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## LIVERPOOL CITY REGION COMBINED AUTHORITY

**Contact:** Angela Scott  
**Tel:** 0151 511 8670  
**Date:** 18 July 2017

To: All Members of the Liverpool City  
Region Combined Authority Overview  
and Scrutiny Committee

Dear Councillor

You are requested to attend a meeting of the **Liverpool City Region Combined Authority Overview and Scrutiny Committee** to be held on **Wednesday, 26 July 2017 at 10.15 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](mailto:angela.scott@halton.gov.uk)

Yours faithfully

A handwritten signature in black ink that reads "David Parr".

**David Parr**  
**Lead Officer - Scrutiny**

**Liverpool City Region Combined Authority Overview and Scrutiny  
CommitteeCommittee**

**26 July 2017**

**Agenda**

- |    |   |         |
|----|---|---------|
| 1. | <b><u>Appointment of Chair</u></b>  |         |
| 2. | <b><u>Appointment of Vice Chair</u></b>   |         |
| 3. | <b><u>Apologies</u></b>   |         |
| 4. | <b><u>Declaration of Interests</u></b>  |         |
| 5. | <b><u>Appointments to the Combined Authority Audit Committee</u></b>                | 1 - 2   |
| 6. | <b><u>Minutes of last meeting</u></b>   | 3 - 5   |
| 7. | <b><u>Report on Progress on the Affordable Transport review Recommendations</u></b> | 6 - 14  |
| 8. | <b><u>Work Plan 2017/18</u></b>   | 15 - 16 |
| 9. | <b><u>Future Timetable of Meetings</u></b>  | 17 - 18 |

**This information can be provided in alternative formats on request**

**LIVERPOOL CITY REGION COMBINED AUTHORITY**

To: Chair and Members of the Liverpool City Region  
Combined Authority Overview and Scrutiny Committee

Meeting: 26th July 2017

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 The purpose of this report is to seek nominations for members of the Overview and Scrutiny Committee to sit on the Authority's Audit Committee.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee appoint two Labour members, one Liberal Democrat member and one Conservative Member to the Combined Authority's Audit Committee.

**3. BACKGROUND**

- 3.1 The Combined Authority at its annual meeting agreed the allocation of seats to its various Committees. It has allocated four seats on its Audit Committee to members of the Overview & Scrutiny Committee. In order to ensure political balance across the City Region there are two seats allocated for Labour Party members and one each for the Liberal Democrat and Conservative Party members.

**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 There are no specific communications issues contained in this report.

### 8. **CONCLUSION**

8.1 The Committee are asked to make the nominations as outlined in this report.

DAVID PARR  
Lead Officer – Scrutiny

#### **Contact Officer(s):**

David Parr, Chief Executive, Halton –  
Ian Leivesley, Strategic Director, Enterprise, Community  
and Resources, Halton

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**LIVERPOOL CITY REGION COMBINED AUTHORITY SCRUTINY PANEL**

*At a meeting of the Liverpool City Region Combined Authority Scrutiny Panel on Wednesday, 25 January 2017 at the Authority Chamber - Mann Island*

Present: Councillors Wainwright (Chair), Sullivan (Vice Chair), Baines, Jones, Leech, Murphy, Stuart and Woolfall

Apologies for Absence: Councillors Halpin, Jackson, Lewis and McGuire

Absence declared on Council business: None

Also in Attendance: David Parr, Ian Leivesley, Angela Scott and Rob Tabb and one member of the public

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

	<i>Action</i>
<p>13 MINUTES OF LAST MEETING</p> <p>The minutes of the meeting held on 19 October 2016, having been circulated, were taken as read and signed as a correct record.</p>	
<p>14 REVIEW INTO APPRENTICESHIPS IN THE LIVERPOOL CITY REGION</p> <p>The Panel considered a report of the Lead Officer – Scrutiny, which sought approval of the recommendations following the Panel’s Scrutiny Review into Apprenticeships in the City Region.</p> <p>The review was undertaken via a series of evidence gathering sessions which culminated with a report and a series of recommendations for the Panel to endorse, prior to submission to the Combined Authority.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> <li>1) the report be noted; and</li> <li>2) the Combined Authority be asked to consider the recommendations and report to a future meeting of the Panel.</li> </ol>	<p>Lead Officer - Scrutiny</p>

15 THE LIVERPOOL CITY REGION COMBINED AUTHORITY ORDER

The Panel considered a report of the Lead Officer – Scrutiny, on the Liverpool City Region Combined Authority Order (the Order).

The Panel was reminded that the initial Order to establish the office of Mayor, and to make arrangements for the election of a Liverpool City Region (LCR) Mayor in May 2017, passed through Parliament in July 2016. All of the constituent LCR authorities had consented to the Order.

A final draft of the LCR Order was attached at Appendix 3. The powers set out in the Order were detailed in Appendix 4, alongside the Devolution Deal agreements which were relevant, together with details of how those powers would be exercised.

A set of Governance Principles, previously agreed by the Combined Authority on 20 November 2015, and which remained unaltered, were attached at Appendix 1b. It was reported that these Principles would form the basis of the Combined Authority Constitution from May 2017. The LCR Order was entirely consistent with those Principles.

It was further reported that a generic Overview and Scrutiny Order would apply to all Mayoral Combined Authorities, and a draft of this was attached at Appendix 5. The Panel was advised that the principles by which the Combined Authority would operate the scrutiny function were consistent with the draft Order and would be incorporated into the Combined Authority Constitution. A copy of the scrutiny principles were attached at Appendix 2.

The Panel requested an opportunity to examine a copy of the revised Constitution, which would reflect the powers and functions as contained within the LCR Order, along with other generic Orders, and their implementation. The Lead Officer – Scrutiny, advised of the expected timetable for consideration of these documents and a special meeting of the Panel would be convened for this purpose.

RESOLVED: That the Panel

- 1) note the progress made on the implementation of the Devolution Deal; and

Lead Officer -  
Scrutiny

- 2) receives further updates in relation to the development of the revised Combined Authority Constitution, currently being produced.

16 WORK PROGRAMME

The Panel considered a report of the Lead Officer – Scrutiny, which updated Members on the Scrutiny Panel Work Programme.

Members identified a further piece of work they wished to undertake on how the Combined Authority (CA) informed people of its role and responsibilities and how it engaged with the public across the City Region. It was considered timely to look at such issues and to make recommendations to the CA as to how greater public awareness might be achieved.

RESOLVED: That

- 1) progress on the Work Programme be noted; and
- 2) a review commence on how the Combined Authority (and the future Mayoral Combined Authority), informs and promotes its role and activities and engages the public across the City Region.

Lead Officer -  
Scrutiny

17 DECISIONS OF THE COMBINED AUTHORITY

The Panel considered a report of the Lead Officer – Scrutiny, which set out the details of a number of recent significant decisions that had been made by the Combined Authority.

RESOLVED: That the report be noted.

*Meeting ended at 11.20 a.m.*

**LIVERPOOL CITY REGION COMBINED AUTHORITY**

To: Chair and Members of the Liverpool City Region  
Combined Authority Overview and Scrutiny Committee

Meeting: 26th July 2017

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

**REPORT OF THE LEAD OFFICER – SCRUTINY****Review of Affordable Transport – Short Hop Fares****1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to update the Committee on progress made in relation to the recommendations made by the Scrutiny Panel in relation to the Affordable Transport Short-Hop Fares review. The previous Panel's recommendations were endorsed by Panel members in March 2016.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee note the progress being made on the Panel's recommendations on short hop fares and indicate any further reporting requirements to the Committee.

**3. BACKGROUND**

- 3.1 The LCRCA Scrutiny Panel undertook a piece of scrutiny work looking at the cost of Short-Hop bus fares across the City Region. In March 2016 The Panel made a number of recommendations to the Combined Authority. The Combined Authority asked that Merseytravel consider those recommendations and respond to the Scrutiny Panel. In October 2016 Merseytravel responded to the Panel's recommendations and the Panel requested that Merseytravel report back in six months' time on progress of the actions. The Combined Authority's Internal Audit Team was requested to undertake an independent review of progress in implementing the recommendations and this report and Appendix is the result of that audit work. The Appendix attached takes each of the Panel's original recommendations, places Merseytravel's original response alongside each recommendation, with the third column providing an update on progress from the Audit Team. Matt Goggins, Merseytravel's Head of Bus will attend the meeting, make a presentation and answer members' questions.
- 3.2 Significant progress has been made and continues to be made on Affordable Transport issues. This progress is detailed, monitored and reported via the Bus Alliance Boards (Stakeholder/Joint Alliance/Programme) and Service Stream

meetings. Members of the Committee are asked to identify any further information that they require on the implementation of their recommendations.

#### **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 There are no specific communications issues contained in this report.

#### **8. CONCLUSION**

8.1 Members are requested to note the progress being made on the implementation of their recommendations and identify any further information requirements.

DAVID PARR  
Lead Officer – Scrutiny

**Contact Officer(s):**

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Ian Leivesley, Strategic Director, Enterprise, Community  
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**Affordable Transport**

Recommendation	Merseytravel Response	Audit Work
<b>Cost of Fares</b>		
<p>1. Review supported fares to analyse the costs/benefits of introducing short distance fares on supported services.</p>	<p>The Liverpool City Region Bus Strategy, which was approved by the LCR Combined Authority on 15<sup>th</sup> April 2016, has, as a key priority, value for money and affordable ticketing. An assessment of options (including franchising, enhanced partnerships) available to Combined Authorities with Metro Mayors under the Bus Services Bill will be commenced shortly. This will be a robust, comprehensive and complex piece of work. The review undertaken by the LCR Scrutiny Panel on Affordable Fares will be considered as part of this assessment. Fare modelling will be undertaken to identify the optimal approach to fares (structure and levels) to support the aims of the LCR Bus Strategy and to consider the best approach to achieving their implementation. The approach to assessment of options for bus has previously been endorsed by the Combined Authority. As the assessment will commence shortly and take place over the next two years, it is not proposed to undertake a separate review of supported fares which cover only 15% of the network.</p>	<p>Report on an Alternative Delivery Model Business Case – Strategic Outline Programme (SOP) went to Merseytravel on the 10<sup>th</sup> May 2017 and to the Transport Committee on 29<sup>th</sup> June. Work on the Strategic Outline Case commence shortly . As this assessment is being undertaken it is not proposed to undertake a separate review of supported fares.</p>
<p>2. Continue to develop a range of tickets that includes an ‘all operator’ carnet ticket and other innovations.</p>	<p>The delivery of multi-operator Carnets, along with other innovations such as the introduction of a multi-operator day ticket, are included in Merseytravel’s Walrus Smart Ticketing programme which was approved by Merseytravel Committee in April 2016 for delivery over a three year period linked to the LCR Bus Alliance. A final programme will be brought forward in Autumn 2016.</p>	<p>The Bus Alliance has a number of milestone targets relating to tickets, one of which includes the Introduction of carnet of Solo day tickets on Walrus. The progress of these are reported via the Bus Alliance governance structure.</p>

<p>3. To raise, through the Alliance, a trial at a key centre which incorporates short distance fares as part of the agreement.</p>	<p>A short distance fare has historically been provided on Arriva services in the Southport area. Merseytravel will raise the potential for analysis of the cost and benefit of this approach on a bilateral basis and will seek to bring a report back for further consideration by Members. However, it is important to note that Merseytravel's ability to discuss fares at a multi-operator level through the Alliance (or indeed under any arrangement) is strictly limited by competition law governed by the Competition and Markets Authority.</p>	<p>No further action has yet been taken on this. It is planned to approach Arriva in the near future.</p>
<p><b>Information about Fares</b></p> <p>4. Ensure that the emerging bus strategy includes information on fares as a key element</p>	<p>The LCR's Bus Strategy, approved by the LCR Combined Authority on 15th April 2016 has, as a key priority, "Improving Customer Experience Off-Bus" with the objective of enhancing information provision to improve customer confidence. The Strategy stresses the importance of digital and web development to support this aim including improved fare and journey planning information.</p>	<p>The Bus Strategy has "Improving Customer Experience Off-Bus" as a key priority.</p>
<p>5. Develop the Merseytravel website/apps to incorporate fare information on point to point fares in conjunction with work undertaken by the Bus Alliance.</p>	<p>As part of the Bus Services Bill, 'open data' provisions to third party developers will enable them to have access to relevant information to improve the customer offering. It will enable apps to be developed to meet customer demand on both journey planning and fares. This is an element of the Bill that Merseytravel fully welcome. In addition, a refresh of the Merseytravel website is due to take place during 2016/2017. An element of this refresh is to provide better information on fare options to all transport customers. As part of the Smart Ticketing work stream, linked to the Bus Alliance, the Walrus portal, which is also scheduled to go live in 2017, will enable customers to purchase both operator and Merseytravel pre-paid smart tickets on line. Scoping is currently being undertaken to define how we best support customers to select the correct product from a value for money perspective for the journeys they have planned. As a more consistent fare structure is now in place for the majority of operator single</p>	<p>A refresh of the Merseytravel website did not take place during 2016/2017. The Walrus Portal is unlikely to go ahead in 2017.</p>

	trips the focus in the short term will remain on promoting the flat fare at bus stops/on bus/through where appropriate digital means etc.	
6. The Bus Alliance customer experience workstream develops a strategy with all operators on main routes to publicise fares between key centres by operator. This to include the consideration of publishing fares at shelters and in timetables.	Merseytravel continues to raise the importance of value for money fares with operators. In line with this, and LCR's Bus Strategy, and in support of the Alliance's aims, Arriva and Stagecoach have taken the decision to implement a more consistent fare structure (with differential for river crossing) across the Merseyside area. A more harmonised fare structure by each operator has significantly reduced the cost for such City Region residents (particularly for residents in St Helens/Wirral and parts of Sefton), the volume of available fares and raises the potential for fares to be better promoted including at bus stops and in timetables. This will be taken forward by the Customer Growth workstream of the Alliance.	Arriva and Stagecoach did implement a more consistent fare structure (with differential for river crossing) across the Merseyside area. The Customer Growth workstream of the Alliance has a responsibility for the marketing/promotion of bus.
7. Task the Bus Alliance customer experience workstream to develop point-to-point fares as part of the journey planner as a long term development.	As part of Merseytravel's contribution to the Alliance (and the aims of the LCR Bus Strategy), a refresh of the Merseytravel website/digital presence is due to take place during 2016/2017. An element of this refresh is to provide better information on fare options from all operators to customers (Arriva and Stagecoach have their own apps/journey planners) so that customers can make informed choices. The Walrus portal, linked to the Smart Ticketing workstream of the Bus Alliance, is also scheduled to go live in 2017. This will enable customers to purchase both operators and Merseytravel pre-paid tickets and smart tickets on line. Scoping is currently being undertaken, which will involve operators, to consider how we support customers to select the correct product from a value for money perspective based on the journeys they make. Merseytravel have regularly pressed the issue of a consistent value for money fare structure with operators. This has led to no increases	A refresh of the Merseytravel website did not take place during 2016/2017. The Walrus Portal is unlikely to go ahead in 2017. Promotion of flat fare continues as part of the marketing/promotion of bus under the Customer Growth workstream.

	<p>for a number of years in single fares by the main operators and cuts in fare for parts of the LCR, with the introduction of a more consistent fare structure. Merseytravel will continue to stress the importance of value for money fares to operators on behalf of the LCR Combined Authority. As a simplified fare structure is in place, the focus in the short term will remain on promoting the flat fare at bus stops/on bus and where appropriate through digital means to improve fare information.</p>	
<p><b>Improved Bus Flow across the LCR</b></p> <p>8. Work with Local authority partners to encourage improved traffic management arrangements to improve punctuality/reliability. The Better Bus Area evaluation should help inform this.</p>	<p>The Better Bus Area remains in place with a remit to address issues affecting punctuality and reliability within its area of the east of Merseyside. NB. The scope of the BBA doesn't cover the whole City Region. The Alliance also has a Punctuality and Reliability workstream which is tasked with identifying issues relating to bus punctuality, coordinating the potential for improvement with the relevant highway authority, and delivering agreed schemes in conjunction with districts. The approved Key Route Network has been developed to align with busier bus routes and the lead officer for the KRN sits on the Alliance's programme board, providing a vital link between these two cross-cutting pieces of work.</p>	<p>The Bus Alliance has a Punctuality and Reliability workstream which deals with the issues identified.</p>
<p><b>Future opportunities, including legislative background and Buses Bill</b></p> <p>9. Continue to work with Transport Focus to influence their work in relation to ticketing and user/non user perceptions re 'value for money' and distance.</p>	<p>Transport Focus will be part of the Alliance, with a seat on the Joint Alliance Board taken by their Passenger Director, David Sidebottom. The first formal meeting is scheduled for November 2016. The Value for Money indicators as part of the annual Bus Survey are used as independent measures of progress.</p>	<p>Transport Focus have a seat on the Joint Bus Alliance Board. Meetings have taken place in November 2016, January 2017 and April 2017. It was confirmed that Value for Money from the Bus Survey is used as an independent measure of progress. Overall satisfaction with VFM has increased over 4 years (2013-2016) from 62% to 73%</p> <p>For 16-34 year olds it has increased by 13%</p>

		<p>For 35-59 year olds it has increased by 10%</p> <p>For commuters it has increased by 12%</p> <p>For non-commuters it has increased by 10%</p>
<p>10. Smaller operators should be encouraged to join the Bus Alliance.</p>	<p>The Voluntary Partnership Agreement for the Alliance makes specific reference to other operators joining the Alliance and this is being encouraged through bilateral and group meetings between Merseytravel and other operators. Provision has been made within the Alliance's legal agreement to ensure that barriers to entry for smaller operators are not prohibitive.</p>	<p>It was confirmed that this had been raised at bilateral meetings with smaller operators and group meetings.</p>
<p>11. Progress on short distance trials to be shared amongst Alliance members, provided it does not breach commercial confidentiality or competition legalities with a view to expand the trials, if successful, across the network.</p>	<p>A short distance fare has historically been provided on Arriva services in the Southport area. Merseytravel will raise the potential for analysis of the cost and benefit of this approach on a bilateral basis. However, it is important to note that Merseytravel's ability to discuss fares at a multi-operator level and sharing information with operators is strictly limited by competition law governed by the Competition and Markets Authority which prevents sharing commercially sensitive information on activities such as fare trials through an Alliance structure.</p>	<p>No further action has yet been taken on this. The reason is that Merseytravel need to be very careful about facilitating or promoting anti-competitive action amongst operators, which this could be. We, therefore, don't have conversations about individual operator fares with other operators present as a general rule, and this would fall into that category.</p>
<p>12. The progress of the Bus Bill is kept under review and relevant consultations responded to. If enacted the relevant powers be used regarding affordable fares.</p>	<p>Merseytravel, both directly and as a member of the Urban Transport Group, has worked closely with the Department for Transport as the Bus Services Bill has been developed and this work continues. Merseytravel will also be submitting evidence to the Transport Select Committee's review of the Bus Services Bill and will be representing the Urban Transport Group at the oral evidence sessions. The options that the BSB will give the Liverpool City Region Combined Authority around bus will be fully assessed during 2016-18 in line with the requirements for business case outlined in the</p>	<p>Frank Rogers represented UTG at the oral evidence sessions. The options available will be in the Business Case.</p>

	draft Bill and further recommendations will be made to the Combined Authority.	
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**LIVERPOOL CITY REGION COMBINED AUTHORITY**

To: Chair and Members of the Liverpool City Region  
Combined Authority Overview and Scrutiny Committee

Meeting: 26th July 2017

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

**REPORT OF THE LEAD OFFICER – SCRUTINY****Committee Work Plan 2017/18****1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek guidance from members of the Committee as to their Work Plan requirements for 2017/18

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee give guidance to Officers as to their Work Plan requirements for 2017/18

**3. BACKGROUND**

- 3.1 When the Scrutiny Panel was originally formed it identified a number of pieces of work it wished to complete. That work finished with the review of Apprenticeships in the City Region. This was reported to the Panel on 21<sup>st</sup> January 2017 and the recommendations therein endorsed.
- 3.2 The new Committee now has the opportunity to shape its own work programme for 2017/18. It is anticipated that this issue will be subject to debate at the Member Induction Day to be held on 19<sup>th</sup> July, 2017 and that the outcomes from that event will help shape the Committee's future work programme. This issue also relates to the future pattern of meetings for the Committee, which is the subject of the next report on the Agenda.

**4. RESOURCE IMPLICATIONS****4.1 Financial**

There will be resource implications arising out of any identified work programme. It will be for officers to listen to members' views and requirements and to assess how best they can be delivered within the resources available.

**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 There are no specific communications issues contained in this report.

**8. CONCLUSION**

8.1 Committee Members are requested to give guidance to officers as to their work plan requirements for 2017/18 arising out of discussions to take place at the Member Induction day.

DAVID PARR  
Lead Officer – Scrutiny

**Contact Officer(s):**

David Parr, Chief Executive, Halton –  
Ian Leivesley, Strategic Director, Enterprise, Community  
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**LIVERPOOL CITY REGION COMBINED AUTHORITY**

To: Chair and Members of the Liverpool City Region  
Combined Authority Overview and Scrutiny Committee

Meeting: 26th July 2017

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

**REPORT OF THE LEAD OFFICER – SCRUTINY****Timetable of Meetings 2017/18****1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to ask members to agree a timetable of meetings for the 2017/18 Municipal Year

**2. RECOMMENDATIONS**

- 2.1 It is recommended that the Committee agree a timetable of meetings for the 2017/19 Municipal Year

**3. BACKGROUND**

- 3.1 In previous years the Panel has tended to meet four times a year. Those meetings have taken place in July, October January and April. It has met more often when carrying out its detailed review work in between those formal meetings. If a similar pattern of meetings was followed then the following pattern could be applied

26<sup>th</sup> July 2017

25<sup>th</sup> October 2017

24<sup>th</sup> January 2018

18<sup>th</sup> April 2018

Members are asked to consider this pattern and provide guidance to Officers as to their views.

**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 There are no specific communications issues contained in this report.

**8. CONCLUSION**

8.1 Members are asked to identify their requirements for the 2017/18 Municipal Year in relation to formal meetings of the Committee. This may relate back to the previous item on the Agenda relating to the Work Plan.

DAVID PARR  
Lead Officer – Scrutiny

**Contact Officer(s):**

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