

Overview and Scrutiny Committee

Thursday 19 September 2019 at 10.00am

Meeting to be held at: Lamesley Room, Gateshead Civic Centre, Regent Street, Gateshead, NE8 1HH

www.northeastca.gov.uk

AGENDA

Page No

1. Apologies for Absence

2. Declarations of Interest

Please remember to declare any personal interest where appropriate both verbally and by recording it on the relevant form (to be handed to the Democratic Services Officer). Please also remember to leave the meeting where any personal interest requires this.

3. Minutes of the meeting held on 18 July 2019 **1-4**

4. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities **5-14**

5. NECA Forward Plan and Scrutiny Work Programme **15-39**

6. Date and Time of Next Meeting

19 December 2019 – Venue to be confirmed

North East Combined Authority, Overview and Scrutiny Committee

18 July 2019

Agenda Item 3

(10.00am -12.10am)

Meeting held at Sunderland Civic Centre, Burdon Road, Sunderland, SR2 7DN

Present:

Independent Members: Mr D Taylor-Gooby (Chair) and Mr S Hart (Vice-Chair)

Councillors: R Crute, J Eagle, M Clarke, J Wallace, W Flynn, G Kilgour, R Oliver

1. DECLARATIONS OF INTEREST

Councillor Eagle declared an interest as an employee of Nexus and informed the Committee that dispensation had been granted for him to take part in discussion of transport related items but he would not be voting in any decision making.

2. MINUTES OF THE MEETING HELD ON 14 MARCH 2019

The minutes of the previous meeting held on 14 March 2019 were approved as a correct record.

3. MATTERS ARISING

Review of Decision-Making Following Governance Changes

The minutes referred to a Members workshop being arranged, given the departure of the Policy and Scrutiny Officer this meeting had been delayed, it was suggested that this be arranged once the new officer is in post. The workshop will consider the work programme of this committee. It was further suggested that consideration be given to a joint workshop to include members of the NECA and Joint Transport Committee Overview and Scrutiny Committees.

The Committee queried whether NECA were to be the accountable body for the LEP. The LEP for administration and legal purposes is required to have an accountable body and it had been agreed that this would be the North of Tyne Combined Authority. The LEP would however continue to operate over all seven Local Authority areas.

The Ministry of Housing, Communities and Local Government had produced statutory guidance on Overview and Scrutiny in Local and Combined Authorities. It was requested that this guidance be circulated to all Overview and Scrutiny members.

Forward Plan and Scrutiny Work Programme

Members of the Committee requested that a report be presented to a future meeting providing an update on the Tyne Pedestrian Tunnel outlining the management of costs, the timescale and the complex projects.

It was suggested that Leaders be invited to the Committee when appropriate to give an overview of their portfolios as well as officers from the LEP.

4. THEMATIC LEAD UPDATE REPORT

Submitted: Report of the Acting Corporate Director for Economic Regeneration (previously circulated and copy attached to the official minutes).

George Mansbridge, Acting Corporate Director for Economic Regeneration presented a detailed update on each of the Thematic Portfolio's.

Chairs Thematic Portfolio

The NECA Chair, Councillor Iain Malcolm will lead the development of strategic relationships with key partner organisations regionally, nationally and internationally.

The relationship with between the North of Tyne Combined Authority and the North East Combined Authority is an important one. The Combined Authorities will continue to work together to deliver transport across the North East and there is a strong commitment to the delivery of the Strategic Economic Plan and furthering the economic prospects of our communities. The Chair of NECA will meet the North of Tyne Mayor and key officers from the Local Enterprise Partnership regularly to ensure continued effective working on these, and other, important programmes. An update was provided on Trade and Investment.

It had been agreed by the Leadership Board that an additional theme related to Cultural and Visitor economy would be developed. This would be taken forward initially on a pan-regional basis working alongside the North of Tyne and Tees Valley Combined Authorities.

Economic Development and Digital Thematic Portfolio

The Economic Development & Digital Thematic portfolio broadly continues an established portfolio area, however in June 2019, following a request from the thematic Advisory Board the NECA Leadership Board agreed to a change the name of the Economic Development and Regeneration Advisory Board to Economic Development and Digital Advisory Board. This will enable the role and work of the Advisory Board to be fully aligned with the Economic Development

and Digital theme (formerly the Economic Development and Regeneration theme).

This portfolio is led by the thematic lead and Advisory Board chair, Cllr Miller, a review of the Advisory Board terms of reference is underway so that again, subject to Leadership Board approval, the role and remit of the Advisory Board is aligned with the revised NECA theme.

Updates were provided across a number of areas covered by the portfolio:

- Invest North east England (INEE)
- Working with the Department of International Trade
- Strength in Places Fund
- Centre for Sustainable Advanced Manufacturing (CESAM)
- North East Cluster for Healthy Ageing and Independent Living Bid (NE-CHAIN)
- UK Hydrogen Corridor
- Labour Market Statistics
- European Structural and Investment Funds (ESIF)

The Committee were informed that six promotional videos had been produced to promote the region. One of them is a generic North East England video plus five sector focussed videos covering Energy, FPBS, Digital, Advanced Manufacturing and Life Sciences. The Chair requested that the link for the videos be circulated. In addition they requested an electronic copy of the bi-monthly newsletter which covered the news and events for the North East of England.

Finance, Skills and Employability Thematic Portfolio

The Finance, Skills and Employability Thematic Portfolio is led by Councillor Simon Henig. The Combined Authority is working closely with a wide range of partners to deliver the Strategic Economic Plan to increase the number of jobs and within this provide better quality jobs.

The report provided updates across the following areas covered by the portfolio:

- Finance Theme
- Skills Theme and
- Cross cutting initiatives/ opportunities.

Transport Thematic Portfolio

The Transport thematic lead portfolio is led by Councillor Martin Gannon who will lead on key strategic transport matters and planning for the Region. He will oversee the work to improve the area's transport network, including rail, air travel, strategic road networks, the ports and public transport.

Updates were provided on the following areas covered by the portfolio:

- Williams Rail review
- Rail Devolution – Local Control of Local Railways
- High Speed Rail (HS2) and Northern Powerhouse Rail
- Transport for the North (TfN)/Northern Powerhouse Rail
- Strategic Road Network
- Electric Vehicles

- Transforming Cities Fund – Future Mobility Zone Proposals
- Transforming Cities Fund – Developing the Tranche 2 Programme
- North East Transport Plan

The Chair thanked George Mansbridge for the depth of information provided.

RESOLVED – That:

- (i) the update be noted
- (ii) The link for the promotional videos be circulated to members of the Committee
- (iii) An electronic copy of the bi-monthly newsletter be circulated to members of the Committee.
- (iv) Officers to provide a further update on the Williams Rail Review, outlining the main issues and what the position is likely to be in the future.

5. FORWARD PLAN AND SCRUTINY WORK PROGRAMME

Submitted: Report of Monitoring Officer and Policy and Scrutiny Officer (previously circulated and copy attached to Official Minutes).

Stephen Gerrard, Monitoring Officer presented the report which provided Members with an opportunity to consider the items on the Forward Plan for the current 28 day period and discuss items for the Work Programme for future meetings.

In response to comments, questions and points raised by Members, the following areas of work were noted:

- Skills Agenda
- Overview of the preparations being made across the Region to deal with Brexit
- Nexus Corporate Risks
- The potential delays and disruptions to the metro during the improvement works be presented.
- Tyne Pedestrian Tunnel - outlining the management of costs, the timescale, the complex projects and the lessons learnt.
- Update on the Transport Plan to include an update on the William Railway Review.
- Where appropriate Leaders be invited to provide an update on their portfolio as well as officers from the LEP.

RESOLVED – That:

- i. The Forward Plan and Work Programme 2019/2020 be noted, and.
- ii. The list of future areas of work as detailed above be added to the work programme.

6. DATE AND TIME OF THE NEXT MEETING

19 September 2019 – Gateshead Civic Centre

Overview and Scrutiny Committee

Date: 19 September 2019

Agenda Item 4

Subject: Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities

Report of: Deputy Monitoring Officer

Executive Summary

The purpose of this report is to provide Members of the Overview and Scrutiny Committee with an summary of the recent formal guidance published by the Ministry of Housing Communities and Local Government in May 2019 for the operation of the scrutiny function within Council's and Combined Authorities.

It is vital that Combined Authorities know the purpose of scrutiny, what effective scrutiny looks like, how to conduct it and the benefits it can bring. This summary report is to assist Members of the Overview and Scrutiny Committee to carry out their overview and scrutiny functions effectively.

Recommendations

The Overview and Scrutiny Committee is recommended to:

- i. Note the Report and review the new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities
- ii. Highlight any particular areas of the Guidance they may wish to consider in more detail;
- iii. Identify any items or practices they would like the NECA Leadership Board to consider adopting when deciding how to carry out their overview and scrutiny functions or any changes to current practice as a result of the guidance that can be directly implemented by the Overview & Scrutiny Committee.

Overview and Scrutiny Committee

1. Background Information

- 1.1 On 7 May 2019 the Ministry of Housing, Communities & Local Government (MHCLG) published the document, 'Statutory Guidance for Local Authorities on Overview and Scrutiny'. The new guidance seeks to clarify the role and benefits of scrutiny to local authorities and combined authorities, taking into account the significant changes to scrutiny since the previous guidance was published in 2006.
- 1.2 Although this is statutory guidance, it also recognises that local authorities and combined authorities are best placed to decide how scrutiny should work within their own political structures. As such the guidance is focussed towards highlighting best practice, with it left to individual councils and combined authorities to determine its implementation.
- 1.3 Although parts of the guidance are focussed on the wider culture of the organisation towards scrutiny and as such are beyond the remit of the Scrutiny and Overview Committee to directly determine, other sections provide more practical advice. Where the guidance makes practical recommendations, the Committee needs to consider how it wishes those to be implemented. The areas within the remit of the Committee to implement are highlighted in this report.

2. Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities

- 2.1 In September 2017 the Communities and Local Government Select Committee undertook a review of the effectiveness of overview and scrutiny in local authorities. This review took into account a broad range of evidence from a variety of sources. The review concluded with the publication of the Select Committee's findings and recommendations in December 2017.
- 2.2 The Government published its response to the Communities and Local Government Select Committee report in March 2018, giving a commitment to publish new scrutiny guidance for local authorities by December 2018. Although the publication of the guidance was delayed, it was published in May 2019. A copy of the full guidance is set out at Appendix 1.

3. Themes of the Guidance

- 3.1 The guidance highlights a number of specific areas that directly contribute towards the effectiveness of scrutiny. These range from practical advice on items such as the importance of work programming to the less tangible and harder to influence, such as organisational culture.

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3.2 The six themes as set out in the guidance are:

- i. Culture
- ii. Resourcing
- iii. Selecting Committee Members
- iv. Power to Access Information
- v. Planning Work
- vi. Evidence Sessions

The content of the six themes are summarised below, with the full report attached at Appendix 1.

3.3 Culture

The guidance acknowledges that organisational culture within local authorities is one of the key determinates of the success or failure of scrutiny, with an emphasis placed on the importance of scrutiny being owned and led by its Members.

It is also highlighted within the guidance that the performance of scrutiny and its effectiveness can be considered by external bodies such as regulators and published in public reports.

The guidance lists a range of suggested mechanisms that will help to ensure that the organisational culture is supportive of the role of scrutiny. These are

a) Recognising Scrutiny's legal and democratic legitimacy

The need for all members and officers within NECA to recognise the importance and legitimacy of scrutiny, which has specific powers set out in law, is highlighted within the guidance.

b) Identifying a clear role and focus

It is recommended that there is a need for scrutiny to have a clearly defined role within the organisation and one that is focussed on providing value. It is emphasised that there needs to be a clear division of responsibilities between the scrutiny and audit functions.

c) Ensuring early and regular engagement between the NECA Leadership Board and Scrutiny

It is recommended that there should be early and regular discussions between Scrutiny

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and the NECA Leadership Board, particularly in regard to the Leadership Board's future work programming.

d) Managing Disagreement

The guidance recommends that a protocol is developed to manage any instances when the NECA Leadership Board disagrees with Scrutiny recommendations.

e) Providing the Necessary Support

The guidance recognises that determining the level of support available for Scrutiny is a matter for individual authorities, but it does highlight that appropriate support should be given to allow Scrutiny Members to access information required to fulfil their duties.

f) Ensuring Impartial Advice from Officers

The guidance reconfirms the need for officers to be able to give impartial advice to Scrutiny Members, highlighting in particular the importance of the 'statutory officer' roles, namely the Head of Paid Service, the Section 151 Officer and the Monitoring Officer.

g) Communicating Scrutiny's role and purpose to the wider authority

The guidance highlights that a lack of awareness of the role of scrutiny across Council's and Combined Authorities can act as an impediment to its success. As such it is crucial to communicate the importance of scrutiny and the role it plays in decision making across the authority. This will ensure that officers are aware of the role of scrutiny and the importance of providing support to the scrutiny function.

h) Maintaining the interest of the Combined Authority in the work of Scrutiny

The guidance notes that it is important that other non-scrutiny Members are kept informed of the work of scrutiny. The suggested mechanism for this is through submitting reports and recommendations to NECA Leadership Board.

i) Communicating scrutiny's role to the public

The guidance suggests engaging with the NECA's Communications team to publicise and raise awareness of the work of scrutiny in the local community.

j) Ensuring scrutiny members are supported in having an independent mindset

The guidance acknowledges that the difficulty for Members in potentially having to scrutinise colleagues, but emphasises that in order for scrutiny to work effectively it is fundamental that Members have an independent mindset. It highlights the need for

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Scrutiny Chairs to work proactively to identify any contentious issues and plan how to manage them.

Many aspects of the above are outside of the remit of the Scrutiny and Overview Committee to directly influence. As such the Committee should consider highlighting the above to the NECA Leadership Board, asking that consideration be given to how these can be implemented, if and where appropriate.

3.4 Resourcing

As mentioned above, the guidance does not seek to prescribe a specific level of officer support allocated to scrutiny, but it does highlight that an appropriate level of support is required to ensure that scrutiny can function effectively.

In addition to specific officer support, the guidance highlights that any support should also include the way the wider NECA engages with scrutiny.

This section of the guidance is also beyond the remit of the Scrutiny and Overview Committee to directly influence and as such should also be highlighted to the NECA Leadership Board for further consideration, if appropriate.

3.5 Selecting Committee Members

The guidance emphasises the need to consider experience, expertise, interests, ability to act impartially, ability to work as part of a group and capacity to serve when selecting Members to serve on scrutiny committees.

A perceived level of support for or against a particular political party should not be a factor taken into account when selecting Members for scrutiny.

The selection of Scrutiny Members is beyond the direct control of the Scrutiny & Overview Committee and should also be highlighted to the NECA Leadership Board for further consideration, if appropriate.

The guidance recognises the importance the role of Chair plays in the success of scrutiny, with this role being responsible for establishing its profile, influence and ways of working.

It is recommended that ongoing training is provided for Scrutiny Members to allow them to fulfil their roles successfully. In particular the need for Members to be aware of their legal powers and understand how to prepare for and ask relevant questions at Scrutiny meetings are essential.

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A Workshop Session is to be organised for Scrutiny Members, which can include an introduction to scrutiny and setting out best practice. Training for Members can also be considered at the Workshop and arranged if considered appropriate.

3.6 Power to Access Information

The guidance reemphasises the legal powers for Scrutiny Committees to access information in order to be able to carry out its work. This includes regular access to key sources of information such as data on finance, performance and risk.

The guidance also sets out a number of considerations for Scrutiny when requesting information from external organisations including the need to explain the purpose of scrutiny, highlighting the benefits of an informal approach, how to encourage compliance with the request and who best to approach.

3.7 Planning Work

The guidance stresses the importance of work programming in the success of scrutiny, with a focus needed on items that can make a tangible difference. In planning its work programme, it is recommended that scrutiny should have in the main a long term plan, but with enough flexibility to ensure that urgent, short term issues can be considered as needed.

It is recognised that there needs to be coordination across the work programmes of individual Scrutiny Committees with prioritisation being necessary to ensure that the intended outcome for a specific item remained focussed. Coordination will also help ensure that the best use is made of the available support for scrutiny.

At NECA the work programme of the NECA and JTC Overview and Scrutiny Committees is coordinated through regular meetings of the Scrutiny Chair and Vice Chairs who ensure that items are prioritised and a balanced approach is taken.

The guidance recommends using a variety of sources to inform the work programme including the public, partner organisations, the NECA Leadership Board and senior officers.

At NECA a variety of sources are consulted when preparing the work programme, including Joint Transport Committee. Looking forward the Committee may wish to consider who else should be consulted and how this could be accomplished.

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The guidance also recommends the use of shortlisting to decide which topics to include in the work programme to ensure that the items chosen are ones in which scrutiny can add value.

The guidance sets out a number of different ways topics can be scrutinised, including having a single item on an agenda, dedicating a whole meeting to one item, a short task and finish group, a longer term task and finish group or a standing panel. The guidance sets out when it might be most appropriate to use each of the above.

The Committee may wish to give consideration to the different scrutiny mechanisms when planning their work programme going forward.

3.8 Evidence Sessions

The guidance highlights that evidence sessions are a key way for scrutiny committees to inform their work and emphasises the need for effective planning. In particular it is recommended that consideration is given to setting overall objectives for each session and the types of questions that need to be asked to achieve these objectives.

Prior to each meeting of scrutiny a pre-meeting is held to allow Chair and Vice Chair the opportunity to discuss each item coming up on the forthcoming agenda and plan the questions to be asked. Given that the guidance emphasises the importance of effective planning, the Committee should consider whether the current system of pre-meetings allows this to be accomplished or whether other mechanisms should be considered.

In developing recommendations from the evidence sessions the guidance advocates the need for them to be evidence based and SMART (specific, measurable, achievable, relevant and timed). The guidance also suggests that a maximum of six to eight recommendations per topic should be sufficient to ensure that a focussed response is received.

4. Proposals

4.1 There are areas within the guidance, such as work programming and evidence sessions that relate specifically to processes within the control of the Committee. As such the Scrutiny and Overview Committee is asked to give consideration to its current processes and whether any changes are required as a result of the guidance.

Overview and Scrutiny Committee

5. Reasons for the Proposals

- 5.1 To provide an opportunity for Committee members to review how they carry out their overview and scrutiny functions.

6. Alternative Options Available

- 6.1 The Overview and Scrutiny Committee may choose not to review the Guidance or consider any of the best practice recommendations.

7. Potential Impact on Objectives

- 7.1 Development of a work programme and review and scrutiny of decisions will contribute towards the development and implementation of the policy framework of the NECA, the Joint Transport Committee and the North East LEP as well as providing appropriate challenge to decisions making.

8. Financial and Other Resources Implications

- 8.1 No financial or other resource implications are identified at this stage.

9. Legal Implications

- 9.1 There are no specific legal implications arising from these recommendations.

Although this is statutory guidance, it also recognises that local authorities and combined authorities are best placed to decide how scrutiny should work within their own political structures. As such the guidance is focussed towards highlighting best practice, with it left to individual councils and combined authorities to determine its implementation.

10. Key Risks

- 10.1 There are no key risks associated with the recommendations made in this report.

11. Equality and Diversity

- 11.1 There are no specific equality and diversity implications arising from this report.

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12. Crime and Disorder

12.1 There are no crime and disorder implications arising from this report.

13. Consultation/Engagement

13.1 On-going consultation takes place with Officers and Scrutiny Members across NECA.

14. Appendices

14.1 Appendix 1 – Guidance

15. Background Papers

15.1 None.

16. Contact Officers

16.1 Nicola Robason, Deputy Monitoring Officer
Email: nicola.robason@southtyneside.gov.uk
Telephone Number: 0191 424 7186

17. Sign off

17.1

- ✓ Head of Paid Service
- ✓ Monitoring Officer
- ✓ Chief Finance Officer

18. Glossary

Overview and Scrutiny Committee

Date: 19 September 2019

Agenda Item 5

Subject: Forward Plan and Scrutiny Work Programme

Report of: Deputy Monitoring Officer

Executive Summary

The purpose of this report is to provide Members of the Overview and Scrutiny Committee with an opportunity to consider the items on the Forward Plan for the current 28-day period and discuss items for the Work Programme for 2019 / 2020.

Recommendations

The Overview and Scrutiny Committee is recommended to:

- i. Review the current Forward Plan and consider which items they may wish to examine in more detail;
- ii. Suggest any items for the Work Programme for 2019/2020 that Members would wish to explore in more detail, either at the Committee or via a 'deep dive' or working group;

Overview and Scrutiny Committee

1. Background Information

- 1.1 The Forward Plan is a document which NECA is required to maintain under the Combined Authorities (Overview and Scrutiny, Access to Information and Audit Committees) Order 2017. The Forward Plan is published on NECA's website and lists the decisions that the North East Combined Authority intends to take in the coming months and must include all decisions to be made in the next 28 days.
- 1.2 The Forward Plan template contains specific information relating to each decision, including the date the decision will be made, a brief explanation of the topic, the consultation to be undertaken, and contact details of the author. The Forward Plan template has recently been updated and includes further information including if the decision is a 'Key Decision' and if an item will be discussed in private.
- 1.3 Details of each decision are included on the Forward Plan 28 days before the report is considered and any decision is taken. This supports the transparency of decision making within the Combined Authority and allows members of the public to see the items that will be discussed. There are special procedures for circumstances where publication for the full 28 clear day period is impractical or where there is special urgency. Both of these procedures involve the Chair of the Overview and Scrutiny Committee and would be reported to the Overview and Scrutiny Committee at its next meeting.

Role of Overview and Scrutiny

- 1.4 The Overview and Scrutiny Committee examine any decisions of the North East Combined Authority – be that by the principal decision-making body or a committee or officer holding delegated authority. This Scrutiny occurs in public and ensures democratic and public accountability.
- 1.5 One of the main functions of the Overview and Scrutiny Committee is the review and scrutiny of 'Key Decisions' made by the NECA Leadership Board and Officers of the Combined Authority. The relevant regulations set out a test for what should be considered a Key Decision – being those which are most significant in financial or other terms. This is explained in the Decision-Making Protocol adopted by the Committee on the 15 March 2018. At the inaugural meeting of the NECA Leadership Board on the 13 November, following the governance changes, it was agreed that the Decision Making Protocol would remain in place:

<https://northeastca.gov.uk/wp-content/uploads/2018/08/NECA-Decision-Making-Protocol.pdf>

Overview and Scrutiny Committee

- 1.6 It is NECA’s practice to include formal decisions on the Forward Plan to maximise the opportunity for review and scrutiny. In considering items in the Forward Plan, the Overview and Scrutiny Committee should determine which areas scrutiny can add most value to in relation to the decisions being made.
- 1.7 The Forward Plan at the date this paper was issued is attached marked as Appendix 1. The up to date forward plan is always published at <https://www.northeastca.gov.uk/committee-meetings/forward-plan>.

Update on Requests for Special Urgency / General Exception

- 1.8 In accordance with the Decision Making Protocol, it was agreed by Members that the request of any Short Notice Procedure that involved the Chair of the Overview and Scrutiny Committee would be reported at the next Committee. The table below shows the number of requests made since the last meeting was held:

Type of Short Notice Procedure	Number of Requests since previous Committee
Requests for Special Urgency	0
Request for General Exception	0

- 1.9 The table above reflects that there have been no requests for general exception and no requests for special urgency since the last Committee.

Annual Work Programme - Update

- 1.10 The most recent version of the work programme has been compiled to allow the Overview and Scrutiny Committee the opportunity to consider items that they have requested.
- 1.11 The work programme is also designed to give an overview of all performance, decision-taking and developments within the NECA, as well as being focused and flexible to allow for new issues and recognising the capacity of the scrutiny committee to respond in a timely way to emerging developments throughout the year. The Plan allows the Committee to take a longer term view than the Forward Plan, adding a longer term perspective to the Committee’s work. Advantages of a longer term perspective is the opportunity to gain a deeper understanding of matters and to allow for more constructive engagement and scrutiny.
- 1.12 Members are also invited to comment and give consideration to any additional items they would wish to consider on their Work Programme or those decisions

Overview and Scrutiny Committee

where they can add value.

NECA Workshop

- 1.13 Members noted at previous meetings that a workshop focusing on the transport issues, governance and a general update on other related matters would be useful. It was noted that a workshop with other NECA Committee members may be useful to ensure everyone is briefed on regional transport matters. Plans are ongoing, in consultation with the Chair, for the Workshop to be arranged. NECA has recently appointed to the role of Policy and Scrutiny Officer, with the successful candidate starting mid-late September. The Chair supports the intention for the Workshop to take place once the new Policy and Scrutiny Officer is in post.

Timeline of Activity

- 1.14 Members are asked to note and comment on the timeline of the proposed activity outlined in the 'Review of decision-making following governance changes' report, which could ensure more effective scrutiny and decision making

2. Proposals

- 2.1 Committee Members are invited to review the Forward Plan for the current 28-day period – giving consideration to any items they may wish to examine in more detail – and to suggest any items for addition to the Annual Work Programme for 2019/20.

3. Reasons for the Proposals

- 3.1 To provide an opportunity for Committee members to input on any additional items as part of continued planning for the Work Programme for 2019/20.

4. Alternative Options Available

- 4.1 Option 1 – The Overview and Scrutiny Committee may review Forward Plan and suggest additional items for the Work Programme.

Option 2 – The Overview and Scrutiny Committee may choose not to review the Forward Plan or consider any additional items for the Work Programme.

Option 1 is the recommended option.

5. Next Steps and Timetable for Implementation

- 5.1 In considering the Forward Plan, Members are asked to consider those issues where the Scrutiny Committee could make a contribution and add value.

Overview and Scrutiny Committee

- 5.2 If the Overview and Scrutiny Committee determines to review or scrutinise a decision notified in the Forward Plan, a meeting of the Committee will be arranged to allow scrutiny members to carry out their role in a timely manner.
- 5.3 The work programme will be refreshed and updated at each meeting of the Committee throughout the year.
- 6. Potential Impact on Objectives**
- 6.1 Development of a work programme and review and scrutiny of decisions in the Forward Plan will contribute towards the development and implementation of the policy framework of the NECA, the Joint Transport Committee and the North East LEP as well as providing appropriate challenge to decisions making.
- 7. Financial and Other Resources Implications**
- 7.1 No financial or other resource implications are identified at this stage.
- 8. Legal Implications**
- 8.1 There are no specific legal implications arising from these recommendations.
- 9. Key Risks**
- 9.1 There are no key risks associated with the recommendations made in this report.
- 10. Equality and Diversity**
- 10.1 There are no specific equality and diversity implications arising from this report.
- 11. Crime and Disorder**
- 11.1 There are no crime and disorder implications arising from this report.
- 12. Consultation/Engagement**
- 12.1 On-going consultation takes place with Officers and Scrutiny Members across the NECA in regard to the items for the Annual Work Programme as Appendix 2.
- 13. Other Impact of the Proposals**
- 13.1 The proposals consider the wider impact and take into account the Principles of Decision Making as set out in the NECA Constitution. They allow Members consideration of the items on the Forward Plan and allow them the opportunity to

Overview and Scrutiny Committee

have an overview of all performance, decision making and developments across NECA.

14. Appendices

- 14.1 Appendix 1 – Forward Plan
- Appendix 2 – Annual Work Programme

15. Background Papers

- 15.1 None.

16. Contact Officers

- 16.1 Nicola Robason, Deputy Monitoring Officer
Email: nicola.robason@southtyneside.gov.uk
Telephone Number: 0191 424 7186

17. Sign off

- 17.1
 - ✓ Head of Paid Service
 - ✓ Monitoring Officer
 - ✓ Chief Finance Officer

18. Glossary

- 18.1 NECA - North East Combined Authority
North East LEP - North East Local Enterprise Partnership

Overview and Scrutiny Committee

Appendix One

Forward Plan

Overview and Scrutiny Committee

Appendix Two

Overview and Scrutiny Work Programme 2019/2020 September - November 2019

Standing Items for each Committee Meeting:

- Declaration of Interest
- Minutes of Previous Meeting
- NECA Forward Plan and Work Programme Report

Source of work programme and items of importance:

The Overview and Scrutiny Committee obtains work programme items from the following sources:

- a) Items submitted by Members of the Committee (and including items referred by other members of the Combined Authority);
- b) Suggestions NECA Chief Officers; Martin Swales – Head of Paid Service, Mike Harding – Monitoring Officer / Nicola Robason – Deputy Monitoring Officer and John Hewitt – Chief Finance Officer / Paul Darby – Deputy Finance Officer
- c) The Budget and Policy Framework; Transport Plan and Strategic Economic Plan
- d) The Forward Plan;
- e) The Thematic Leads;
- f) Evidence for any policy review work of relevance to NECA

Items for future consideration (2019-2020)

Item	Lead Officer
Strategic Economic Plan Yearly update	H Golightly – NELEP
Digital Connectivity Update	Thematic Lead (Cllr G Miller) or appropriate Deputy – to be confirmed
Fair Funding	John Hewitt – NECA Chief Finance Office
Impact of Brexit on the North East	TBC
NECA's economic initiatives	TBC
Environmental Plan and the impact on the region	TBC
Local Industrial Strategy and the Industrial Strategy	Vince Taylor and Richard Baker
Workshop on NECA leadership, governance, transport and collaborative working	To be confirmed – to be held in Sep/Oct 2019. This has been delayed due to Elizabeth Lunn, NECA Policy and Scrutiny Officer leaving the

Overview and Scrutiny Committee

	organisation and the need for a recruitment and appointment process
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Forward Plan of Decisions

Published 12 September 2019 *

The Forward Plan for the North East Combined Authority (NECA) is prepared and published by the Monitoring Officer for the purpose of;

- A. Giving 28 days' notice of key decisions that are planned to be taken by the NECA, its Boards, Committees or Chief Officers
- B. Complete transparency about decisions – the Plan also includes an overview of non-key decisions to be taken by the Combined Authority or its Chief Officers

Included within the Forward Plan are decisions that are to be made by:

- [NECA Committees](#)
- [North East Joint Transport Committees](#)
- [Officers under delegation \(Delegated Decisions\)](#)

Unless otherwise indicated, if you require any further information or wish to make representations about any of the matters contained in the Forward Plan please contact the appropriate officer as detailed against each entry at least 7 days before the meeting.

***The most recent entries are referred to as “NEW”. Updated entries are referred to as “Updated”. Items withdrawn since the last publication are referred to as “Withdrawn” and following that will be removed altogether.**

Further information about the Forward Plan and NECA Decision Making can be found in ‘The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017’ and the NECA Overview and Scrutiny Committee’s Decision Making Protocol which can be found at <http://northeastca.gov.uk/wp-content/uploads/2018/08/NECA-Decision-Making-Protocol.pdf>

NECA Committees

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
Leadership Board							
LB 4 (a) Economic Development and Digital (Standard Item)	5 November 2019	Non -Key	Leadership Board	Economic Development and Digital Thematic Update To note and provide any comments on the update report.		Vince Taylor Head of Economic Policy 0191 561 1113 Vince.taylor@sunderland.gov.uk	Public
LB 4 (b) (Standard Item) Chairman's Portfolio	5 November 2019	Non-Key	Leadership Board	Thematic Lead Portfolio Update Report from the Chair To provide an update on the Chair's Thematic Lead Portfolio – For Information and Comment.		George Mansbridge Acting Corporate Director, Economic Regeneration 0191 424 7969 George.mansbridge@southtyneside.gov.uk	Public
LB 4 (c) Transport (Standard Item)	5 November 2019	Non-Key	Leadership Board	Transport Thematic Lead Portfolio Update Report To provide an update on the Transport Thematic Lead Portfolio		Andrew Marshall andrewmarshall@gateshead.gov.uk	Public

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
LB 4 (d) Finance and Skills and Employment (Standard Item)	5 November 2019	Non-Key	Leadership Board	Finance and Skills and Employment Thematic Lead Portfolio Update Report To provide an update on the Finance and Skills and Employment Thematic Lead Portfolio.		Ian Thompson Corporate Director Durham ian_thompson@durham.gov.uk	Public
Audit and Standards Sub-Committee							
There are no meetings currently scheduled.							
Audit and Standards Committee							
There are currently no items listed.							
Overview and Scrutiny Committee							
OS 2 (a)	19 September 2019 (Standing Item)	Non-Key	Overview and Scrutiny Committee	NECA Forward Plan and Scrutiny Work Programme To receive the latest version of the Forward Plan and annual work programme.		Nicola Robason Deputy Monitoring Officer 01914247186 Nicola.robason@southtyneside.gov.uk	Public
OS 2 (b)	19	Non-Key	Overview and Scrutiny	Recent Scrutiny Guidance		Nicola Robason	

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
	September 2019		Committee	This report will update NECA Overview and Scrutiny on the recent Scrutiny guidance from MHCLG for the operation of the scrutiny function within Councils and Combined Authorities – for information and comment.		Deputy Monitoring Officer 01914247186 Nicola.robason@sothtyneside.gov.uk	
Economic Development and Digital Advisory Board (EDDAB)							
ED1 (a) Economic Development and Digital	24 September 2019	Non-Key	Economic Development and Digital Advisory Board	Economic Development and Digital Progress Updates The members will be requested to note and provide any comments on the report	North East Strategic economic Plan – More and Better Jobs	Vince Taylor Head of Economic Policy 01915611113 Vince.taylor@sunderland.gov.uk	Public
ED1 (b) Economic Development and Digital	24 September 2019	Non-Key	Economic Development and Digital Advisory Board	NECA Skills Agenda A presentation to be given on the skills agenda and the associate issues in relation to economic growth.	North East Strategic economic Plan – More and Better Jobs	Vince Taylor Head of Economic Policy 01915611113 Vince.taylor@sunderland.gov.uk	Public
ED1 (c) Economic Development	24 September 2019	Non-Key	Economic Development and Digital Advisory Board	Economic Development and Digital Advisory Board Review – Progress Update Members are requested to note the progress made on the review of the	North East Strategic economic Plan – More and Better Jobs	Vince Taylor Head of Economic Policy 01915611113	Public

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
and Digital				Board and provide any comments.		Vince.taylor@sunderland.gov.uk	

North East Joint Transport Committees

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
North East Joint Transport Committee (JTC)							
JTC 3 (a)	17 Sept 2019 Standing Item	Non-key	Joint Transport Committee	Regional Transport Update To provide an update on the latest transport issues in the region	None	Tobyn Hughes Managing Director Transport North East (0191) 203 3246 tobyn.hughes@nexus.org.uk	Public
JTC 3 (b)	17 Sept 2019	Non-key	Joint Transport Committee	North East Rail Devolution Update To provide an update on further work undertaken to develop a North East Rail Devolution proposition.	North Eastern Railways Devolution Phase 2 report by Systra Transport consultants	Tobyn Hughes Managing Director, Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	Public
JTC 3 (c)	17 Sept 2019	Non-key	Joint Transport Committee	Discharge of Transport Functions by Northumberland County Council 2018/19 The purpose of the report is to advise the committee of how Northumberland County Council has discharged the	None	Stuart McNaughton Strategic Transport Policy Officer 07827 873139 stuart.mcnaughton@northumberland.gov.uk	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
				transport functions delegated to it for 2018/19.		gov.uk	
JTC 3 (d)	17 Sept 2019	Non-key	Joint Transport Committee	<p>Capital Programme Monitoring Report</p> <p>To provide the Joint Transport Committee with the latest monitoring report for the 2019/20 capital programme.</p>	None	<p>John Hewitt Chief Finance Officer John.hewitt@durham.gov.uk 03000261943</p> <p>Eleanor Goodman Principal Accountant Eleanor.goodman@northeastca.gov.uk 0191 2777518</p>	Public
JTC 3 (e)	17 Sept 2019	Non-key	Joint Transport Committee	<p>Revenue Budget Monitoring Report</p> <p>To provide the Joint Transport Committee with the latest monitoring report for the 2019/20 revenue budget.</p>	None	<p>John Hewitt Chief Finance Officer John.hewitt@durham.gov.uk 03000261943</p> <p>Eleanor Goodman Principal Accountant</p>	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
						Eleanor.goodman@northeastca.gov.uk 0191 2777518	
North East Joint Transport Committee Tyne and Wear Sub-Committee (TWSC)							
JTC TW 2 (a)	19 Sept 2019 Standing item	Non-key	Tyne and Wear Sub-Committee	Nexus' Corporate Risks 2019/20 To present members with Nexus' Corporate Risk Register for 2019/20. The report identifies the corporate risks for 2019/20 including any mitigating actions put in place.	None	Tobyn Hughes Managing Director Transport North East (0191) 203 3246 tobyn.hughes@nexus.org.uk	Public
JTC TW 2 (b)	19 Sept 2019 Standing Item	Non-key	Tyne and Wear Sub-Committee	Monitoring Nexus' Performance 2019/20 To provide members with an update on Nexus' corporate performance for 2018/19 including Metro performance.	Nexus Corporate Plan 2019/20 https://northeastca.gov.uk/wp-content/uploads/2019/01/JTC-Tyne-and-Wear-Sub-Committee-31-January-2019-Agenda-Pack.pdf	Tobyn Hughes Managing Director Transport North East (0191) 203 3246 tobyn.hughes@nexus.org.uk	Public
JTC TW 2 (c)	19 Sept 2019	Non-key	Tyne and Wear Sub-Committee	Draft Nexus Equality and Diversity Strategy To provide an overview of the emerging	None	Helen Mathews Head of Corporate	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
				2019 Equality and Diversity Strategy for Nexus and the key actions proposed.		Planning, Nexus (0191) 203 3455 Helen.mathews@nexus.org.uk	
JTC TW 2 (d)	19 Sept 2019	Non-key	Tyne and Wear Sub-Committee	Metro Driver Resources To provide Members with an update as to reasons for driver shortages on the Tyne and Wear Metro, the impact that this has had on the service and to set out what Nexus is doing to address the issue.	TWSC Report – 21 November 2018, 'Tackling Metro Performance Issues'.	Tobyn Hughes Managing Director, Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	Private (By virtue of paragraph(s) 1 & 4 of Part 1 Schedule 12 A of the Local Government Act 1972.
JTC TW 2 (e)	19 Sept 2019	Non-key	Tyne and Wear Sub-Committee	Tyne Tunnels Update To provide Members with an update on issues relating to the Tyne Tunnels.	Tyne Tunnels Update Reports- available from the contact officer.	Tobyn Hughes Managing Director, Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	Public
North East Joint Transport Committee Overview and Scrutiny Committee (JTC Overview and Scrutiny Committee)							
JTC OS 2 (a)	19 Sept	Non-key	JTC Overview	Joint Transport Committee Overview	Held by the Contact	Mike Barker	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
	2019 (Standing Item)		and Scrutiny Committee	and Scrutiny Work Programme To receive the latest version of the annual work programme.	Officer	0191 433 2100 mikebarker@gateshead.gov.uk	
JTC OS 2 (b)	19 Sept 2019	Non-key	JTC Overview and Scrutiny Committee	North East Transforming Cities Fund – Programme Development To provide an overview of bid preparation and how the proposals have been prioritised including the process for dealing with the possibility that the full requested funding will not being allocated	Transforming Cities Fund – Tranche 2 Bid report to Joint Transport Committee 18 th June 2019. https://northeastca.gov.uk/wp-content/uploads/2019/06/JTC-Agenda-Pack-18.6.19-1.pdf	Tobyn Hughes Managing Director, Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	Public
JTC OS 2 (c)	19 Sept 2019	Non-key	JTC Overview and Scrutiny Committee	Aviation 2050 To provide Members with an overview of the draft Aviation 2050 Strategy and JTC response to consultation which closed on 20 June 2019.	The Government's draft Aviation Strategy 2050 can be found at: https://www.gov.uk/government/consultations/aviation-2050-the-future-of-uk-aviation	Rachelle Forsyth-Ward, Strategic Transport Advisor 0191 2116445 rachelle.forsyth-ward@northeastca.gov.uk	Public
North East Joint Transport Committee Audit Committee (JTC Audit Committee)							
JTC AC 1 (a)	12 Sept 2019	Non-key	JTC Audit Committee	Tyne Pedestrian Tunnel Update To provide an update on the Tyne and	Reports available from the Contact Officer.	Tobyn Hughes Managing Director,	Private (By virtue of paragraph(s) 3

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
				Pedestrian Tunnel		Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	& 5 of Part 1 Schedule 12 A of the Local Government Act 1972.
JTC AC 1 (b)	12 Sept 2019	Non-key	JTC Audit Committee	Transforming Cities Fund – Tranche 2 Bid To provide an overview of the Transforming Cities Fund Tranche 2 Bid	Transforming Cities Fund – Tranche 2 Bid report to Joint Transport Committee 18 th June 2019. https://northeastca.gov.uk/wp-content/uploads/2019/06/JTC-Agenda-Pack-18.6.19-1.pdf	Tobyn Hughes Managing Director, Transport North East 0191 203 3246 Tobyn.hughes@nexus.org.uk	Public
JTC AC 1 (c)	12 Sept 2019	Non-key	JTC Audit Committee	Joint Transport Committee Internal Audit Plan 2019/20 To consider and comment on the proposed Internal Audit Plan for 2019/20	None	Tracy Davis Senior Manager – Assurance, Sunderland City Council 0191 5612861 tracy.davis@sunderland.gov.uk	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
JTC AC 1 (d)	12 Sept 2019	Non-key	JTC Audit Committee	<p>Review of the Effectiveness of Internal Audit</p> <p>To note the results of the external review of the effectiveness of the Internal Audit service provided by Sunderland City Council</p>	None	<p>Tracy Davis Senior Manager – Assurance, Sunderland City Council 0191 5612861 tracy.davis@sunderland.gov.uk</p>	Public
JTC AC 1 (e)	12 Sept 2019	Non-key	JTC Audit Committee	<p>Review of the Joint Transport Committee Terms of Reference</p> <p>To consider the Audit Committee Terms of Reference and agree any proposed changes</p>	None	<p>Tracy Davis Senior Manager – Assurance, Sunderland City Council 0191 5612861 tracy.davis@sunderland.gov.uk</p>	Public
JTC AC 1 (f)	12 Sept 2019	Non-key	JTC Audit Committee	<p>Joint Transport Committee Draft Strategic Risk Register</p> <p>To consider and comment on the proposed Strategic Risk Register for the Joint Transport Committee</p>	None	<p>Tracy Davis Senior Manager – Assurance, Sunderland City Council 0191 5612861 tracy.davis@sunderland.gov.uk</p>	Public

Reference Number	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
						rland.gov.uk	

Officer Delegated Decisions

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
DD 111 Economic Development and Regeneration UPDATED	30 June 2019	Non-Key	Monitoring Officer	Incubator Support Fund: Woods II Incubator To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Incubator Support Fund application relating to the Woods II Incubator project.	Confidential LEP Technical Officer Group report Confidential LEP Investment Board report Confidential project business case and supporting documents Confidential project appraisal report	Ben McLaughlin Programme Support Officer 0191 3387446 ben.mclaughlin@nelop.co.uk	Private – the report will contain “exempt” information which falls within paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972)
DD114 Economic Development and Regeneration NEW	9 September 2019	Non- Key	Monitoring Officer	Innovation Project Development Fund Centre for UK/Chinese Digital Business Development feasibility project To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the Innovation Project Development Fund application relating to the Centre for UK/Chinese Digital Business Development feasibility project.	Confidential project business case and supporting documents Confidential project appraisal report	Ben McLaughlin Programme Support Officer 0191 3387446 ben.mclaughlin@nelop.co.uk	Private – the report will contain “exempt” information which falls within paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972)

Reference Number and Thematic Area	Decision expected to be made on or within 60 days of	Decision Type: Key or Non-Key	Decision Maker	Details of Decision to be taken	Additional Documents for consideration	Contact Officer	Decision to be made in Public or Private (and relevant category of exemption)
Economic Development and Regeneration NEW	20 August 2019	Non- Key		<p>EZ Development Fund: Newcastle Airport Business Park Site A feasibility (Phase 1)</p> <p>To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the EZ Development Fund (LGF) relating to the Newcastle Airport Business Park Site A feasibility (Phase 1) project.</p>	<p>Confidential project business case and supporting documents</p> <p>Confidential project appraisal report</p>	<p>Ben McLaughlin Programme Support Officer 0191 5615446 ben.mclaughlin@nelc.lep.co.uk</p>	<p>Private – the report will contain “exempt” information which falls within paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972)</p>