

# Public Document Pack



Wednesday, 20 January 2021

To: Members of the SCR - Overview and Scrutiny Committee and Appropriate Officers

## NOTICE OF MEETING

You are hereby summoned to a meeting of the Sheffield City Regional Mayoral Combined Authority to be held at **Online Meeting - via Microsoft Teams**, on: **Thursday, 28 January 2021** at **2.00 pm** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'D. Smith'.

Dr Dave Smith  
**Chief Executive**

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## Member Distribution

Councillor Colin Ross (Chair)	Sheffield City Council
Councillor Allan Jones	Doncaster MBC
Councillor Penny Baker	Sheffield City Council
Councillor Dawn Dale	Sheffield City Council
Councillor Jeff Ennis	Barnsley MBC
Councillor Phillip Lofts	Barnsley MBC
Councillor Brian Steele	Rotherham MBC
Councillor Austen White	Doncaster MBC
Councillor Julie Grocutt (Reserve)	Sheffield City Council
Councillor Adam Hurst (Reserve)	Sheffield City Council

## SCR - Overview and Scrutiny Committee

Thursday, 28 January 2021 at 2.00 pm

Venue: Online Meeting - via Microsoft Teams

### Agenda

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**SCR - OVERVIEW AND SCRUTINY COMMITTEE****MINUTES OF THE MEETING HELD ON:****THURSDAY, 29 OCTOBER 2020 AT 2.00 PM****ONLINE MEETING VIA MICROSOFT TEAMS****Present:**

Councillor Colin Ross (Chair)	Sheffield City Council
Councillor Allan Jones	Doncaster MBC
Councillor Penny Baker	Sheffield City Council
Councillor Jeff Ennis	Barnsley MBC
Councillor Brian Steele	Rotherham MBC
Councillor Duncan Anderson (Reserve)	Doncaster MBC
Councillor Julie Grocutt (Reserve)	Sheffield City Council
Councillor Adam Hurst (Reserve)	Sheffield City Council
Councillor Phillip Lofts	Barnsley MBC

**Officers in Attendance:**

Dr Ruth Adams	Deputy Chief Executive	MCA Executive Team
Steve Davenport	Principal Solicitor & Monitoring Officer	MCA Executive Team
Christine Marriott	Statutory Scrutiny Officer	MCA Executive Team
Gillian Richards		
Stephen Batey	Head of Mayor's Office	SCR Mayor's Office
Colin Blackburn	Assistant Director - Housing, Infrastructure and Planning	MCA Executive Team
Jonathan Guest	Senior Economic Policy Manager	MCA Executive Team
Karl Sample	Senior Programme Manager	MCA Executive Team
Pete Zanzottera	Active Travel Project Director	MCA Executive Team

**Apologies:**

Councillor Austen White	Doncaster MBC
Councillor Dawn Dale	Sheffield City Council
Councillor Peter Rippon	Sheffield City Council
Dr Dave Smith	SCR Executive Team
Gareth Sutton	SCR Executive Team
Mark Lynam	SCR Executive Team

**1. Welcome and Apologies**

The Chair welcomed everyone to the meeting.  
Apologies were noted as above.

The Chair thanked the substitute members for their attendance and welcomed Cllr Lofts to his first meeting of the Committee.

2. **Urgent Items/Announcements**

None.

3. **Items to be Considered in the Absence of Public and Press**

None.

4. **Declarations of Interest by any Members**

None.

5. **Reports from and Questions by Members**

None.

6. **Questions from Members of the Public**

None.

7. **Minutes of the Previous Meeting Held on 24 September 2020**

Cllr Ennis suggested that a letter be sent to Cllr Ken Richardson, who had been replaced on the Committee by Cllr Lofts, thanking him for all his work on the Committee. This was agreed.

**RESOLVED** – That the minutes of the meeting held on 24 September 2020 be agreed as a true record.

8. **Matters Arising**

Cllr Jones stated he felt that the question as to the role of the Traffic Commissioner in the process of implementing the recommendations of the Bus Review had not been answered clearly. The Chair agreed stating that the Committee was not clear on exactly what the demarcation of roles and responsibilities were between the various organisations in the process and asked for clarity of the roles of the MCA, SYPTTE and the Traffic Commissioner.

**ACTION:** That a written response from the relevant officer as to the role of the MCA, SYPTTE and Traffic Commissioner within the process of implementing the recommendations of the Bus Review be circulated to members of the Committee.

Cllr Jones expressed concerns regarding the governance of the process and the Committee's role within this. It was agreed that his concerns would be addressed in the written response requested above.

C Marriott updated members with regard to actions from the previous meeting.

S Edwards was liaising with Operators and Local Authorities via the Bus Partnership on points raised by Cllr White and the enforcement of bus lanes and would provide an update at some point in the future.

He had also made contact with Cllr Baker to invite her to meet to discuss the issues raised around communications.

M Lynam would update the Committee with regard to the environmental issues raised by Cllr Steele after the meeting of the Bus Improvement Board later in the week.

## 9. **Forward Plan of Key Decisions**

The Forward Plan of Key Decisions was provided for information and to give Members the opportunity to ask questions.

No questions were raised by Members.

## 10. **Evaluating Outcomes and Value for Money from Active Travel Projects**

A report was considered which provided an overview of the current evaluation of value for money appraisal for active travel work and the work to procure an evaluation and monitoring package in autumn 2020.

Members were reminded that on 9 May 2020 the first announcement of the Emergency Active Travel (EAT) fund was made. This was followed by two tranches of funding for an overall allocation of £7.1m. Tranche 1 was for quick implementation of temporary and trial schemes to be implemented by the end of September 2020. This bid was not subject to a value for money (VfM) assessment due to the timescales involved. The Tranche 2 bid was submitted on 9 August 2020 but Members noted that the announcement had been delayed. This bid was subject to a VfM assessment, details of the bid were not public, but the information would be shared with the Committee outside the meeting.

**Action: P Zanzottera to circulate details of the Tranche 2 bid to Committee members.**

The Committee was informed that Active Travel schemes were appraised through a DfT mechanism – Active Modes Appraisal Toolkit (AMAT). This was a spreadsheet-based tool that relied on a limited number of inputs about a scheme, details of which were contained within the report.

Members noted that a key issue for all schemes going through AMAT was to have an accurate estimate of current users and an uplift in numbers based on a clear precedent.

In nearly all cases in South Yorkshire there was very little data on cycling numbers and almost no data on walking. Members noted that although cordon counts and other manual counts gave some numbers, these often under-represented the numbers of active travellers. Also, because very few high-quality schemes had been built and in place for long enough, it was difficult to

have clear precedents for the uplift in numbers.

The MCA Executive was moving to procure a monitoring and evaluation package for Active Travel which would be used for the remainder of the financial year to collect data and best practice. In answer to a question from Cllr Anderson it was noted that this package would also allow the health and wellbeing benefits of walking and cycling to be measured

Members noted that the active travel design guidelines adopted by the MCA included the inclusion of automatic cycle counters in any new cycle track longer than 500m. The monitoring and evaluation report would be relied on to help advise how the number of active travellers could be more accurately captured and create a series of local precedents that could be used for future schemes.

Cllr Lofts questioned whether there were any plans to retro-fit cycle counters or any money available for other counting methods such as video technology.

P Zanzottera informed Members that there was no finance earmarked for this at present but it could be a recommendation in the future. Retro-fitting would be difficult as it would involve digging up the cycle path but other technologies could be looked into.

The Committee was informed that in working with TfGM their Programme Entry Appraisal Tool (PEAT) had been identified as something that could add value to the way active travel schemes were assessed. Sustrans were also working with the MCA Executive to build a pipeline of active travel schemes that could be used for further bidding opportunities. The intention was to use a similar model to PEAT to have a set of schemes with Strategic Outline Business Cases so the VfM estimates could be made at an early stage.

The Committee discussed the costs of assessing VfM, the collection of cyclist and pedestrian data including cordon counts, tube counters and the use of video technology and how benefits to the environment and health and wellbeing were measured.

Concerns were expressed with the issue of VfM and how improvements were measured. The Committee felt that £7.1m was a substantial amount of public money and there was a need for evidence of the benefits realised and measurable outcomes for the investment of this money.

Cllr Grocutt questioned how much it would cost to develop a new VfM monitoring system.

P Zanzottera replied that overall, in terms of building the pipeline, this was being done at zero cost. There was a programme called the Local Cycling and Walking Infrastructure Plan and the government had funded consultants to help with the plan. One of the consultants was Sustrans who were assisting with the development of the pipeline until March 2021. The monitoring and evaluation package, which was out to tender, had an indicative value of £40,000. Part of this was to develop programme level reporting to assist with annual reporting against progress on the Active Travel Implementation Plan.

The Chair suggested a recommendation that every effort was made to ensure



that baseline data for walking and cycling was obtained. This was agreed.

RESOLVED – That the Committee:

- i) Note the contents of the report.
- ii) **RECOMMENDS that every effort is made to collate baseline data for walking and cycling so that value for money could be ascertained.**

#### 11. **Climate Emergency - Progress to date**

A report was submitted which provided an update on the progress made since the Climate Emergency declaration in November 2019 and provided responses to specific questions raised by the Overview and Scrutiny Committee.

The Committee was informed that a Climate Response Framework had been developed and presented to the MCA Board in January 2020. The Framework provided a high-level approach for delivering on the declaration and include the 'Net Zero Target' date of 2040.

It was noted that an integrated approach was required to meet the target with three key areas which were transport, industry and commerce and housing, each of which were responsible for approximately a third of emissions.

In July 2020 Urban Foresight had been commissioned to help prepare the Net Zero Programme which prioritised actions and the phasing of those actions and the interdependencies needed to maximise impact.

An Action Plan of projects had been developed and part of the work had been to understand any barriers and obstacles that Local Authorities and other partners across the region faced to deliver against the projects and the Framework.

The main barriers were found to be capacity, particularly within Local Authorities, finance and a lack of knowledge as to what was available.

Potential projects would fit within the five categories of the SCR Climate Response Framework which were:

- Leadership
- Carbon Reduction
- Carbon Capture
- Climate Adaptation
- Climate Economy

K Sample explained how each element fitted into the Framework.

The projects had been prioritised using a framework developed by Urban Foresight.

The Committee discussed:

- How the Net Zero Programme linked in with Local Authorities who and all set their own targets to get there and what help and support was available.
- The number of charging points for electric vehicles, low emission public transport targets, the use of hydrogen and other alternative fuels and supporting local innovative companies in these areas.
- How the SCR response to the Climate Emergency would integrate with Central Government's policies and strategies.
- The need to engage the public in the process and how they could be actively involved.
- The progress made in the 11 months since the Climate Emergency declaration.
- The support available for low income families.
- The importance of the prospectus for housing and energy efficiency; and
- Quick wins, for example early deliverable brownfield housing schemes and active travel programmes.

The Chair asked how many electric vehicle charging points the £2.6m mentioned in the report would deliver. K Sample informed the Committee that there would be 229 across South Yorkshire of which 197 would be 'fast' and the remainder 'rapid'.

Cllr Ennis stressed the importance of public involvement and commented that the public should be actively encouraged to submit ideas to achieve the net zero target, particularly following the statement made by Mayor Jarvis at the January MCA meeting. The SCR needed to be a listening forum as well as a delivery forum.

Cllr Ross referred to the report and noted that the MCA and declared a climate emergency in November 2019 which had recognised the need for urgent action.

He noted that during the 11 months since then a Climate Response Framework had been developed, a consultancy firm had been appointed, the Net Zero Partnership Board had only met twice, and the Net Zero Programme was still in draft form. He asked for assurance that the climate emergency was really being taken as urgent action.

C Blackburn replied that there was work going on behind the scenes to secure funding, develop programmes, to deliver programmes and to support businesses in their decarbonisation programmes. These included:

- Secured significant investment for public transport and active travel, all of which contributed to the climate agenda.
- Work was being progressed with LA officers on the Green Homes grant.
- A prospectus for the £40m brownfield housing fund which set out what was hoped to be achieved in new housing had been recently been signed off by the Housing and Infrastructure Board.
- Engagement with industries and business around supporting their achievements e.g. bids for the Clean Steel Fund; and
- Looking at MCA stock to see how energy efficiency and decarbonisation could be achieved.

It was noted that the draft Net Zero Programme would be received the following day giving MCA officers two weeks to make comments before the final draft was produced at the end of November.

At its first meeting the Net Zero Programme Board had a scoping session to understand the role of the Board. At the second meeting the Board had begun looking at Programme and had received a presentation on the Programme from the consultants.

Cllr Jones commented that there was a lot of interest in brownfield housing and requested a link to the prospectus for this.

The Chair suggested that in future all reports should include a Climate Change Impact Assessment. This was agreed.

RESOLVED – That the Committee:

- i) Note the progress in delivering the Net Zero agenda.
- ii) **RECOMMENDS that all future SCR reports contain a Climate Change Impact Assessment which would be carried out when assessing all programmes and projects.**

## 12. **Recovery Action Plan - update**

A report was submitted which considered how increasing Covid-19 restrictions being introduced at a national level and the developments in relation to the Brexit deal were affecting the SCR Economic Recovery Plan.

Members were informed that a Renewal Action Plan (RAP) had been developed which outlined the activities for economic development to respond to the Covid-19 situation.

Implementation plans were in development to cover the next 12 to 18 months and were focused primarily on immediate relief to people, employers and places.

Another focus was securing the funds to deliver the activities contained within the RAP.

The paper also covered the uncertainties caused by Brexit. Officers were monitoring any developments in negotiations to determine the future EU UK trade relationships and the possible impacts on SCR.

Members noted that since the paper was written, South Yorkshire had moved from Tier 2 to Tier 3 but at this stage there were no plans to amend the RAP.

The Committee discussed:

- Concerns around the leisure, retail and recreation industries and the further support that would be needed.

- The funding situation and the gap between what was available and what was needed. **The Committee requested a briefing paper on this.**
- Replacing 'non-secure' jobs that had been lost with more secure, well paid jobs with the opportunity for progression, for example within the 'green' sector.
- The preparations for Brexit. It was noted that at the Audit Committee earlier that day it had been agreed to prepare a briefing paper on Brexit preparations, **this would be shared with the O&S Committee.**
- The importance of the availability of data on exports to the EU to help businesses with their preparations for Brexit. It was noted that resources were being put in to targeting businesses which may need assistance.

With regard to the Tier 3 funding of £41.3m, the Committee was informed that £30m would be deployed to support businesses that remained open and did not qualify for support from Central Government and the remaining £11.3m was earmarked for local track and trace capacity boosting and other public health related issues.

It was suggested to invite Mayor Jarvis to the next meeting of the Committee to explain the latest position on Covid-19 and the funding situation.

Members of the Committee felt that it was important that they were kept abreast of financial allocations and implications even in advance of the next meeting via an interim briefing paper.

RESOLVED – That the report be noted.

The Chair thanked Members, substitute Members and officers for their contribution to the meeting.

The next scheduled meeting of the Committee would be on Thursday 28<sup>th</sup> January 2021 at 2pm.

<b>Date of Meeting:</b>	28 January 2021
<b>Subject:</b>	Matters Arising – Update on actions/recommendations
<b>Category of Report:</b> Open	
Under the Freedom of Information Act and Schedule 12A of the Local Government Act 1972, this paper and any appendices will be made available under the Combined Authority Publication Scheme.	

### Matters Arising

- 1 **Meeting Date:** 29 September 2020  
**Paper Name:** MCA Response to the Bus Review  
**Lead Officer:** Stephen Edwards, Executive Director, South Yorkshire Passenger Transport Executive (SYPTTE)

**Action agreed:** Stephen Edwards to explore why Councillor Baker had not received a response in relation to the complaints she had raised.

**Update:** Meeting held as planned on 18 November 2020. Discussion held on how SYPTTE might improve communication with Councillors, more generally. Cllr Baker suggested a good way of doing this would be to engage with Sheffield City Council Local Area Partnership meetings as these were forums already exist. SYPTTE's Director of Customer Services, Tim Taylor, has since attended the South East Local Area Partnership meeting on 17 December 2020 and is exploring how best SYPTTE can be represented at future Local Area Partnership meetings.

- 2 **Meeting Date:** 29 September 2020  
**Paper Name:** MCA Response to Bus Review  
**Lead Officer:** Stephen Edwards, Executive Director, South Yorkshire Passenger Transport Executive (SYPTTE)

**Action agreed:** Parking in bus lanes; Stephen Edwards agreed to follow-up with the local authorities outside of today's meeting.

**Update:** The South Yorkshire bus partnerships continue to work collectively to tackle the many issues affecting bus service performance. Blocking of bus lanes is one of the issues in all four districts and the use of mobile enforcement vehicles and static enforcement cameras has made a huge difference since the decriminalisation of bus lane parking. Bus lane regulations are generally the same in all four districts but parking enforcement is carried out as part of the local authority duties for all parking enforcement so there are many priorities for the local authorities although we are grateful for the importance that bus lane contraventions are given by all four districts.

However, this does continue to be a problem and in 2019 SYPTTE, on behalf of the bus partnerships, commissioned a review of the bus lanes in South Yorkshire with issues identified being used to form a number of bus improvement schemes which have now been incorporated into the Transforming Cities programme of work. Measures to improve the enforcement of bus priorities that will form part of this work include the option of "Red

routes” to enhance bus lanes and to further improve bus journey times and the expansion of bus lane hours to 12 and 24hrs. All decisions will lie with each local highway authority and will be subject to their own internal approvals.

In the meantime we continue to work closely with bus operators and local authority partners to tackle issues as they arise across the Region.

SYLTE have included requests for capital funding for 2021/22 as part of the MCA / PTE annual budget allocation process. These requests include funding specifically to assist in delivering the bus lane review findings where these will not be delivered as part of Transforming Cities Fund.

- 3 **Meeting Date:** 29 October 2020  
**Paper Name:** MCA Response to Bus Review  
**Lead Officer:** Christine Marriott

**Action agreed:** Write a letter of thanks to Cllr Richardson for his contribution to the OSC.

**Update:** Letter of thanks was sent to Councillor Richardson on 3 November 2020.

- 4 **Meeting Date:** 29 October 2020  
**Paper Name:** MCA Response to Bus Review/Matters Arising  
**Lead Officer:** Mark Lynam

**Action agreed:** A written response from relevant officer as to the role of the MCA, SYLTE and Traffic Commissioner within the process of implementing the recommendations of the Bus Review be circulated to members of the Committee. Cllr Jones expressed concerns regarding the governance of the process and the Committee’s role within this. It was agreed that this be addressed in the written response requested above.

**Update:** To date, there has not been a role for the Traffic Commissioner in the Bus Review work. As the response work gets underway to identify what a better bus system looks like for the region, the MCA will be presented with progress reports and their agreement sought for key policy decisions required. SYLTE will be involved in the development of the response to the Review and, as the organisation responsible for transport operations, be responsible for implementing any changes which the MCA agrees.

As the response work moves towards delivery, there may be a role for the Traffic Commissioner. There are some provisions in the Bus Services Act 2017 relating to the development of a Franchising option and as part of establishing an Enhanced Partnership (EP). For example, the Local Transport Authority (LTA) can request that certain service bus registration functions of the Traffic Commissioner are transferred to it as part of implementing an EP. As decisions regarding delivery models are unlikely to arise until the response work is more developed, we do not anticipate there being a role for the Traffic Commissioner in the work we are doing over the course of this year.

- 5 **Meeting Date:** 29 October 2020  
**Paper Name:** Evaluating Outcomes and Value for Money from Active Travel Projects  
**Lead Officer:** Peter Zanzoterra

**Action agreed:** Peter Zanzoterra to circulate details of the Tranche 2 bid to Committee members

**Update:** Information circulated to all OSC members via email immediately after the meeting.

- 6 **Meeting Date:** 29 October 2020  
**Paper Name:** Evaluating Outcomes and Value for Money from Active Travel Projects  
**Lead Officer:** Stephen Batey for Mayor Jarvis

**Action Agreed:** FORMAL RECOMMENDATION MADE that every effort is made to collate baseline data for walking and cycling so that value for money can be ascertained. The deadline for Mayor to respond to the formal recommendation was 11 January 2021.

**Update:** Letter from Mayor Jarvis in response to formal recommendation received on 12/01/21. The letter states:

“The Active Travel Programme has commissioned Sheffield Hallam University to carry out a Monitoring and Evaluation study and a key part of this work will be to look at all the available sources of data and create a baseline data report for Active Travel. It is expected that report will be available during the course of February. This will of course be shared with the Committee.”

- 7 **Meeting Date:** 29 October 2020  
**Paper Name:** Climate Emergency - Progress to date  
**Lead Officer:** Stephen Batey for Mayor Jarvis

**Action Agreed:** FORMAL RECOMMENDATION MADE that all future reports contain a Climate Change Impact Assessment which would be carried out when assessing all programmes and projects. The deadline for Mayor to respond to the formal recommendation was 11 January 2021.

**Update:** Letter from Mayor Jarvis in response to formal recommendation received on 12/01/21:

“The MCA Executive is about to socialise a proposed new board paper template with MCA Members that incorporates a new section requiring Officers preparing papers to ensure Members are made aware of any impact a proposed decision or course of action may have on climate change and the Net Zero ambition. The intention is that completion of this section will be supported by a Climate Change Impact Assessment when and where appropriate. Again, the template will be shared with OSC.”

- 8 **Meeting Date:** 29 October 2020  
**Paper Name:** Climate Emergency - Progress to date  
**Lead Officer:** Stephen Batey for Mayor Jarvis

**Action Agreed:** Cllr Ennis stressed the importance of public involvement and commented that the public should be actively encouraged to submit ideas to achieve the net zero target, particularly following the statement made by Mayor Jarvis at the January MCA meeting. The MCA needed to be a listening forum as well as a delivery forum.

This recommendation was included in the formal letter of recommendations to Mayor Jarvis. The deadline for Mayor to respond to the formal recommendation was 11 January 2021.

**Update:** Letter from Mayor Jarvis in response to formal recommendation received on 12/01/21:

“On OSC’s wider point concerning the importance of effective public engagement and consultation in addressing climate change challenges, following a recent internal audit we have committed to reviewing and taking action to strengthen our approach.”

- 9     **Meeting Date:** 29 October 2020  
      **Paper Name:** Recovery Action Plan - update  
      **Lead Officer:** Felix Kumi-Ampofo

**Agreed Action:** Tier 3 Pandemic funding: The funding situation and the gap between what was available and what was needed. The Committee requested a briefing paper on this.

**Update:** 17/11/20 Felix Kumi-Ampofo suggested making presentation which could be delivered at next OSC meeting. OSC members present at the agenda setting meeting on 03/12/20 agreed to this suggestion. Item placed on agenda for 28/01/21.

- 10    **Meeting Date:** 29 October 2020  
      **Paper Name:** Recovery Action Plan - update  
      **Lead Officer:** Felix Kumi-Ampofo

**Agreed Action:** The preparations for Brexit; it was noted that at the Audit Committee earlier that day it had been agreed to prepare a briefing paper on Brexit preparations, this would be shared with the O&S Committee.

**Update:** Briefing paper and presentation was circulated to OSC members on 13 January 2021.



Sheffield City Region Mayoral Combined Authority  
11 Broad Street West  
Sheffield, S1 2BQ

12 January 2021

Councillor Colin Ross  
Overview and Scrutiny Committee Chair  
Sheffield City Region Mayoral Combined Authority  
11 Broad Street West  
Sheffield S1 2BQ

Dear Cllr Ross,

Thank you very much for your letter (16 November) advising the Mayor of the comments and recommendations made by the Overview and Scrutiny Committee at their meeting in October. Dan is looking forward to joining the OSC on the 29th January and, in the meantime, has asked me to respond on the specific points made by the Committee.

#### **Active Travel Baseline Data**

Pete Zanzoterra, who presented at Scrutiny Committee's last meeting, has confirmed that the Active Travel Programme has commissioned Sheffield Hallam University to carry out a Monitoring and Evaluation study and a key part of this work will be to look at all the available sources of data and create a baseline data report for Active Travel. It is expected that report will be available during the course of February. This will of course be shared with the Committee.

#### **Climate Emergency**

The Governance Team is about to socialise a proposed new board paper template with MCA Members that incorporates a new section requiring Officers preparing papers to ensure Members are made aware of any impact a proposed decision or course of action may have on climate change and the Net Zero ambition. The intention is that completion of this section will be supported by a Climate Change Impact Assessment when and where appropriate. Again, the template will be shared with OSC.

On OSC's wider point concerning the importance of effective public engagement and consultation in addressing climate change challenges, following a recent internal audit we have committed to reviewing and taking action to strengthen our approach.

Finally, although the continuing pandemic created diary problems for the Mayor, I know Dan is still keen to meet with you personally for a belated introductory conversation. Dan's PA, Laura, tells me she will be getting back in touch with you to find a mutually convenient time.

With best wishes,



**Stephen Batey**  
Director of the Mayor's Office  
MCA Executive

**Forward plan of Key Decisions to be made:** January to March 2021

**Date Published:** 18 December 2020

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Local Growth Fund - Company 0123	Approval of £0.12m LGF award for supply chain and Research and Development costs for an Inward Investment company	06/01/21	SCR - Business Recovery and Growth Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)
Getting Building Fund - New Active Travel Foot/Cycle Bridge	Approval of £1.5m Getting Building Fund grant award for new foot/cycle bridgeway at the A628 Dodworth Road/Broadway Junction	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Getting Building Fund - Barnsley Town Centre Public Realm	Approval of £1.755m Getting Building Fund grant award for a new high-quality public realm setting on the Peel Square area of Barnsley Town Centre	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Hoyle Street (Housing Zone North)	Approval of £1.228m Brownfield Housing Fund for acquisition and assembly of land in Sheffield	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Allen Street (Housing Zone North)	Approval of £1.338m Brownfield Housing Fund for acquisition and preparatory work in Sheffield	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Adwick	Approval of £0.030m Brownfield Housing Fund for a variety of brownfield land issues across seven sites in Doncaster	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Brownfield Housing Fund - Former Nightingale School	Approval of £0.030m Brownfield Housing Fund for a variety of brownfield land issues across seven sites in Doncaster	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - DMBC Small Sites	Approval of £0.655m Brownfield Housing Fund for a variety of brownfield land issues across seven sites in Doncaster	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Canklow and Eastwood	Approval of £0.655m Brownfield Housing Fund for site investigations for potential housing delivery routes in Rotherham	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Small sites 20/21	Approval of £0.434m Brownfield Housing Fund for bringing forward 30 homes on small sites in Rotherham	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Brownfield Housing Fund - City Centre Sites – Porter Brook	Approval of £0.350m Brownfield Housing Fund for demolition at Porter Brook site in Sheffield	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Goldthorpe	Approval of £0.080m Brownfield Housing Fund for feasibility and design work for homes in Barnsley	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Malthouses	Approval of £1.097m Brownfield Housing Fund for preparatory work for 73 homes in Parsons Cross	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Attercliffe	Approval of £1.790m Brownfield Housing Fund for ground remediation to accelerate 750 unit housing development	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - West Bar	Approval of £0.655m Brownfield Housing Fund to bring forward highways and infrastructure work in Sheffield	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Getting Building Fund - Goldthorpe Strategic Land Assembly	Approval of £0.58m Getting Building Fund grant award for land acquisition, redevelopment and roundabout into allocated employment land.	07/01/21	SCR - Housing and Infrastructure Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board Paper	Open
Approval of SCR Housing Fund (Brownfield) Strategic Business Case and Fund Prospectus	To set out the ambitions and delivery targets for the £40m Housing Fund (Brownfield), and agree the initial pipeline schemes.	25/01/21	SCR - Mayoral Combined Authority Board	Mark Lynam Director of Transport, Housing and Infrastructure <a href="mailto:mark.lynam@sheffieldcityregion.org.uk">mark.lynam@sheffieldcityregion.org.uk</a>	Draft Fund Programme Strategic Business Case Draft Fund Prospectus MCA Board Paper	Open
Getting Building Fund/TCF - Better Barnsley - Market Gate Bridge	Approval of £2m Getting Building Fund and £2.5m Transforming Cities Fund grant award for a new accessible pedestrian and cycling bridge over the main Sheffield to Leeds railway line.	25/01/21	SCR - Mayoral Combined Authority Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board Paper	Open

Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Doncaster Town Centre "Quality Streets" Active Travel and Digital Infrastructure Programme	Approval of £5m Getting Building Fund and £3.5m Transforming Cities Fund award for delivery of new public realm (including new/improved active travel routes) investment in Doncaster Town Centre.	25/01/21	SCR - Mayoral Combined Authority Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Transforming Cities Fund - Heart of the City	Approval of £2m Transforming Cities Fund award for a permanent public transport solution on Rockingham Street in Sheffield	25/01/21	SCR - Mayoral Combined Authority Board	Sue Sykes Assistant Director - Programme and Performance Unit <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Budget and Business Plan Development 2021/22	Approval of proposed 2021/22 South Yorkshire Transport Levy	25/01/21	SCR - Mayoral Combined Authority Board	Gareth Sutton Chief Finance Officer/S73 Officer <a href="mailto:Gareth.Sutton@sheffieldcityregion.org.uk">Gareth.Sutton@sheffieldcityregion.org.uk</a>	MCA Report	Open
Bus Partnerships – Future Approach	This paper recommends a refreshed approach to the Bus Partnerships, which is subject to agreement by all parties in the Partnerships.	25/01/21	SCR - Mayoral Combined Authority Board	Pat Beijer Director of Transport Operations <a href="mailto:pat.beijer@sypte.co.uk">pat.beijer@sypte.co.uk</a>	MCA Report	Open



Decision to be made:	What is the decision?	Planned Decision Date	Decision maker's name (or name of the board) & title:	Lead Officer name and contact details	Documentation for consideration & other relevant documents	Prohibitions Restrictions Exemptions
Transforming Cities Fund - Rotherham Town Centre Outline Business Case	Approval of £1.247m development costs for developing a £9.306m TCF Full Business Case which includes a package of measures for walking and cycling to, from and within Rotherham Town Centre	25/01/21	SCR - Mayoral Combined Authority Board	Sue Sykes Assistant Director - Programme and Performance Unit  <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
Brownfield Housing Fund - Cannon Brewery (Housing Zone North)	Approval of £4.506m Brownfield Housing Fund for acquisition and preparatory work in Sheffield	25/01/21	SCR - Mayoral Combined Authority Board	Sue Sykes Assistant Director - Programme and Performance Unit  <a href="mailto:sue.sykes@sheffieldcityregion.org.uk">sue.sykes@sheffieldcityregion.org.uk</a>	Board paper	Open
2020/21 Budget Revision 3	Approvals of variations to the revenue budget and capital programme	25/01/21	SCR - Mayoral Combined Authority Board	Gareth Sutton Chief Finance Officer/S73 Officer  <a href="mailto:Gareth.Sutton@sheffieldcityregion.org.uk">Gareth.Sutton@sheffieldcityregion.org.uk</a>	Board paper	Open
Tram System Development (Bridging Strategy)		22/03/21	SCR - Mayoral Combined Authority Board	Pat Beijer Director of Transport Operations  <a href="mailto:pat.beijer@sypte.co.uk">pat.beijer@sypte.co.uk</a>	Board Paper	Open

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<b>Date of Meeting:</b>	28 January 2021
<b>Subject:</b>	Sheffield City Region Response to the Covid-19 Pandemic
<b>Category of Report:</b> Open	
Under the Freedom of Information Act and Schedule 12A of the Local Government Act 1972, this paper and any appendices will be made available under the Combined Authority Publication Scheme.	

### Summary and Context

1.1 At the Overview and Scrutiny Committee agenda setting meeting held on 3 December 2020, Members requested an update in relation to the Sheffield City Region Mayoral Combined Authority response to the Covid-19 pandemic. The Committee specifically requested an update on the following areas:

- Schemes already launched
- Schemes scheduled for launch
- Who has received support?
- Government support available

1.2 Appendix A of this cover paper responds to the questions put forward by OSC Members and reflects the position as at 20 January 2021.

### 6. Appendices/Annexes

Appendix A –Covid Business Response OSC Presentation as at 20 January 2021

### The following section is a legal requirement

<b>Report Author:</b>	Christine Marriott
<b>Job Title:</b>	Scrutiny Officer
<b>Officer responsible:</b>	Felix Kumi-Ampofo
<b>Organisation:</b>	Sheffield City Region Mayoral Combined Authority
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<b>Telephone:</b>	
<b>Background papers used in the preparation of this report are available for inspection at:</b> 11 Broad Street West, Sheffield, S1 2BU	
<b>Other sources and references:</b> N/A	

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# ITEM 11 – APPENDIX A

# SOUTH YORKSHIRE DISCRETIONARY BUSINESS SUPPORT GRANT SCHEME

INITIAL PHASES

JANUARY 2021

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**Sheffield**  
**City Region**

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# SO WHAT HAS HAPPENED, & WHAT IS HAPPENING

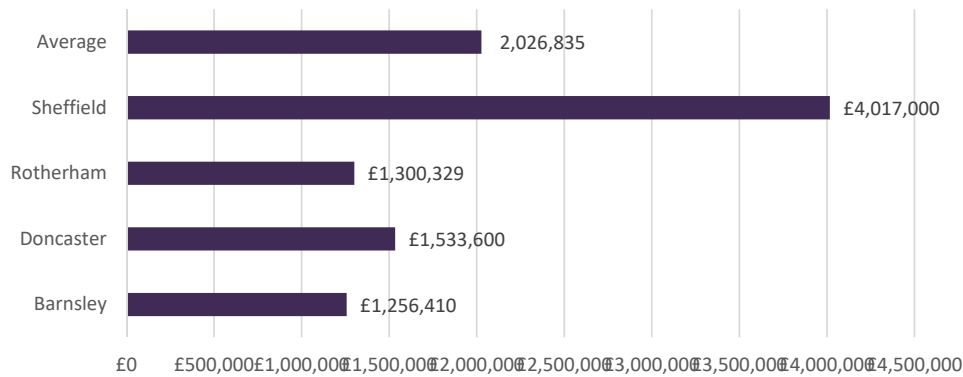


# SUMMARY FINANCIAL POSITION

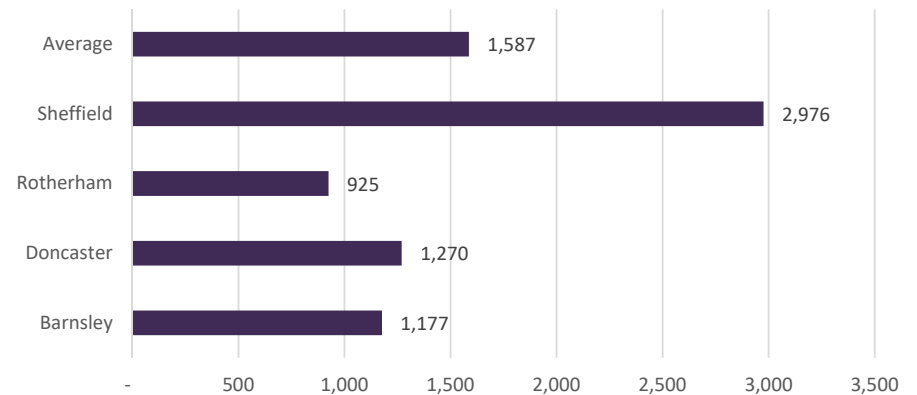
- Total Expenditure: £8.11m
  - Residual Funding: £21.89m
- Total Grants Awarded: 9.4k
- Average Grant: £868

Page 32

Total Value of Payments Made



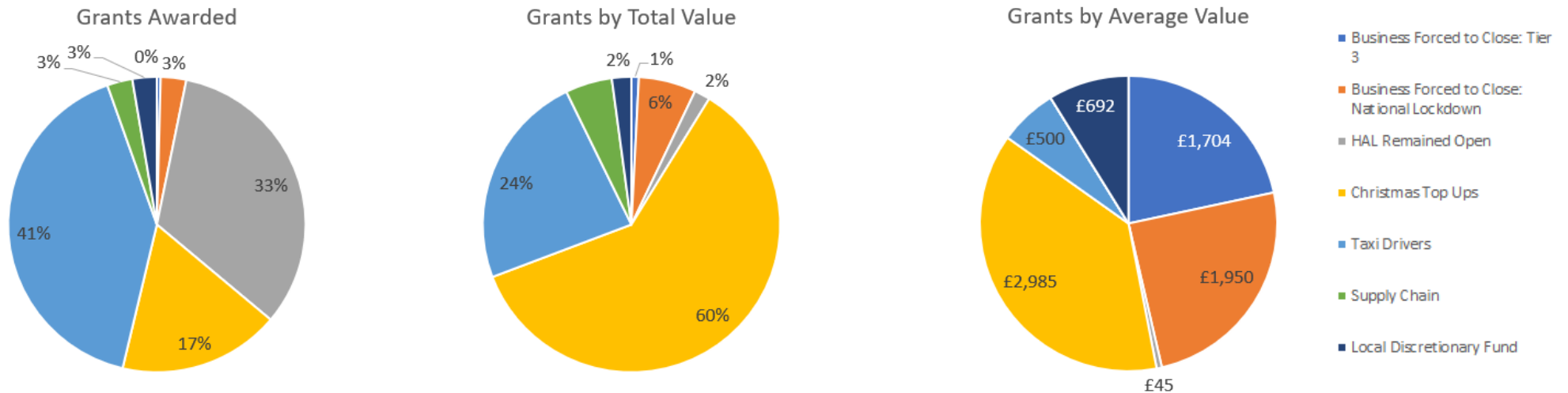
Grants





# WHERE HAS THE MONEY GONE (TO DATE)? (1)

- Data derived from expenditure to the end of December 2020
- 84% of expenditure has gone on either taxi drivers or the Christmas top-up to HAE businesses
  - Majority of HAE top-ups were to known businesses with rateable value
- c. 12% has been spent on infill to other areas



# WHERE HAS THE MONEY GONE (TO DATE)? (2)

Data to the end of December 2020

	Barnsley		Doncaster		Rotherham		Sheffield		South Yorkshire	
	Grants	Value	Grants	Value	Grants	Value	Grants	Value	Grants	Value
<b>Support to:</b>										
<b>Businesses forced to Close:</b>										
During Tier 3	-	£0	11	£9,712	7	£1,851	20	£53,200	38	£64,763
During National Lockdown	57	£69,298	44	£39,518	22	£34,012	137	£363,533	260	£506,361
	57	£69,298	55	£49,230	29	£35,863	157	£416,733	298	£571,124
<b>Hospitality/Accommodation/Leisure that Remained Open:</b>										
During Tier 2 (10 days)	3	£3,000	5	£2,252	6	£2,751	16	£41,378	3,027	£49,380
During Tier 2 and Tier 3 (22 days)	-	£0	4	£2,068	6	£3,301	11	£29,556	21	£34,924
All (28 days)	1	£2,000	-	£0	14	£8,636	17	£44,333	32	£54,969
	4	£5,000	9	£4,320	26	£14,688	43	£115,267	3,079	£139,274
<b>Christmas Top Ups</b>	286	£712,000	377	£1,024,000	356	£968,000	623	£2,198,000	1,642	£4,902,000
<b>Taxi Drivers</b>	625	£312,500	731	£365,500	439	£219,500	2,026	£1,013,000	3,821	£1,910,500
<b>Supply Chain</b>	19	£17,006	98	£90,550	13	£31,279	127	£274,000	257	£412,835
<b>Local Discretionary Fund</b>	186	£140,606	-	£0	62	£31,000	-	£0	248	£171,606
<b>Total</b>	<b>1,177</b>	<b>£1,256,410</b>	<b>1,270</b>	<b>£1,533,600</b>	<b>925</b>	<b>£1,300,329</b>	<b>2,353</b>	<b>£4,017,000</b>	<b>9,345</b>	<b>£8,107,339</b>
<b>Average Grant Award Value</b>		<b>£1,067</b>		<b>£1,208</b>		<b>£1,406</b>		<b>£1,707</b>		<b>£868</b>
<b>Total Businesses Supported</b>	<b>1,176</b>		<b>1,270</b>		<b>894</b>				<b>3,340</b>	<b>£2,427</b>
<b>Average Payment to Business</b>		<b>£1,068</b>		<b>£1,208</b>		<b>£1,455</b>				<b>£2,427</b>

## Report to Sheffield City Region Overview and Scrutiny Committee

<b>Date of Meeting:</b>	28 January 2021
<b>Subject:</b>	Scrutiny of the Mayoral Combined Authority's Thematic Boards
<b>Purpose of the Report:</b>	To advise members of the updated governance arrangements for the Mayoral Combined Authority Thematic Boards as agreed at the September 2020 MCA board.
<b>Recommendation(s):</b>	That OSC Members note the updated governance arrangements for the Thematic Boards and agree on the method of scrutiny of the Thematic Boards as set out in section 2.6.
<b>Category of Report:</b> Open Under the Freedom of Information Act and Schedule 12A of the Local Government Act 1972, this paper and any appendices will be made available under the Combined Authority Publication Scheme.	

### Summary:

On 21 September 2020 the Mayoral Combined Authority (MCA) board agreed to change the governance arrangements and approved the amendment of the MCA Constitution to reflect the updated Terms of Reference of the MCA's Thematic Boards (please see Appendix A). The Thematic Boards are a joint body between the MCA and the LEP; they are the point at which they come together to make decisions on the theme within the delegated powers framework. This paper will enable the Overview and Scrutiny Committee to examine the roles, responsibilities and membership of the four thematic boards agreed at the SCR MCA Board.

At the Overview and Scrutiny Committee's agenda setting meeting on 3 December 2020 it was agreed that the committee would seek clarity on the following:

1. Transparency and openness of the thematic board meetings
2. The meeting cycle and membership
3. Arrangements for public questions.

It will fall within the remit of the MCA Overview and Scrutiny Committee to ensure that the decisions taken will be of benefit to the residents and businesses of the region, so it is, therefore, important to set out a process for robust scrutiny.

### 1. Introduction/Context

- 1.1 Thematic Boards were first established by the MCA in early 2019. The role of each Thematic Board is to:
  - Shape future policy development and priorities on issues related to their portfolio
  - Develop new programmes
  - Make investment decisions up to £2 million within the agreed budget and policy on business recovery and growth, as delegated by the Mayoral Combined Authority (MCA)
  - Accept grants with a value of less than £2 million
  - Monitor programme delivery and performance on business recovery and growth

- Monitor the performance of services provided to support business and develop trade and investment opportunities.

1.2 The proposal to reduce the number of Thematic Boards from 5 to 4 was agreed at MCA in September 2020. The priorities reflect those of the refreshed Strategic Economic Plan (2020-2040)

- i. Business Recovery and Growth
- ii. Education, Skills and Employability
- iii. Transport and the Environment
- iv. Housing and Infrastructure

1.3 As these Boards are not formal sub-committees of the MCA (as they include Members who are not MCA Members) the formal decision making function is delegated to an officer of the MCA who will either act in accordance with the unanimous decision of the Board or refer the decision to the MCA/LEP.

## 2. Matters for Consideration

2.1 OSC Member have asked for clarity on 3 specific areas in relation to the MCA's Thematic Boards:

- Transparency and openness of the thematic board meetings
- Arrangements for public questions
- The meeting cycle and membership

### 2.2 Transparency, openness of meetings

The Terms of Reference for each board (Appendices B, C, D and E) state that:

- Papers are made available to the public 5 clear working days before the meeting
- Key decisions will be published on the SCR MCA website 28 days in advance of the decision being made
- Meetings will be held in private and minutes made available to the public within 10 working days of the meeting taking place

### 2.3 Arrangements for public questions

The Terms of Reference state:

- Members of the public can submit questions and/or comments on pending decisions to the board and receive a written response.

### 2.4 Meeting Cycle

It was planned for each Board to meet at least on an 8-week cycle; however, this is currently under review to ensure meetings are timely to uphold timely decision making. Additional meetings, dependent on business need, will be agreed with Co-chairs and will observe publication requirements for papers, minutes and key decisions. Each Board may also determine to have informal intermediate meetings where discussion is required midcycle.

### 2.5 Membership

The Membership for each Thematic Board is as follows:

- a. Co-chairs - 1 Constituent Council Leader and 1 LEP Board Member
- b. One lead Chief Executive from a Constituent Council
- c. One MCA Executive Officer (Chief Executive/Director level)
- d. One Elected Member from each Constituent Authority
- e. A LEP Board Member

Membership of the Thematic Boards as at 18 January 2021 can be found in Appendix F.

### 2.6 Proposed Scrutiny Process

The Forward Plan lists all Key Decisions taken at the MCA board and Thematic Board meetings. OSC Members are already routinely made aware of the publication of the Forward Plan of Key Decisions, this is facilitated by the receipt of an automated email notification from the MCA's

modern.gov system. In addition, the Forward Plan of Key Decisions is a standard agenda item on each OSC agenda.

OSC Members routinely receive a copy of the MCA meeting paper packs and meeting minutes from the modern.gov system – this is an automated email which notify members as soon as papers are published on the MCA’s website.

It is proposed to enhance the current process to include OSC Members on the circulation list for meeting paper packs and draft meeting minutes for the Thematic Boards.

The proposed scrutiny model is set out below:

1. OSC Members receive automated email from MCA committee system with the following information:
  - a. Forward Plan of Key Decisions
  - b. Thematic Board Agenda/Paper Packs
  - c. MCA Board Agenda/Paper Packs
  - d. MCA Board and Thematic Board Draft minutes (published within 10 days of the meeting being held)
2. OSC Member reviews information provided.
3. If no queries or concerns are raised by OSC Members, then no further action is required. However, if this is not the case then proceed to point 4.
4. An OSC Member raises query with Lead MCA Executive Officer (informing Scrutiny Officer).
5. Scrutiny Officer will make a log of any queries raised and subsequent response (for transparency purposes).
6. If OSC Member still has concerns or queries after an informal discussion has taken place:
  - a. If the item is felt to be urgent, then the ‘Call In’ Process will be instigated and followed.
  - b. If the item is not felt to be urgent, the OSC Member should make a referral to the OSC Chair (cc Scrutiny Officer) clearly stating the objective(s)/outcomes(s) expected from reviewing the issue at a committee meeting.
  - c. The referral will be discussed at the next OSC Agenda Setting Meeting and placed on the next available OSC meeting agenda (and Work Programme) or if more urgent, the OSC will call an urgent OSC meeting.
  - d. The topic/item will be scrutinised at the next available meeting and recommendations will be put forward as appropriate.

**a. Financial**

There are no financial implications associated with this paper.

**b. Legal**

The framework for agreeing scrutiny’s role is provided in the legislation listed below. Scrutiny has the power to:

- Review or scrutinise actions taken, or decisions made by the MCA or the Mayor
- Make reports or recommendations on actions taken or decisions made by the MCA or the Mayor
- Make reports or recommendations on any issue affecting the MCA’s area or the area’s inhabitants
- “Call-In” decisions made by the MCA or the Mayor.

The legislative provisions are set out in:

- The Local Democracy, Economic Development and Construction Act 2009,

- The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017)
- Overview and Scrutiny; statutory guidance for councils and Combined Authorities (HMG 2019)

**c. Risk Management**

There are no risk management issues to consider.

**d. Environmental**

There are no environmental implications associated with this paper.

**e. Equality Impact Assessment**

There are no equality implications associated with this paper.

**f. Performance Management/Measuring Outcomes**

The Scrutiny Officer routinely monitors, and records referrals made to the Overview and Scrutiny Committee which includes data such as the source of the referral and topics/issues discussed. Monitoring is a continuous process and analysis of the data is published in the OSC Annual Report.

**3. Consideration of alternative approaches**

This proposal was drafted to ensure compliance with legal requirements and the optimum use of finite resources, ie, member and officer time.

**4. Issues the Overview and Scrutiny Committee may wish to consider ...**

OSC Members are invited to put forward any recommendations that would enhance the proposed process for scrutinising the MCA's Thematic Boards.

**5. Recommendations**

That the Overview and Scrutiny Committee agree to adopt the process set out in section 2.6.

**6. Appendices/Annexes**

Appendix A - MCA Paper 21/09/20 Governance Arrangements to Support the Leadership of Thematic Priorities

Appendix B – Terms of Reference for the Business Recovery and Growth Board

Appendix C – Terms of Reference for the Housing and Infrastructure Board

Appendix D – Terms of Reference for the Education, Skills and Employability Board

Appendix E – Terms of Reference for the Transport and Environment Board

Appendix F – Members of MCA Thematic Boards

**The following section is a legal requirement**

<b>Report Author:</b>	Christine Marriott
<b>Job Title:</b>	Scrutiny Officer
<b>Officer responsible:</b>	Steve Davenport, Monitoring Officer
<b>Organisation:</b>	Sheffield City Region Mayoral Combined Authority
<b>Email:</b>	steve.davenport@syppte.co.uk
<b>Telephone:</b>	
<b>Background papers used in the preparation of this report are available for inspection at:</b> 11 Broad Street West, Sheffield, S1 2BU	
<b>Other sources and references:</b> N/A	

**Appendix A**

**MCA Paper - Governance Arrangements to Support the Leadership of Thematic Priorities**

**Presented on 21 September 2020**

21<sup>st</sup> September 2020

**Governance Arrangements to Support the Leadership of Thematic Priorities**

**Purpose of Report**

This report seeks approval of governance changes (including changes to the Constitution) to the Thematic Boards.

**Thematic Priority**

Cross cutting.

**Freedom of Information and Schedule 12A of the Local Government Act 1972**

Under the Freedom of Information Act this paper and any appendices will be made available under the Combined Authority Publication Scheme. This scheme commits the Authority to make information about how decisions are made available to the public as part of its normal business activities.

**Recommendations**

Members approve the changes to the Thematic Boards set out in sections 2.2 to 2.6 below and approve the Monitoring Officer to make the consequential amendments to the Constitution by adopting the Terms of Reference at Appendices A-D.

**1. Introduction**

1.1 Thematic Boards were first established by the MCA in early 2019. The rationale for these Boards includes:

- Achieving an efficient, effective and transparent model for decision making;
- Collaborating to build collective and combined decisions to deliver the outcomes identified in the Strategic Economic Plan (SEP);
- Providing strong and accountable leadership in setting the agenda and delivering a defined programme of activity to rigorously realise the outcomes of the SEP; and
- Scrutinising the planned and ongoing activity to deliver the best outcomes for the region and value for money

1.2 The Boards have not been held in public, but the papers and minutes are made available to the public before the meeting and the public can submit questions. This allows for open policy discussion, whilst providing transparency. The MCA has now secured, by Parliamentary Order, the additional powers and gainshare funding agreed as part of the devolution deal. This has necessitated the Mayor, Leaders and the SCR Executive reviewing the effectiveness of the Thematic Boards and proposing amended arrangements to best



reflect a proposed new operating model, ensuring that the Members of the MCA, in conjunction with the private sector LEP Board Members, take a lead in driving forward MCA priorities. This paper seeks approval to make the required governance changes to achieve this (including changes to the Constitution) and to implement the changes set out in section 2.

## **2. Proposal and justification**

- 2.1** The new operating model for the MCA will be based on the principle of the Thematic Board Co-chairs, supported by the cabinet members from the Districts, owning and leading on a policy theme, with Chief Executives providing advice, taking a city region wide perspective, to the Co-chairs. MCA Officers will engage consistently with Co-chairs, the lead Chief Executive and other Members in order to shape, craft and direct positions early and in advance of formal decision making. To ensure the effectiveness of this proposal, within a common framework, the detail of this engagement will be bespoke to the requirements of each thematic area and to the preferences of the Co-chairs.

Linked to the formal governance changes the Mayor, Leaders, Chief Executives and LEP Co-chairs are establishing arrangements to ensure that there is significant cross working and communication between Boards.

## **2.2 New Proposals**

The proposed new Thematic Board structure is as follows:

Number - the number of Thematic Boards to be reduced from 5 to 4 as follows:

- i. Business Recovery and Growth;
- ii. Education, Skills and Employability;
- iii. Transport and the Environment; and
- iv. Housing and Infrastructure.

The new policy areas and remit of these Boards, indicated by the title, reflect the priorities of the new Strategic Economic Plan (2020-2040) which is currently under consultation.

- 2.3** Membership - the proposed Membership make up is as follows:
- i. Co-chairs (1 Constituent Council Leader and 1 LEP Board Member);
  - ii. Lead Chief Executive from Constituent Council;
  - iii. SCR Executive Officer (Chief Executive/Director level);
  - iv. Elected Member from each Constituent Authority;
  - v. Second LEP Board Member

### ***Membership of Non-Constituent Councils on Thematic Boards***

Following the LEP boundary review in 2019 the funding provided to the MCA will, from April 2021, (end of present LGF funding period), be exclusively related to South Yorkshire. It is therefore proposed that no non-constituent Council members are actual Members of the Boards, but that each Council is given the right to have an elected Member attend and participate, but not vote. This arrangement aims to recognise the role the non-Constituent Council areas play in the functioning economic geography of the city region and provides opportunity for representation on issues directly or indirectly affecting their localities.

**2.4** Initial Membership - the proposed actual Membership of each Board is as follows:

	<b>SCR Leader</b>	<b>LEP Member (Co-chair)</b>	<b>Lead Chief Executive</b>	<b>SCR Officer</b>	<b>Con Council Member x4</b>	<b>2<sup>nd</sup> LEP Member</b>
<b>Business Recovery and Growth Board</b>	Mayor Ros Jones	Neil MacDonald	Sharon Kemp	Dave Smith	TBD	Richard Stubbs
<b>Education, skills and employability Board</b>	Cllr Sir Steve Houghton	Nigel Brewster	Charli Adan /Kate Josephs	Dave Smith	TBD	Chris Husbands
<b>Transport and the Environment Board</b>	Cllr Chris Read	Peter Kennan	Sarah Norman	Mark Lynam	TBD	TBD
<b>Housing and Infrastructure Board</b>	Cllr Julie Dore	Owen Michaelson	Damian Allen	Mark Lynam	TBD	Tan Khan

**2.5** Terms of Reference - the proposed Terms of Reference for each Board are set out in Appendices A-D. The following matters are of note:

**Delegations** (section 3 of each Terms of Reference)

It is proposed that each Board is responsible for:

- formulating policy in its area of responsibility for agreement by the MCA
- agreeing investments up to £2m
- recommending investments over £2m to the MCA
- accepting grants up to £2m
- awarding contracts for the supply of goods/services up to £200,000.

These delegations remain unchanged from the arrangements currently in place.

**Frequency of Meetings** (section 5 of each Terms of Reference)

It is proposed that each Board meet at least on an 8-week cycle aligned to the 8-week MCA meeting schedule. This remains unchanged from the arrangements currently in place. Additional meetings, dependent on business need, will be agreed with Co-chairs and will observe publication requirements for papers, minutes and key decisions. Each Board may also determine to have informal intermediate meetings where discussion is required mid-cycle

**Transparency** (section 13 of each Terms of Reference)

It is proposed that:

- papers are made available to the public 5 clear working days before the meeting
- the public can submit questions and receive a written response.
- meetings will be held in private and minutes made available to the public within 10 working days of the meeting taking place.

These arrangements remain unchanged from those currently in place.

**2.6** **Advisory Boards** (section 12 of each of the terms of reference)

It is proposed that the following Advisory Boards formally report as follows (this will give the Boards a formal place in the governance arrangements of the MCA):

- Joint Assets Board (existing Board) – Report to the Housing and Infrastructure Board.

- Growth Hub Board (existing Board)–Report to the Business Recovery and Growth Board
- Skills Advisory Network Board (new Board)– Advisory Board reporting to the Education, Skills and Employment Board. **NB. The Skills Advisory Network Board is a requirement of Adult Education Budget devolution.**

### 3. Consideration of alternative approaches

- 3.1 Current arrangements could be maintained however these arrangements may not be effective in achieving the objectives of the MCA as set out in the new Strategic Economic Plan.

Formal Committees arrangements would be impractical due to the time pressures this would place on each of the 4 Leaders and the Mayor and would not allow for the effective involvement of the LEP Board Members e.g. through the co-chairing arrangements.

### 4. Implications

#### 4.1 Financial

The changes proposed will have no material effect on MCA finances but new arrangements will further strengthen governance processes around the allocation of funding to meet MCA priorities.

The proposed financial delegations for the Thematic Boards are set out in section 2.5 above and in each terms of reference.

#### 4.2 Legal

The constitution will be updated to reflect the changes to the Terms of Reference and the reduced number of Thematic Boards

Given these Boards are not formal sub-committees of the MCA (as they include Members who are not MCA Members) the formal decision making function is delegated to an officer of the MCA who will either act in accordance with the unanimous decision of the Board or refer the decision to the MCA/LEP.

#### 4.3 Risk Management

Robust decision-making processes and appropriate governance arrangements are key elements of the MCAs control framework. Arrangements that are not fit for purpose or not aligned to the priorities of the MCA could lead to poor decisions and a failure to achieve objectives.

#### 4.4 Equality, Diversity and Social Inclusion

There are no equality, diversity or social inclusion implications arising from the changes proposed.

### 5. Communications

- 5.1 Changes to Thematic Board arrangements will be communicated appropriately to local authority partners, publicly available information on the website will be updated as required.

## 6. Appendices/Annexes

### 6.1 Appendices A-D - Terms of Reference of the 4 Thematic Boards

Report Author	<b>Steve Davenport</b>
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Organisation	Chief Executive
Email	<a href="mailto:Dave.smith@sheffieldcityregion.org.uk">Dave.smith@sheffieldcityregion.org.uk</a>
Telephone	0114 2205000

Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

## **APPENDIX B**

# **TERMS OF REFERENCE FOR THE BUSINESS RECOVERY AND GROWTH BOARD**

## Business Recovery and Growth Board

### Terms of Reference



## 1. Purpose and Role

1.1 The purpose of the Business Recovery and Growth Board is to provide leadership, development of policy and the delivery of a programme of activity aligned to the priorities of the Strategic Economic Plan, the Recovery Action Plan and other approved strategies associated with business support and business growth.

1.2 The role of the Business Recovery and Growth Board is to:

- Shape future policy development and priorities on issues related to business recovery, innovation, enterprise and growth
- Develop new business recovery and growth programmes
- Make investment decisions up to £2 million within the agreed budget and policy on business recovery and growth, as delegated by the Mayoral Combined Authority (MCA)
- Accept grants with a value of less than £2 million
- Monitor programme delivery and performance on business recovery and growth
- Monitor the performance of services provided to support business and develop trade and investment opportunities
- Receive reports from the Growth Hub Board

## 2. Responsibilities

2.1 The Business Recovery and Growth Board is responsible for:

### ***Funding***

- Approving, deferring or rejecting funding applications for business recovery and growth projects that fall within the financial limit of delegated authority, and which are within the budgets agreed by the MCA and Local Enterprise Partnership (LEP)
- Making recommendations to the MCA to approve, defer or reject funding applications for business recovery or business growth projects in the that exceed the financial limit of delegated authority, and which are within relevant budgets
- Making recommendations to approve, defer or reject applications for business recovery or business growth projects to form part of a project pipeline where relevant.

### ***Strategy and Policy***

- Ensuring that business recovery and growth policies developed by the Board and agreed by the MCA and LEP are enacted effectively through appropriate investments
- Reviewing economic intelligence and evidence of regional economic performance on business recovery and growth and identifying propositions to accelerate growth
- Developing and managing relationships with key stakeholders and partners.

### ***Programme Delivery***

- Commissioning of activity to deliver and implement the priorities on business recovery and growth
- Monitoring business recovery and growth programmes and project delivery
- Overseeing the management and development of the Growth Hub through the Growth Hub Board

### ***Performance and Risk Management***

- Reviewing project performance, outputs and outcomes
- Identifying and recommending mitigations for any programme risks or poor performance
- Escalating any strategic, policy or programme risks to the MCA and LEP.

## 3. Delegated Authority

- 3.1 In order to enact its responsibilities, the Business Recovery and Growth Board will have delegated authority from the MCA to approve investment decisions for agreed pipeline projects up to £2 million.
- 3.2 The Business Recovery and Growth Board will have delegated authority to accept grants with a value of less than £2 million.
- 3.3 The Business Recovery and Growth Board will have delegated authority to accept a tender or quotation for the supply of goods, materials or services for which financial provision has been made in the Authority's Revenue Budget up to a limit of £200,000.00 in value for any one transaction.
- 3.4 The Business Recovery and Growth Board may refer a matter or decision within their delegated authority to the MCA or LEP.

## 4. Membership

- 4.1 The Business Recovery Growth Board will be co-chaired by the MCA portfolio lead for Business Recovery and Growth and a private sector LEP Board member.
- 4.2 Membership of the Business Recovery Growth Board will comprise of:
  - One Leader, who is the portfolio lead, from an MCA constituent Local Authority, who will co-Chair the Board;



- A nominated elected member representative for each of the constituent Local Authorities;
  - A lead Chief Executive from a constituent Local Authority
  - Two private sector LEP Board members, one of whom will co-Chair the Board; and
  - The MCA Head of Paid Service (or their nominated representative).
- 4.3 Elected Members can nominate a deputy to attend meetings of the Board in their absence. All deputies must be named, elected members and must complete a Register of Interests Form.
- 4.4 Each of the non-constituent Local Authorities can nominate an elected member to attend and participate in the meetings but not vote.
5. Frequency
- 5.1 The Business Recovery and Growth Board will meet on an eight-weekly cycle.
6. Secretariat
- 6.1 The Sheffield City Region Executive Team will provide the secretariat for the Business Recovery and Growth Board.
- 6.2 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.
7. Attendance
- 7.1 Consistent attendance at the Business Growth Board meetings is essential and attendance will be recorded.
8. Quorum
- 8.1 Meetings of the Business Recovery and Growth Board will be quorate when five members are present and provided that there are at least 2 constituent Local Authority elected member representatives and one LEP member present. A member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum.
- 8.2 A Board member may be counted in the quorum if they are able to participate in the meeting by remote means e.g. telephone, video or electronic link and remain available for the discussion and decision items on the agenda.
9. Decision Making

- 9.1 Board decisions are legally taken by the Head of paid Service (or their nominated representative) in consultation with the co-Chairs of the Board. By protocol, decisions will not be taken unless there is Board consensus for the decision. Where consensus cannot be reached the issue will be escalated to the MCA and/or the LEP as appropriate for final decision.
- 9.2 Decisions made by the Business Recovery and Growth Board will be presented to the MCA in a written Delegated Decisions Report at the next meeting. As the delegating body, the MCA will have the right to review or amend decisions made by the Business Growth Board where such decision has not been acted upon subject to giving due reason for doing so.

## 10. Conflicts of Interest

### ***Register of Interests***

- 10.1 All Board Members and deputies must complete a Register of Interests Form within 28 days of being appointed to the Business Recovery and Growth Board. This must disclose any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all Board Members are published on the website.
- 10.2 It is the responsibility of every Business Recovery and Growth Board Member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.
- 10.3 Interests declared by Business Recovery and Growth Board Members will be listed on the Register of Members' Interests and published on the website.

### ***Declarations of Interest at Board Meetings***

- 10.4 It is the responsibility of Board members to declare any disclosable pecuniary interest (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each Business Recovery and Growth Board meeting.

## 11. Urgent decisions between meetings

- 11.1 This procedure is to be used only by exception
- 11.2 When an urgent matter or decision falls outside the parameters of the meeting cycle, the Business Recovery and Growth Board will be permitted to make decisions through this procedure. If the matter is a Key Decision

the procedure in Part 5B (Access to Information Procedure Rules) of the Constitution also needs to be complied with.

11.3 The Head of Paid Service (or their nominated representative), in consultation with the Chairs of the Business Recovery and Growth Board, will contact Board Members by email to notify them of the following:

- Details of the matter requiring comment and/or decision;
- The name of the person or persons making or putting forward the proposal/decision;
- The reason why the matter cannot wait until the next Board; and
- The date responses are required by.

Two working days after the close of responses, the following will be circulated to all Board Members:

- The outcome of the decision taken (noting that for a decision to be agreed the unanimous agreement of all those Board Members that respond by the date set for responses is needed);
- The date when any decision comes into effect; and
- Any mitigating action taken to address stated views or concerns.

11.4 Decisions and actions taken will be retrospectively reported to the next meeting of the Business Recovery and Growth Board and MCA in accordance with paragraph 9.2 above.

## 12. Advisory Groups

12.1 The Growth Hub Board will be an advisory board to the Business Recovery and Growth Board. The Business Recovery and Growth Board will approve changes to the advisory board terms of reference and will receive regular reports from the Growth Hub Board Chair.

12.2 The Business Recovery and Growth Board will be supported in making investment decisions by an independent Appraisal Panel. The Appraisal Panel will assess all applications for funding and will present their findings and recommendations to the Board on whether the application should be approved, deferred or rejected.

12.3 The Business Recovery and Growth Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the management and monitoring of individual programmes or projects. Any such groups are purely advisory and must submit reports to the Business Recovery and Growth Board.

## 13. Transparency

### ***Key Decisions***

- 13.1 Key decisions to be taken by the Business Recovery and Growth Board will be published in the Forward Plan of Key Decisions on the website 28 days in advance of the decision being made.
- 13.2 Questions and comments submitted by the public on the pending decisions will be notified to the Business Recovery and Growth Board and will be responded to in writing.

### ***Meeting Papers***

- 13.3 Agendas and papers for the Business Recovery and Growth Board will be published on the website at least five clear working days before the meeting date.

### ***Exemptions***

- 13.4 Where reports or information for Board meetings is exempt from disclosure under Section 12A of the Local Government Act 1972 or the Freedom of Information Act 2000, these papers will either be reserved or specific information in the paper will be redacted.
- 13.5 Reserved papers and reports can still be requested under the Freedom of Information Act. Requests will be considered on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).

### ***Meeting Record***

- 13.6 Draft minutes will be published on the website within ten clear working days of the Business Recovery and Growth Board meeting taking place. The meeting record (approved minutes) will be published on the website within ten clear working days of the subsequent Business Recovery and Growth Board meeting.

## 14. Amendments to Terms of Reference

- 14.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA and LEP Boards.

**APPENDIX C**

**TERMS OF REFERENCE FOR THE HOUSING AND  
INFRASTRUCTURE BOARD**

## Housing and Infrastructure Board

### Terms of Reference



#### 1. Purpose and Role

1.1 The purpose of the Housing and Infrastructure Board is to provide leadership, development of policy and the delivery of a programme of activity aligned to the priorities of the Strategic Economic Plan, the Recovery Action Plan and other approved strategies associated with housing and infrastructure.

1.2 The role of the Housing and Infrastructure Board is to:

- Shape future policy development and priorities on issues related to housing and infrastructure
- Develop new housing and infrastructure programmes
- Make investment decisions up to £2 million within the agreed budget and policy on housing or infrastructure, as delegated by the Mayoral Combined Authority (MCA)
- Accept grants with a value of less than £2 million
- Monitor programme delivery and performance on housing and infrastructure.

## 2. Responsibilities

2.1 The Housing and Infrastructure Board is responsible for:

### ***Funding***

- Approving, deferring or rejecting funding applications for housing and infrastructure projects that fall within the financial limit of delegated authority, and which are within the budgets agreed by the MCA and, where appropriate, Local Enterprise Partnership (LEP)
- Making recommendations to the MCA to approve, defer or reject funding applications for housing or infrastructure projects that exceed the financial limit of delegated authority, and which are within the relevant budgets
- Making recommendations to approve, defer or reject applications for housing or infrastructure projects to form part of a project pipeline where relevant.

### ***Strategy and Policy***

- Ensuring that housing and infrastructure policies developed by the Board and agreed by the MCA and LEP are enacted effectively through appropriate investments
- Reviewing economic intelligence and evidence of economic performance on housing and infrastructure and identifying propositions to accelerate growth
- Developing and managing relationships with key stakeholders and partners

### ***Programme Delivery***

- Commissioning of activity to deliver and implement priorities on housing and infrastructure
- Monitoring housing and infrastructure programme and project delivery
- Overseeing the management of the regions Enterprise Zones

### ***Performance and Risk Management***

- Reviewing project performance, outputs and outcomes
- Identifying and recommending mitigations for any programme risks or poor performance
- Escalating any strategic, policy or programme risks to the MCA and LEP

2.3 The Transport and Environment Board will be consulted on residential and commercial development projects which incorporate link roads or junction improvements and on developments that promote low carbon and biodiversity net gain requirements (in the context of Modern Methods of Construction) but decisions on such projects will be taken by the Housing and Infrastructure Board.

## 3. Delegated Authority

3.1 In order to enact its responsibilities, the Housing and Infrastructure Board will have delegated authority from the MCA to approve investment decisions for agreed pipeline projects up to £2 million.

3.2 The Housing and Infrastructure Board will have delegated authority to accept grants with a value of less than £2 million.

3.3 The Housing and Infrastructure Board will have delegated authority to accept a tender or quotation for the supply of goods, materials or services for which financial provision has been made in the Authority's Revenue Budget up to a limit of £200,000.00 in value for any one transaction.

3.4 The Housing and Infrastructure Board may refer a matter or decision within their delegated authority to the MCA or LEP.

## 4. Membership

4.1 The Housing and Infrastructure Board will be co-chaired by the MCA portfolio lead and a private sector LEP Board member.

4.2 Membership of the Housing and Infrastructure Board will comprise:

- One Leader, who is the portfolio lead, from an MCA constituent Local Authority, who will co-Chair the Board
- A nominated elected member representative for each of the constituent Local Authorities



- A lead Chief Executive from a constituent Local Authority
- Two private sector LEP Board members, one of whom will co-Chair the Board
- The MCA Head of Paid Service (or their nominated representative)

4.3 Elected members can nominate a deputy to attend meetings of the Board in their absence. All deputies must be named, elected members and must complete a Register of Interests Form.

4.4 Each of the non-constituent Local Authorities can nominate an elected member to attend and participate in the meetings but not vote.

## 5. Frequency

5.1 The Housing and Infrastructure Board will meet on an eight-weekly cycle.

## 6. Secretariat

6.1 The Sheffield City Region Executive Team will provide the secretariat for the Housing and Infrastructure Board.

6.2 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.

## 7. Attendance

7.1 Consistent attendance at the Housing and Infrastructure Board meetings is essential, and attendance will be recorded.

## 8. Quorum

8.1 Meetings of the Housing and Infrastructure Board will be quorate when five members are present and provided that there are at least 2 constituent Local Authority elected member representatives and one LEP member present. A member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum.

8.2 A Board member may be counted in the quorum if they are able to participate in the meeting by remote means e.g. telephone, video or electronic link and remain available for the discussion and decision items on the agenda.

## 9. Decision Making

9.1 Board decisions are legally taken by the Head of paid Service (or their nominated representative) in consultation with the co-Chairs of the Board. By protocol, decisions will not be taken unless there is Board consensus

for the decision. Where consensus cannot be reached the issue will be escalated to the MCA and/or the LEP as appropriate for final decision.

- 9.2 Decisions made by the Housing and Infrastructure Board will be presented to the MCA Board in a written Delegated Decisions Report at the next meeting. As the delegating body, the MCA will have the right to review or amend decisions made by the Housing and Infrastructure Board where such decision has not been acted upon subject to giving due reason for doing so.

## 10. Conflicts of Interest

### ***Register of Interests***

- 10.1 All Board Members and deputies must complete a Register of Interests Form within 28 days of being appointed to the Housing and Infrastructure Board. This must disclose any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all Board Members are published on the website.
- 10.2 It is the responsibility of every Housing and Infrastructure Board Member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.
- 10.3 Interests declared by Housing and Infrastructure Board Members will be listed on the Register of Members' Interests and published on the website.

### ***Declarations of Interest at Board Meetings***

- 10.4 It is the responsibility of Board members to declare any disclosable pecuniary interest (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each Housing and Infrastructure Board meeting.

## 11. Urgent decisions between meetings

- 11.1 This procedure is to be used only by exception
- 11.2 When an urgent matter or decision falls outside the parameters of the meeting cycle, the Housing and Infrastructure Board will be permitted to make decisions through this procedure. If the matter is a Key Decision the procedure in Part 5B (Access to Information Procedure Rules) of the Constitution also needs to be complied with.

11.3 The Head of Paid Service (or their nominated representative), in consultation with the Chairs of the Housing and Infrastructure Board, will contact Board Members by email to notify them of the following:

- Details of the matter requiring comment and/or decision;
- The name of the person or persons making or putting forward the proposal/decision
- The reason why the matter cannot wait until the next Board; and
- The date responses are required by.

Two working days after the close of responses, the following will be circulated to all Board Members:

- The outcome of the decision taken noting that for a decision to be agreed the unanimous agreement of all those Board Members that respond by the date set for responses is needed;
- The date when any decision comes into effect; and
- Any mitigating action taken to address stated views or concerns.

11.4 Decisions and actions taken will be retrospectively reported to the next meeting of the Housing and Infrastructure Board and MCA in accordance with paragraph 9.2 above.

## 12. Advisory Groups

12.1 The Joint Assets Board will be an advisory board to the Housing and Infrastructure Board. The Housing and Infrastructure Board will approve changes to the Boards terms of reference and will receive regular reports from the Joint Assets Board Chair.

12.2 The Housing and Infrastructure Board will be supported in making investment decisions by an independent Appraisal Panel. The Appraisal Panel will assess all applications for funding and will present their findings and recommendations to the Board on whether the application should be approved, deferred or rejected.

12.3 The Housing and Infrastructure Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the management and monitoring of individual programmes or projects. Any such groups are purely advisory and must submit reports to the Housing and Infrastructure Board.

## 13. Transparency

### ***Key Decisions***

- 13.1 Key decisions to be taken by the Housing and Infrastructure Board will be published in the Forward Plan of Key Decisions on the website 28 days in advance of the decision being made.
- 13.2 Questions and comments submitted by the public on the pending decisions will be notified to the Housing and Infrastructure Board and will be responded to in writing.

### ***Meeting Papers***

- 13.3 Agendas and papers for the Housing and Infrastructure Board will be published on the website at least five clear working days before the meeting date.

### ***Exemptions***

- 13.4 Where reports or information for Board meetings is exempt from disclosure under Section 12A of the Local Government Act 1972 or the Freedom of Information Act 2000, these papers will either be reserved or specific information in the paper will be redacted.
- 13.5 Reserved papers and reports can still be requested under the Freedom of Information Act. Requests will be considered on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).

### ***Meeting Record***

- 13.6 Draft minutes will be published on the website within ten clear working days of the Housing and Infrastructure Board meeting taking place. The meeting record (approved minutes) will be published on the website within ten clear working days of the subsequent Housing and Infrastructure Board meeting.

## 14. Amendments to Terms of Reference

- 14.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA and LEP.

**APPENDIX D**

**TERMS OF REFERENCE FOR THE EDUCATION, SKILLS AND EMPLOYABILITY  
BOARD**

**Education, Skills and Employability Board**

**Terms of Reference**



## 1. Purpose and Role

1.1 The purpose of the Education, Skills and Employability Board is to provide leadership, the development of policy and the delivery of activity aligned to the priorities of the Strategic Economic Plan, the Recovery Action Plan and other approved strategies associated with education, skills and employability.

1.2 The role of the Education, Skills and Employability Board is to:

- Shape future policy development and priorities on issues related to education, skills and employment
- Develop new education, skills and employment programmes
- Make investment decisions up to £2 million within the agreed budget and policy on education, skills and employment, as delegated by the Mayoral Combined Authority (MCA)
- Accept grants with a value of less than £2 million
- Monitor programme delivery and performance on skills and employment.
- Act as the Programme Board for Adult Education Budget delivery

## 2. Responsibilities

2.1 The Education, Skills and Employability Board is responsible for:

### ***Funding***

- Approving, deferring or rejecting funding applications for education, skills and employment projects that fall within the financial limit of delegated authority, and which are within the education, skills and employment budgets agreed by the MCA and, where appropriate, Local Enterprise Partnership (LEP);
- Making recommendations to the MCA to approve, defer or reject funding applications for education, skills and employment projects that exceed the financial limit of delegated authority, and which are within the education, skills and employment budget; and
- Making recommendations to approve, defer or reject funding applications for education, skills and employment projects to form part of the project pipeline where relevant.
- Commissioning Adult Education provision and allocating funding to grant funded providers, monitoring performance

### ***Strategy and Policy***

- Ensuring that education, skills and employment policies developed by the Board and agreed by the MCA and LEP are enacted effectively through appropriate investments including provision funded through the Adult Education Budget

- Reviewing economic intelligence and evidence of economic performance on skills and employment (e.g. qualification levels, attainment, unemployment) and identifying propositions to accelerate growth
- Developing and managing relationships with key stakeholders and partners

### ***Programme Delivery***

- Commissioning of activity to deliver and implement priorities on education, skills and employment
- Monitoring education, skills and employment programme and project delivery including provision funded by the Adult Education Budget.

### ***Performance and Risk Management***

- Reviewing project performance, outputs and outcomes
- Identifying and recommending mitigations for any programme risks or poor performance
- Escalating any strategic, policy or programme risks to the MCA and LEP Boards

## 3. Delegated Authority

- 3.1 In order to enact its responsibilities, the Education, Skills and Employability Board will have delegated authority from the MCA to approve investment decisions for agreed pipeline projects up to £2 million.
- 3.2 The Education, Skills and Employability Board will have delegated authority to accept grants with a value of less than £2 million.
- 3.3 The Education, Skills and Employability Board will have delegated authority to accept a tender or quotation for the supply of good, materials or services for which financial provision has been made in the Authority's Revenue Budget up to a limit of £200,000.00 in value for any one transaction.
- 3.4 The Education, Skills and Employability Board may refer a matter or decision within their delegated authority to the MCA or LEP.

## 4. Membership

- 4.1 The Education, Skills and Employability Board will be co-chaired by the MCA portfolio lead for education, skills and employability and a private sector LEP Board member.



4.2 Membership of the Education, Skills and Employability Board will comprise:

- One Leader, who is the portfolio lead, from an MCA constituent Local Authority who will co-Chair the Board
- A nominated representative for each of the constituent Local Authorities
- A lead Chief Executive from a constituent Local Authority
- Two private sector LEP Board members, one of whom will co-Chair the Board
- The MCA Head of Paid Service (or their nominated representative)

4.3 Elected members can nominate a deputy to attend meetings of the Board in their absence. All deputies must be named, elected members and must complete a Register of Interests Form.

4.4 Each of the non-constituent Local Authorities can nominate an elected member to attend and participate in the meetings but not vote.

## 5. Frequency

5.1 The Education, Skills and Employability Board will meet on an eight-weekly cycle.

## 6. Secretariat

6.1 The Sheffield City Region Executive Team will provide the secretariat for the Education, Skills and Employability Board.

6.2 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.

## 7. Attendance

7.1 Consistent attendance at the Education, Skills and Employability Board meetings is essential, and attendance will be recorded.

## 8. Quorum

8.1 Meetings of the Education, Skills and Employability Board will be quorate when five members are present and provided that there are at least 2 constituent Local Authority elected member representatives and one LEP member present. A member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum.

- 8.2 A Board member may be counted in the quorum if they are able to participate in the meeting by remote means e.g. telephone, video or electronic link and remain available for the discussion and decision items on the agenda.

## 9. Decision Making

- 9.1 Board decisions are legally taken by the Head of Paid Service (or their nominated representative) in consultation with the co-Chairs of the Board. By protocol, decisions will not be taken unless there is Board consensus for the decision. Where consensus cannot be reached the issue will be escalated to the MCA and/or the LEP as appropriate for final decision.
- 9.2 Decisions made by the Education, Skills and Employability Board will be presented to the MCA Board in a written Delegated Decisions Report at the next meeting. As the delegating body, the MCA will have the right to review or amend decisions made by the Education, Skills and Employability Board where such decision has not been acted upon subject to giving due reason for doing so.

## 10. Conflicts of Interest

### ***Register of Interests***

- 10.1 All Board Members and deputies must complete a Register of Interests Form within 28 days of being appointed to the Education, Skills and Employability Board. This must disclose any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all Board Members are published on the website.
- 10.2 It is the responsibility of every Education, Skills and Employability Board Member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.
- 10.3 Interests declared by Education, Skills and Employability Board Members will be listed on the Register of Members' Interests and published on the website.

### ***Declarations of Interest at Board Meetings***

- 10.4 It is the responsibility of Board members to declare any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable

Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each Education, Skills and Employability Board meeting.

## 11. Urgent decisions between meetings

- 11.1 This procedure is to be used only by exception.
- 11.2 When an urgent matter or decision falls outside the parameters of the meeting cycle, the Education, Skills and Employability Board will be permitted to make decisions through this procedure. If the matter is a Key Decision the procedure in Part 5B (Access to Information Procedure Rules) of the Constitution also needs to be complied with.
- 11.3 The Head of Paid Service (or their nominated representative), in consultation with the Chairs of the Education, Skills and Employability Board, will contact Board Members by email to notify them of the following:
- Details of the matter requiring comment and/or decision;
  - The name of the person or persons making or putting forward the proposal/decision
  - The reason why the matter cannot wait until the next Board; and
  - The date responses are required by.

Two working days after the close of responses, the following will be circulated to all Board Members:

- The outcome of the decision taken noting that for a decision to be agreed the unanimous agreement of all those Board Members that respond by the date set for responses is needed;
  - The date when any decision comes into effect; and
  - Any mitigating action taken to address stated views or concerns.
- 11.4 Decisions and actions taken will be retrospectively reported to the next meeting of the Education, Skills and Employability Board and MCA in accordance with paragraph 9.2 above.

## 12. Advisory Groups

- 12.1 The Skills Advisory Network Board will be an advisory board to the Education, Skills and Employment Board. The Education, Skills and Employment will approve changes to the advisory board terms of

reference and will receive regular reports from the Skills Advisory Network Board Chair.

- 12.2 The Education, Skills and Employability Board will be supported in making investment decisions an independent Appraisal Panel. The Appraisal Panel will assess all applications for funding and will present their findings and recommendations to the Board on whether the application should be approved, deferred or rejected.
- 12.3 The Education, Skills and Employability Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the management and monitoring of individual programmes or projects. Any such groups are purely advisory and must submit reports to the Education, Skills and Employability Board.

### 13. Transparency

#### ***Key Decisions***

- 13.1 Key decisions to be taken by the Education, Skills and Employability Board will be published in the Forward Plan of Key Decisions on the website 28 days in advance of the decision being made.
- 13.2 Questions and comments submitted by the public on the pending decisions will be notified to the Education, Skills and Employability Board and will be responded to in writing.

#### ***Meeting Papers***

- 13.3 Agendas and papers for the Education, Skills and Employability Board will be published on the website at least five clear working days before the meeting date.

#### ***Exemptions***

- 13.4 Where reports or information for Board meetings is exempt from disclosure under Section 12A of the Local Government Act 1972 or the Freedom of Information Act 2000, these papers will either be reserved or specific information in the paper will be redacted.
- 13.5 Reserved papers and reports can still be requested under the Freedom of Information Act. Requests will be considered on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).

### ***Meeting Record***

13.6 Draft minutes will be published on the website within ten clear working days of the Education, Skills and Employability Board meeting taking place. The meeting record (approved minutes) will be published on the website within ten clear working days of the subsequent Education, Skills and Employability Board meeting.

#### 14. Amendments to Terms of Reference

14.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA and LEP.

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**APPENDIX E**

**TERMS OF REFERENCES FOR THE TRANSPORT AND  
ENVIRONMENT BOARD**

**Transport and Environment Board**

**Terms of Reference**





## 1. Purpose and Role

- 1.1 The purpose of the Transport and Environment Board is to provide leadership, development of policy and the delivery of a programme of activity aligned to the priorities of the Strategic Economic Plan and the Recovery Action Plan and other approved strategies associated with transport and the environment as well as to provide direction for and oversee the performance of South Yorkshire Passenger Transport Executive (SYPTTE).
- 1.2 The role of the Transport and Environment Board is to:
- Oversee the implementation of the Transport Strategy
  - Lead the implementation of the Climate Emergency Response Framework
  - Shape future policy development and priorities on issues related to transport and the environment
  - Develop new transport programmes and environmental programmes
  - Make investment decisions within the agreed budget and policy on transport, as delegated by the Mayoral Combined Authority (MCA)
  - Accept grants with a value of less than £2 million
  - Monitor programme delivery and performance on transport and on the environment
  - Oversee the performance of SYPTTE in delivering operational transport services and its capital programme and providing SYPTTE with political direction.

## 2. Responsibilities

- 2.1 The Transport and Environment Board is responsible for:

### ***Funding***

- Approving, deferring or rejecting funding applications for transport and environmental projects that fall within the financial limit of delegated authority, and which are within the budgets agreed by the MCA and, where appropriate, Local Enterprise Partnership (LEP)
- Making recommendations to the MCA to approve, defer or reject applications for projects that exceed the financial limit of delegated authority, and which are within the transport and environment budgets
- Making recommendations to the LEP to approve, defer or reject applications for transport and environment projects to form a project pipeline where relevant
- Recommending for approval to the MCA the capital programme of SYPTTE
- Recommending for approval to the MCA the revenue budget of SYPTTE

### ***Strategy and Policy***

- Ensuring that transport and environment policies developed by the Board and agreed by the MCA and LEP are enacted effectively through appropriate investments and by SYPTE
- Reviewing economic intelligence and evidence of regional economic performance on transport and on environmental issues
- Developing and managing relationships with key stakeholders and partners

### ***Programme Delivery***

- Commissioning of activity to deliver and implement transport and the environmental priorities
- Monitoring the transport capital programme and project delivery.

### ***Performance and Risk Management***

- Reviewing project performance, outputs and outcomes
- Identifying and recommending mitigations for any programme risks or poor performance
- Escalating any strategic, policy or programme risks to the MCA and LEP Boards

22 The Transport and Environment Board will be consulted on commercial and residential development projects which incorporate link roads or junction improvements and on developments that promote low carbon and biodiversity net gain requirements (in the context of Modern Methods of Construction) however, decisions on such projects will be taken by the Housing and Infrastructure Board.

### 3. Delegated Authority

31 In order to enact its responsibilities, the Transport and Environment Board will have delegated authority from the MCA to approve investment decisions for agreed pipeline projects up to £2 million.

32 The Transport and Environment Board will have delegated authority to accept grants with a value of less than £2 million.

33 The Transport and Environment Board may refer a matter or decision within their delegated authority to the MCA or LEP.

- 34 The Transport and Environment Board will have delegated authority to accept a tender or quotation for the supply of goods, materials or services for which financial provision has been made in the Authority's Revenue Budget up to a limit of £200,000.00 in value for any one transaction.
- 35 The Transport and Environment Board has delegated responsibility for the specific transport functions of the MCA listed in Annex 1.

#### 4. Membership

- 41 The Transport and Environment Board will be co-Chaired by the MCA portfolio lead for Transport and the Environment and a private sector LEP Board member.
- 42 Membership of the Transport and Environment Board will comprise:
- One Leader, who is portfolio lead, from a constituent Local Authority who will co-Chair the Board
  - A nominated elected member representative for each of the constituent Local Authorities
  - A lead Chief Executive from a Local Authority
  - Two private sector LEP Board members, one of whom will co-Chair the Board;
  - The Director General of the SYPTE
  - The SCR MCA Head of Paid Service (or their nominated representative)
- 43 Elected Members can nominate a deputy to attend meetings of the Board in their absence. All deputies must be named, elected members and must complete a Register of Interests Form.
- 44 Each of the non-constituent Local Authorities can nominate an elected member to attend and participate in the meetings but not vote.

#### 5. Frequency

- 51 The Transport and Environment Board will meet at least on an eight-weekly cycle.

#### 6. Secretariat

- 61 The Sheffield City Region Executive Team will provide the secretariat for the Transport and Environment Board.
- 62 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.

## 7. Attendance

- 7.1 Consistent attendance at the Transport and Environment Board meetings is essential, and attendance will be recorded.

## 8. Quorum

- 8.1 Meetings of the Transport and Environment Board will be quorate when six members are present and provided that there are at least 2 constituent Local Authority elected member representatives and one LEP member present. A member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum.

- 8.2 A Board member may be counted in the quorum if they are able to participate in the meeting by remote means e.g. telephone, video or electronic link and remain available for the discussion and decision items on the agenda.

## 9. Decision Making

- 9.1 Board decisions are legally taken as follows:

- i. Matters at the Board relating to the functions of the MCA, by the Head of Paid Service (or their nominated representative) in consultation with the co-Chairs
- ii. Matters at the Board relating to the functions of SYPTTE, the Director General of SYPTTE.

By protocol, decisions will not be taken in accordance with i above unless there is Board consensus for the decision. Where consensus cannot be reached the issue will be escalated to the MCA and/or the LEP as appropriate for final decision.

- 9.2 Decisions made by the Transport and Environment Board will be presented to the MCA Board in a written Delegated Decisions Report at the next meeting. As the delegating body, the MCA will, for decisions taken under 9.1(i) above, have the right to review or amend decisions made by the Transport and Environment Board where such decision has not been acted upon subject to giving due reason for doing so.

## 10. Conflicts of Interest

### ***Register of Interests***

- 10.1 All Board Members and deputies must complete a Register of Interests Form within 28 days of being appointed to the Transport and Environment Board. This must disclose any disclosable pecuniary interests (as defined in The Relevant Authorities (Disclosable

Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all Board Members are published on the SCR website.

- 102 It is the responsibility of every Transport and Environment Board Member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.
- 103 Interests declared by Transport and Environment Board Members will be listed on the Register of Members' Interests and published on the website.

### ***Declarations of Interest at Board Meetings***

- 104 It is the responsibility of Board members to declare any disclosable pecuniary interest (as defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each Transport and Environment Board meeting.

### 11. Urgent decisions between meetings

- 11.1 This procedure is to be used only by exception.
- 11.2 When an urgent matter or decision falls outside the parameters of the meeting cycle, the Transport and Environment Board will be permitted to make decisions through this procedure. If the matter is a Key Decision the procedure in Part 5B (Access to Information Procedure Rules) of the Constitution also needs to be complied with.
- 11.3 The Head of Paid Service (or their nominated representative), in consultation with the Chair of the Transport and Environment Board, will contact Board Members by email to notify them of the following:
- Details of the matter requiring comment and/or decision;
  - The name of the person or persons making or putting forward the proposal/decision;
  - The reason why the matter cannot wait until the next Board; and
  - The date responses are required by.

Two working days after the close of responses, the following will be circulated to all Board Members:

- The outcome of the decision taken (including responses received in agreement and responses received in disagreement);

- The date when any decision comes into effect; and
- Any mitigating action taken to address stated views or concerns.

114 Decisions and actions taken will be retrospectively reported to the next meeting of the Transport and Environment Board and MCA in accordance with paragraph 9.2 above.

## 12. Advisory Groups

121 The Transport and Environment Board will be supported in making investment decisions by an independent Appraisal Panel. The Appraisal Panel will assess all applications for funding and will present their findings and recommendations to the Board on whether the application should be approved, deferred or rejected.

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***Meeting Record***

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14. Amendments to Terms of Reference

- 14.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA and LEP.

## Annex 1 – Specific Transport Functions of the MCA

1. Granting approval to SYPTTE to promote or oppose any Bill in Parliament pursuant to section 10(1)(xxix), Transport Act 1968;
2. Making a written request to the Minister to authorise SYPTTE to purchase compulsorily any land which SYPTTE require for the purposes of their business pursuant to section 10(3), Transport Act 1968;
3. Approving the permanent or long term disposal of land not required by SYPTTE for operational purposes.
4. Making appointments to the Board of SYPTTE;
5. Formulating general policies with respect to the availability and convenience of public passenger services pursuant to sections 9A(5)- (7), Transport Act 1968;
6. Ensuring that SYPTTE secures the provision of appropriate public passenger transport services pursuant to Section 9A (3), Transport Act 1968;
7. Considering and approving the creation and development of:-
  - A. Quality Partnership Schemes or Advanced Quality Partnership Scheme pursuant to sections 113(c)-123, Transport Act 2000;
  - B. Concessionary Travel Schemes pursuant to sections 93-104, Transport Act 1985;
8. Ensuring that SYPTTE implements those actions which may be delegated to it from time to time for promoting the economic, social and environmental well-being of the Combined Area and its residents pursuant to section 99, Local Transport Act 2008;
9. Approving releases for capital schemes within the agreed capital programme and the agreed budget for the scheme concerned (including approving capital payments for the purpose of the provision, improvement or development of facilities for public passenger transport, pursuant to section 56(2), Transport Act 1968);
10. Determining variations in charges for transport services or facilities provided by SYPTTE, pursuant to section 15(2), Transport Act 1968;
11. Approving the level of support of local rail services over and above that in the baseline franchise specification;
12. Determining the operation, performance and development of accessible transport provision pursuant to sections 106(1) and 106(2), Transport Act 1985;
13. Monitoring the operation and performance of bus, tram and local rail services and influencing accordingly;
14. Determining issues arising from the rail franchising process.



Appendix F  
Members of MCA Thematic Boards as at 18 January 2021

	MCA Leader (Co-chair)	LEP Member (Co-chair)	Lead Chief Executive	MCA Officer	Council Member x4		2 <sup>nd</sup> LEP Member
<b>Business Recovery and Growth Board</b>	Mayor Ros Jones	Neil MacDonald	Sharon Kemp	Dave Smith	Donc	Cllr Bill Mordue	Richard Stubbs
					Barns	Cllr Jim Andrews	
					Sheffield	Cllr Mazher Iqbal	
					Roth	Cllr Denise Lelliott	
<b>Education, Skills and Employability Board</b>	Cllr Sir Steve Houghton	Nigel Brewster	Charli Adan / Kate Josephs	Dave Smith	Donc	Cllr Nuala Fennelly	Chris Husbands
					Barns	Cllr Tim Cheetham	
					Sheffield	Cllr Abtisaam Mohamed	
					Roth	Cllr Denise Lelliott	
<b>Transport and the Environment Board</b>	Cllr Chris Read	Peter Kennan	Sarah Norman	Mark Lynam	Donc	Cllr Joe Blackburn	Paul Leedham
					Barns	Cllr Tim Cheetham	
					Sheffield	tbc in February	
					Roth	Cllr Denise Lelliott	
<b>Housing and Infrastructure Board</b>	Cllr Bob Johnson	Gemma Smith	Damian Allen	Mark Lynam	Donc	Cllr Glyn Jones	Tan Khan
					Barns	Cllr Chris Lamb	
					Sheffield	tbc in February	
					Roth	Cllr Dominic Beck	

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