegated authority:

Head of Paid Service	David Brown (Merseytravel)
Head of Secretariat	Sheena Ramsey (Knowsley Council)
Monitoring Officer	Angela Sanderson (St Helens Council)
Treasurer	John Fogarty (Merseytravel)
Lead Officer – Scrutiny	David Parr (Halton Council)
Lead Officer – Economic Devel	Ged Fitzgerald (Liverpool Council)
Lead Officer – Housing & Planning	Carole Hudson (St Helens Council)
Lead Officer – Transport	David Brown (Merseytravel)
Lead Officer – Employment & Skills	Sheena Ramsey (Knowsley Council)

In addition to the Constitution, there is an Operating Agreement which underpins the new governance arrangements and a series of Operational Protocols, which set out how the Combined Authority works with each of the Constituent Authorities in relation to its strategic functions. All of these documents can be accessed from the Agenda of the first meeting of the Combined Authority on 1 April 2014.

4. RESOURCE IMPLICATIONS

4.1 Financial

There are no direct resource issues as a result of the recommendations contained within this report.

4.2 Human Resources

There are no direct human resource issues as a result of the recommendations contained within this report.

4.3 Physical Assets

There are no direct issues as a result of the recommendations contained within this report.

4.4 Information Technology

There are no direct issues as a result of the recommendations contained within this report.

5. RISKS AND MITIGATION

5.1 There are no risks associated with this report or its recommendations.

6. EQUALITY AND DIVERSITY IMPLICATIONS

6.1 There are no specific implications related to this report.

7. COMMUNICATION ISSUES

7.1 It is important that Scrutiny Panel Members are aware of the roles and responsibilities of the Combined Authority, in order to carry out their role effectively.

8. CONCLUSION

8.1 This report summarises and highlights the key roles and responsibilities of the Combined Authority and draws Members' attention to the various documents that govern its operation.

DAVID PARR
Lead Officer – Scrutiny

Contact Officer(s):

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Ian Leivesley, Strategic Director, Policy and Resources, Halton –

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Appendices:

Part 5 Section B - Constitution.

Background Documents:

CA's Constitution.

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29 October 2014

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD OFFICER – SCRUTINY**ROLE OF THE LIVERPOOL CITY REGION
COMBINED AUTHORITY SCRUTINY PANEL****1. PURPOSE OF REPORT**

- 1.1 To outline to Members the Authority's arrangements for Scrutiny, as detailed in the Combined Authority's Constitution, as approved on 1 April 2014.

2. RECOMMENDATIONS

2.1 That:

- (i) the Panel note its role and responsibilities as outlined in the Combined Authority's Constitution; and
- (ii) makes reference to and bears in mind the Constitution when carrying out its functions.

3. BACKGROUND

3.1 Part 5, Section B of the Combined Authority's Constitution outlines the arrangements made for Scrutiny of the Combined Authority's activities. For ease of reference an extract from the Constitution that covers the Scrutiny function is appended to this report. Members of the Panel are encouraged to familiarise themselves with Part 5, Section B of the Constitution.

3.2 Part 5 covers the following issues:

- Function of Scrutiny at a City Region Level.
- Operation of Scrutiny arrangements.
- Meetings of Scrutiny Panel.
- Key Principals for the Operation of the Scrutiny arrangements.
- Scrutiny Working Groups.
- Reviews and Recommendations.

- Budget and Administration.
- Support and Advice to Scrutiny Arrangements.

4. RESOURCE IMPLICATIONS

4.1 Financial

All constituent authorities have agreed that the administration of the Combined Authority will be met from existing resources. However, it will be important that the Scrutiny Panel has the support to carry out its role effectively. It will be the responsibility of the constituent authorities to identify appropriate resources to support the Scrutiny Panel's work programme. The constituent authorities will have to respond to the requirements of Scrutiny but all parties will have to operate in the knowledge of the overall pressures on local authority budgets and personnel.

4.2 Human Resources

There are no direct issues associated with the recommendations in this report.

4.3 Physical Assets

There are no direct issues associated with the recommendations in this report.

4.4 Information Technology

There are no direct issues associated with the recommendations in this report.

5. RISKS AND MITIGATION

- 5.1 There is a risk that the effectiveness of Scrutiny may be compromised if resources are not made available to it to carry out its role. The mitigation to ensure this does not happen is that the combined resource of the constituent authorities can be accessed to support the work of Scrutiny and that innovative use of existing work and resources can be utilised.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 The Scrutiny function will need to consider equality and diversity issues within any review work it undertakes.

7. COMMUNICATION ISSUES

- 7.1 It is important that Members of the Scrutiny Panel are aware of their role and responsibilities. Members have already been asked to identify any training needs they might have, following the Development Day on 26 September.

8. CONCLUSION

- 8.1 The report draws Members' attention to the part of the Combined Authority's Constitution that outlines the Scrutiny arrangements.

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Part 5 Section B - Constitution.

Background Documents:

CA's Constitution.

Section B – Scrutiny Arrangements for the Authority,

Merseytravel Committee and Merseytravel

1. Introduction

1.1 The Authority is to be supported by a scrutiny model in order to scrutinise decisions made at the sub-regional level.

2. Function of Scrutiny at a City Region Level

2.1 Scrutiny exists to achieve greater public accountability over decisions made and services delivered to the whole Liverpool City Region in respect of those functions under the remit of the Combined Authority.

2.2 The principal ways in which the Combined Authority will be 'held to account' via Scrutiny are:-

- (i) 'Critical Friend' role
- (ii) Pre-decision scrutiny
- (iii) Monitoring the delivery of the Combined Authority Strategic Plan

2.3 Pre-decision scrutiny would need to be used selectively otherwise the scrutiny system would, by spreading its energies too thinly, be likely to have little impact.

2.4 The role of Scrutiny in these three key function areas will be:-

a. To provide a 'critical friend' to policy and strategy development

The main priority for scrutiny should be to help the Authority to:-

- Develop policies to deal with new issues
- Reviewing existing policies which are felt to be in need of review
- Contributing to the formulation of the annual budget
- Reviewing policies or actions of agencies external to the local authorities which may be impacting adversely on the quality of life of local people

b. To undertake scrutiny reviews into areas of strategic importance for the people of the Liverpool City Region.

The Authority's Scrutiny Panel should aim to investigate matters of strategic significance for the Liverpool City Region area and review should focus on sub-regional issues that are directly linked to the work of the Combined Authority and its sub-structure. The Panel would take a similar approach to a Parliamentary Select

Committee. Panel members will collect evidence through a variety of sources, including –

- Questioning expert ‘witnesses’
- Receiving reports and other literature
- Undertaking consultation
- Communication with stakeholders

The Panel will work with this information to make suggestions for improvement, acknowledge good practice and make recommendations. It will not deal with individual issues or queries that are more suitably dealt with by a local authority or specific organisation. The findings of each review will be submitted to the Authority for consideration.

There are two potential sources for identifying in-depth studies to be carried out by scrutiny; the Scrutiny Panel itself and the Authority. The Authority may require scrutiny of a particular policy before agreeing a policy or taking a decision.

c. To monitor the delivery of the Authority’s Strategic Plan The Scrutiny Panel will review the outcomes of the Authority’s Strategic Plans.

Any involvement of scrutiny in this activity would need to demonstrate that it could add value and not just replicate what the Authority, its Boards or Committees were doing. Scrutiny would again need to be highly selective acting only when it was concerned about evidence of poor performance and it was not satisfied by the Authority’s response to it.

3. Operation of Scrutiny Arrangements

3.1 The Scrutiny Panel will comprise of Members from each of the Constituent Councils. Membership will be agreed at the Annual General Meeting. Nominations to the Scrutiny Panel must not be members of the Authority (including substitute members) or the Merseytravel Committee.

3.2 Nominations to the Scrutiny Panel by the Constituent Councils will be made in accordance with the principles of political balance set out in Section 15(5) of the LGHA 1989.

3.3 Any elected member appointed to the Scrutiny Panel by the Authority under these scrutiny arrangements who is also appointed to any Committee of the Authority, cannot participate in the operation of the scrutiny arrangements on any issues which were taken at any meeting of the Authority or any Committee of the Authority at which they were present.

3.4 The term of office for members of the Scrutiny Panel will be one year from the date of the annual council meeting of the Constituent Council that nominates them to the Scrutiny Panel, unless:-

- (a) they cease to be an elected member of the Constituent Council that appointed them;

- (b) they wish to no longer participate in these arrangements; or
- (c) the Head of the Secretariat is advised by any of the Constituent Councils that it wishes to change one or more of its nominees to the Scrutiny Panel.

3.5 Non-voting members may be co-opted to participate in these arrangements from other organisations as the Scrutiny Panel members may decide.

4. Meetings of Scrutiny Panel

4.1 The members appointed by the Authority to the Scrutiny Panel will hold at least one annual meeting and may convene additional meetings in accordance with these arrangements.

4.2 The Scrutiny Panel members will:

- (a) elect a Chair and Vice Chair;
- (b) determine the areas of review and scrutiny that they wish to pursue during the ensuing 12 months;
- (c) agree to establish Scrutiny Working Groups from amongst their number in order to carry out agreed areas of review and scrutiny.

4.3 The quorum for the annual meeting and any other meetings is 6, and must include representatives of at least 4 of the Constituent Councils.

4.4 The principle of decision-making at any such meeting shall be that, wherever possible, decisions will be made by agreement, without the need for a vote. If a vote is necessary it will be a simple majority of those present and the Chair will not have a casting vote.

4.5 The venue for each annual meeting and the usual venue for any other meetings will be the offices of Merseytravel, save that the Scrutiny Panel may choose to hold meetings other than the annual meeting in other venues if this is deemed to assist the scrutiny process.

4.6 Notice of the annual meeting and any other meetings will be sent to each Scrutiny Panel member in accordance with the requirements of the Local Government Act 1972.

4.6 The Chair will approve the agenda for each annual meeting and any other meetings; however, any member of the Scrutiny Panel will be entitled to require an item to be placed on the agenda for the meeting.

4.8 Subject to paragraphs 4.1 to 4.7, meetings will proceed in accordance with the Rules of Procedure.

5. Key Principles for the Operation of the Scrutiny Arrangements

5.1 The Constituent Councils will work together to maximise the exchange of information and views, to minimise bureaucracy and make best use of the time of members and officers of other bodies or agencies.

- 5.2 Members of the Scrutiny Panel will, when considering reviews, determine whether the issue is more appropriately dealt with by one of the Constituent Councils or elsewhere and will not duplicate the work of existing bodies or agencies.
- 5.3 Subject to prior consultation, the Constituent Councils will respond positively to requests for information, or for the attendance of a member or officer at any meetings set up under these arrangements.
- 5.4 While it is ultimately for each Constituent Council to decide who it considers the most appropriate person(s) to speak on its behalf at any meetings set up under these arrangements, consideration will be given to meeting specific requests.
- 5.5 Dates and times for officer and member attendance at any meetings set up under these arrangements should be by agreement.
- 5.6 Members appointed under these arrangements may request the attendance of officers employed by the Constituent Councils to answer questions and give evidence at any meetings set up under these arrangements. All such requests must be made via the Chief Executive of the relevant Constituent Council. If any request is declined by the Chief Executive, he/she must state the reasons for so doing.
- 5.7 The Scrutiny Panel may
- (a) invite members to attend before it to answer questions;
 - (b) invite other persons to attend meetings of the Panel;
 - (c) review or scrutinise decisions made or other action taken in connection with the discharge of any functions of the Authority;
 - (d) make reports or recommendations to the Authority with respect to the discharge of any functions which are the responsibility of the Authority.
- 5.8 The power to review or scrutinise a decision made, but not implemented under subparagraph 5.7(c), includes the power to recommend that the decision be reconsidered, but is subject to the following provisions:
- (a) this shall not apply where, in the view of the decision-making body stated when the decision is made, any delay in implementing the decision would prejudice the interests of the Authority or the interests of the public;
 - (b) (i) in relation to decisions which may be subject to reconsideration, each decision shall be available where possible by electronic means within two working days of being made. Members of the Scrutiny Panel will be provided with a copy of the decision which will bear the date published and indicate it will come into effect on the expiry of three working days after publication;
 - (ii) if two-thirds of the membership of the Scrutiny Panel notify the Head of the Secretariat that they wish the Scrutiny Panel to consider the decision, then the Head of the Secretariat will arrange for a meeting of the Scrutiny Panel to be convened at the first available opportunity and in any event within seven working days of the request being notified to him. No action will be taken in the meantime to implement the decision which is subject to the request;

(iii) the Scrutiny Panel will consider the matter and if it chooses to, may resolve to request that the decision-maker reconsiders the decision. The Scrutiny Panel must set out the basis upon which reconsideration is requested;

(iv) the decision-making body will reconsider the decision and that reconsideration shall take place within seven working days of the Scrutiny Panel's request;

(v) no further requests for reconsideration may be made in cases where decisions have been reconsidered and the decision has been affirmed;

(c) decisions which have been subject to pre-decision scrutiny cannot be recommended for reconsideration unless the decision taken is, in the view of the Head of the Secretariat, significantly different from the proposal under contemplation at the pre-decision scrutiny stage;

5.9 Where the Scrutiny Panel makes a report or recommendation under 5.7(d), it may:

(a) publish the report or recommendations;

(b) by notice in writing, require the Authority to

(i) consider the report or recommendation;

(ii) provide a response to the Scrutiny Panel indicating what action (if any) it proposes to take;

(iii) where the Scrutiny Panel has published the report or recommendations, publish the response;

5.10 A notice under 5.9(b) will require the Authority to comply with it within two months, beginning with the date on which the Authority receives the report or recommendations or (if later) the notice.

5.11 The Authority will comply with a notice given under 5.9(b).

5.12 The requirements or power to publish contained in 5.9(a) and 5.11, shall not apply where the reports contain exempt or confidential information.

6. Scrutiny Working Groups

6.1 The annual meeting of members of the Scrutiny Panel may establish Scrutiny Working Groups to undertake agreed scrutiny reviews.

6.2 Scrutiny Working Groups shall include representatives from at least 4 of the Constituent Councils.

6.3 Scrutiny Working Groups established under this Protocol must be appointed to carry out specific scrutiny tasks and be time limited. Their continuation will be subject to confirmation at each annual meeting of the Scrutiny Panel members.

6.4 The Authority may also, if they choose, request that a Scrutiny Working Group be appointed to examine a specific issue in more detail and report back its findings to the Authority as appropriate.

6.5 Scrutiny Working Groups will have no delegated powers and will refer the outcome of their investigations to the Scrutiny Panel for consideration and decision.

7. Reviews and Recommendations

7.1 The process of scrutiny will be an open and transparent process designed to engage the Constituent Councils, their residents and other stakeholders.

7.2 Meetings will be held in public unless the meeting decides to convene in private in order to discuss confidential or exempt information, in accordance with the relevant provisions of the LGA 1972 or LGA 2000.

7.3 The terms of reference, timescale and outline of any review will be agreed by Scrutiny Panel members appointed at their annual meeting.

7.4 Different approaches to scrutiny reviews may be taken in each case, but members will seek to act in an inclusive manner and will take evidence from a wide range of opinion.

7.5 The primary objective of any Scrutiny Working Group established under these arrangements will be to reach consensus on its recommendations, but where a minimum number of 2 members express an alternative to the majority view, they will be permitted to produce a minority report.

8. Budget and Administration

8.1 The scrutiny leads from each Constituent Council will provide guidance to the Scrutiny Panel on its work programme, advice on the scoping of reviews (at different levels) and ensuring the appropriate information and advice is made available during the reviews, where appropriate, through the use of expert witnesses.

8.2 The decisions and recommendations of the Scrutiny Panel will be communicated to the Authority and/or Merseytravel as appropriate, as soon as practicable.

9. Support and Advice to Scrutiny Arrangements

9.1 The Scrutiny Panel may ask individuals or groups to assist it on a review by review basis and may ask independent professionals for advice during the course of reviews. Such individuals or groups will not be able to vote.

9.2 The Scrutiny Officer of each Constituent Council will ensure that the work programmes and minutes relating to the work carried out by the Scrutiny Panel in scrutinising the Authority and the Merseytravel Committee, are circulated appropriately within their own Constituent Council's scrutiny arrangements.

9.3 Each Constituent Council will nominate one of the 2 members of that Constituent Council who have been appointed to the Scrutiny Panel to act as that Constituent Council's "Authority Scrutiny Link". The Authority Scrutiny Link will be responsible for reporting back to their own Constituent Council on the scrutiny work carried out by the Scrutiny Panel and will also be responsible for reporting to the Scrutiny Panel any issues identified locally by their own Constituent Council which may warrant scrutiny at a sub-regional level. The nomination of an Authority Scrutiny Link and the way in which this role will be performed will be determined by each Constituent Council.

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29 October 2014

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD OFFICER – SCRUTINY**DEVELOPMENT OF A WORK PROGRAMME****1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek Scrutiny Panel Members' views as to how they may wish to develop a work programme for the Scrutiny Panel.

2. RECOMMENDATIONS

- 2.1 It is recommended that:

- (i) the consultation process outlined in this report be followed; and
- (ii) a further report be made to the Panel when that process has reported back.

3. BACKGROUND

- 3.1 The Combined Authority's Constitution outlines the role of Scrutiny as follows:

- To provide a 'critical friend' to policy and scrutiny development.
- To undertake scrutiny reviews into areas of strategic importance for the people of the City Region.
- To monitor the delivery of the Authority's Strategic Plan.

- 3.2 The Constitution goes on to say that there are two potential sources for identifying in-depth studies to be carried out by Scrutiny; the Scrutiny Panel itself and the Authority. The Authority may require scrutiny of a particular policy before agreeing a policy or taking a decision.

- 3.3 Given that the Combined Authority itself is in its formative stages, the development of that iterative process between scrutiny and the authority will take some time to develop. In addition, and again due to the Combined Authority only being in existence since 1 April 2014, the range of activities to be 'reviewed' is still fairly limited. At their Development Day on 26 September 2014, the Scrutiny Panel

Members present identified a shortlist of four areas which they felt would warrant further scrutiny activity.

They were:

- European Funding
- Skills and Learning/Apprenticeships
- Housing
- Affordable Transport Links

Members recognised that more work would be required to fine tune this list into an actual programme. A number of other key considerations were identified as important in developing a programme. Those were:

- The need to consult other interested parties.
- Consulting the constituent authorities to establish if similar work has already been undertaken
- The need to avoid duplication with other pieces of work being undertaken.
- The resource available to carry out effective scrutiny.

3.4 It was also suggested at the Development Day that it might be sensible to commence with a 'pilot' piece of scrutiny work to test an agreed methodology with a relatively straightforward project. This would help develop a 'Scrutiny Team' at the City region Level.

3.5 In order to take issues forward it is suggested that the following organisations be formally consulted by the Scrutiny Panel to help identify where the effort should be focused, bearing in mind the issues highlighted at the Development Day:

- The Local Enterprise Partnership.
- The Combined Authority.
- The Constituent Councils.

3.6 The question those and any other organisations the Panel may wish to identify, would be set is, "given the strategic objectives of the Combined Authority – where do they feel the efforts of scrutiny should be directed to maximum effect?" The results from that exercise would be brought back to the next meeting of the Panel and this would be used, together with the Panel's own view, to develop a work programme.

However, if there is a burning issue that Members wish to make an immediate start on then that is a matter that the Panel could identify now and work could commence immediately. On balance, it is felt that a period of consultation would allow a more focused approach to be developed, having listened to the various stakeholders. Ultimately it is for the Panel Members to decide.

4. RESOURCE IMPLICATIONS

4.1 Financial

Any support required to scrutiny review work will have to be identified from the

existing resources of the constituent authorities. All authorities have made a commitment to support the Combined Authority from within existing resources.

4.2 Human Resources

There are no issues associated with this report.

4.3 Physical Assets

There are no issues associated with this report.

4.4 Information Technology

There are no issues associated with this report.

5. RISKS AND MITIGATION

- 5.1 There is a risk that effective scrutiny will not take place if sufficient resources are not identified to support it. It will be a matter for the constituent authorities collectively to ensure this does not happen.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 There are no issues associated with this report.

7. COMMUNICATION ISSUES

- 7.1 It is suggested that a period of consultation takes place with key stakeholders to help inform the development of a work programme for the Panel.

8. CONCLUSION

- 8.1 The Panel are required to agree a process to help identify a future work programme.

DAVID PARR
Lead Officer – Scrutiny

Contact Officer(s):

David Parr, Chief Executive, Halton –

Tel: 0151 511 6000

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Appendices:

None.

Background Documents:
None.

LIVERPOOL CITY REGION COMBINED AUTHORITY SCRUTINY PANEL

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29th October 2014

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: N/A

REPORT OF THE LEAD OFFICER – SCRUTINY

COMBINED AUTHORITY FORWARD PLAN

1. PURPOSE OF REPORT

The purpose of the report is to draw Members attention to the Liverpool City Region Combined Authority's Forward Plan. Members may wish to use the Forward Plan to help guide their scrutiny work.

2. RECOMMENDATION

That:

- i) The Forward Plan be noted; and
- ii) Members comment, seek clarification and further information on items on the Forward Plan.

3. BACKGROUND

Like all Local Authorities, the Combined Authority (CA) is required to produce a Forward Plan. The CA at its meeting on 13th June 2014 approved a Forward Plan which focusses the work of the CA over its first 12 months. A copy of the Plan can be attached at Appendix 1.

The Plan covers the period from now until the end of March 2015. The Plan will be updated on a regular basis and the most up-to-date version will be brought to each meeting of the Scrutiny Panel. This will help the Scrutiny Panel in determining its work programme and how it develops its working arrangements with the CA.

The Panel is invited to comment or seek further information in relation to the issues on the Forward Plan.

4. RESOURCE IMPLICATIONS

4.1 Financial

There are no issues directly related to this item.

4.2 Human Resources

There are no issues directly related to this item.

4.3 Physical Assets

There are no issues directly related to this item.

4.4 Information Technology

There are no issues directly related to this item.

5. RISKS AND MITIGATION

It is important that Scrutiny Members are aware of the issues the CA will be dealing with in the future. This will provide them with the opportunity to comment and have influence on decisions before they are taken.

6. EQUALITY AND DIVERSITY IMPLICATIONS

There are no issues directly related to this item.

7. COMMUNICATION ISSUES

It will be important for the Scrutiny Panel to convey its views to the CA prior to decisions being made and to indicate when they would welcome greater involvement or consultation.

8. CONCLUSION

The report draws panel members' attention to the CA's Forward Plan.

DAVID PARR
Lead Officer – Scrutiny

Contact Officer(s):

David Parr, Chief Executive, Halton –

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Ian Leivesley, Strategic Director, Policy and Resources, Halton –

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Appendices:

CA Forward Plan.

Background Documents:

None.

Appendix One: Liverpool City Region Combined Authority Forward Plan: 2014-15

Meeting	Economic Development	Transport	Housing and Planning	Employment and Skills	Scrutiny	Governance
13 June 2014 Annual Meeting	<ul style="list-style-type: none"> Liverpool City Region Growth Plan and Deal Freight and Logistics Sci-Tech Daresbury - Alan Turing Institute EU Governance Arrangements 2014-2020 	<ul style="list-style-type: none"> Draft Long Term Rail Strategy High Speed 2 Action Plan Rail Devolution Update Merseytravel Committee minutes 	<ul style="list-style-type: none"> Strategic Local Investment Plan (2014-17) Housing Sites 	<ul style="list-style-type: none"> Youth Unemployment 	<ul style="list-style-type: none"> Scrutiny arrangements 	<ul style="list-style-type: none"> Constitution Response to consultation on legislation relating to Combined Authorities and Economic Prosperity Boards
19 September 2014	<ul style="list-style-type: none"> Business Enterprise Strategy Inward Investment Innovation Plan 	<ul style="list-style-type: none"> Long Term Rail Strategy High Speed 2 Action Plan Merseytravel Committee minutes 	<ul style="list-style-type: none"> Strategic Local Investment Plan outturn report 	<ul style="list-style-type: none"> Feedback on the Skills Show @ the IFB 	<ul style="list-style-type: none"> Scrutiny Workplan 	<ul style="list-style-type: none"> City Region Deal implementation update Devolved funds implementation update Budget monitoring
21 November 2014	<ul style="list-style-type: none"> Updates on key growth sectors, e.g. knowledge sector / low carbon sector etc 	<ul style="list-style-type: none"> Access to the Port of Liverpool Mersey Gateway Progress Update Merseytravel Committee minutes 	<ul style="list-style-type: none"> Strategic Local Investment Plan progress 	<ul style="list-style-type: none"> Skills for Growth Agreements 		

Meeting	Economic Development	Transport	Housing and Planning	Employment and Skills	Scrutiny	Governance
23 January 2015	<ul style="list-style-type: none"> • Growth Plan and Growth Deal 	<ul style="list-style-type: none"> • Merseytravel Committee minutes 			<ul style="list-style-type: none"> • Scrutiny Review 	<ul style="list-style-type: none"> • City Region Deal implementation update • Devolved funds implementation update • Budget monitoring
6 February 2015		<ul style="list-style-type: none"> • Budget for 2015-16 • Tunnel tolls 				
20 March 2015	<ul style="list-style-type: none"> • Growth Plan and Growth Deal 	<ul style="list-style-type: none"> • Merseytravel Committee minutes 		<ul style="list-style-type: none"> • Youth Employment initiatives 		<ul style="list-style-type: none"> • Review of implementation of Combined Authority • Combined Authority Annual Report

LIVERPOOL CITY REGION COMBINED AUTHORITY SCRUTINY PANEL

To: Members of the Liverpool City Region Combined Authority Scrutiny Panel

Meeting: 29th October 2014

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: N/A

REPORT OF THE LEAD OFFICER – SCRUTINY

CALENDAR OF MEETINGS

1. PURPOSE OF REPORT

To seek Members approval to the calendar of meetings for the Panel for the remainder of the current Municipal Year.

2. RECOMMENDATION

That Members approve the dates listed in the agenda for meetings of the Panel during the current Municipal Year.

3. BACKGROUND

The Panel is asked to set a pattern of meetings for the next twelve months. It is suggested that the Panel meet on the following dates. The Chair can, of course, call additional meetings if required. To assist with planning purposes, the suggested dates are detailed below:

14th January 2015
8th April 2015
8th July 2015
21st October 2015

4. RESOURCE IMPLICATIONS

4.1 Financial

None.

4.2 Human Resources

None.

4.3 Physical Assets

None.

4.4 Information Technology

None.

5. RISKS AND MITIGATION

None.

6. EQUALITY AND DIVERSITY IMPLICATIONS

None.

7. COMMUNICATION ISSUES

None.

8. CONCLUSION

DAVID PARR
Lead Officer – Scrutiny

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Appendices:

None.

Background Documents:

None.