



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

**MEETING OF THE LIVERPOOL CITY REGION
COMBINED AUTHORITY
OVERVIEW AND SCRUTINY COMMITTEE**

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

Dear Member,

You are requested to attend a meeting of the Liverpool City Region Combined Authority Overview and Scrutiny Committee to be held on **Wednesday, 24th January, 2018** at **10.15am** in the Authority Chamber - No. 1 Mann Island, Liverpool, L3 1BP.

If you have any queries regarding this meeting, please contact Trudy Bedford on telephone number (0151) 443 3365.

Yours faithfully

Interim Head of Paid Service

**LIVERPOOL CITY REGION COMBINED AUTHORITY OVERVIEW AND
SCRUTINY COMMITTEE**

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. MINUTES OF THE MEETING OF THE LIVERPOOL CITY REGION
COMBINED AUTHORITY OVERVIEW AND SCRUTINY COMMITTEE
HELD ON 25 OCTOBER 2017**

(Pages 1 - 6)
- 4. VERBAL UPDATE FROM METRO MAYOR S ROTHERAM**

To receive a verbal update from Metro Mayor S Rotheram.
- 5. UPDATE ON THE IMPLEMENTATION OF THE LIVERPOOL CITY
REGION COMBINED AUTHORITY STAFFING STRUCTURES**

To consider a report from the Interim Head of Paid Service.

(Pages 7 - 12)
- 6. TASK AND FINISH GROUPS**

To consider the report of the Lead Chief Executive Officer: Scrutiny.

(Pages 13 - 16)
- 7. ANY OTHER ITEM(S) WHICH THE CHAIRPERSON DEEMS TO BE OF
AN URGENT NATURE**

LIVERPOOL CITY REGION OVERVIEW AND SCRUTINY COMMITTEE

At an inquorate meeting of the Liverpool City Region Overview and Scrutiny Committee held in the Authority Chamber - No. 1 Mann Island, Liverpool, L3 1BP on Wednesday, 25th October, 2017 the following Members were

P r e s e n t:

Councillor K Wainwright

Vice-Chairperson of the Committee
(in the Chair)

Councillor P Murphy, Councillor T Brennan, Councillor Ms S Spall, Councillor D Dutton, Councillor J Johnson, Councillor P Hurley, Councillor L Robertson-Collins, Councillor C Thomas, Councillor P Sinnott and Councillor B Woolfall.

6. APOLOGIES

Apologies for absence were received on behalf of Councillors S McGuire, T Anderson, D Baines, M Bond, C Cashman, A Dean, M Sullivan and Daniel T Lewis.

7. DECLARATIONS OF INTEREST

It was reported that no declarations of interest had been received.

8. MINUTES OF THE MEETING OF THE LIVERPOOL CITY REGION OVERVIEW AND SCRUTINY COMMITTEE HELD ON 26 JULY 2017

RESOLVED – That the minutes of the meeting of the Liverpool City Region Overview and Scrutiny Committee held on 26 July 2017 be approved as a correct record.

9. LIVERPOOL CITY REGION GROWTH PLAN

The inquorate meeting of the LCR Overview and Scrutiny Committee received a presentation from Mark Basnett, Managing Director, LCR Local Enterprise Partnership, which provided an update on the development of the LCR Growth Strategy and Action Plan.

Accordingly, the presentation highlighted the following:-

- Reported that the LCR Growth Strategy had been informed by 'The State of Liverpool City Region Report: Making the most of devolution' which had been produced by Professor Michael Parkinson CBE.
- Explained the overriding City Region vision which was to build on the core strengths and capacity for innovation and to create a globally competitive City Region at the heart of the Northern Powerhouse.
- Summarised the three pillars of the LCR Growth Plan which were Productivity, People and Place.

- Outlined how the Growth Strategy would be supported by an Action Plan and highlighted how this Action Plan would provide the City Region with a dynamic performance management tool to annually measure the impact and outcomes of the Growth Plan.
- Highlighted the key activities, such as engagement, collation, alignment and collaboration with key stakeholders.
- Set out the next steps which included continued engagement, developing the evidence base to support the development of a comprehensive evidence base to inform a City Region Investment Strategy and encourage the development of projects to fulfil the priorities within the Investment Strategy.

In considering the presentation, Members of the Committee raised the following questions and comments:-

- Welcomed the informative presentation and the development of robust indicators to ensure the Growth Strategy had the desired impact across the City Region.
- Requested that for future meetings the Committee receive timely information to support Members in their role and enrich the outcomes of the Committee's work.
- Clarity was sought on whether the suggested increase in productivity outlined within the Strategy was realistic in comparison to recently published evidence which indicated that productivity was actually declining.

Members were informed that the issue of productivity was challenging, however it was effective in creating jobs. It was recognised that for the City Region to compete on a global market than it was imperative that people were upskilled and SME's were encouraged to invest.

- The importance of ensuring digital inclusion was included within the Growth Plan, with particular reference to those who may not have access to the internet and could become digitally excluded.
- Clarity was sought on what actions were being undertaken to encourage entrepreneurship within the disability community?

The Committee was informed that a range of interventions were being considered around gender and ethnicity. In undertaking this work the disability community would also be engaged.

- As the Strategy was fairly new, clarity was sought on whether an Annual Report would be produced and how would the performance indicators be measured?

The Committee was informed that an Annual Review would be produced in January 2018 and this would reflect how performance against key indicators.

The inquorate meeting RESOLVED that:-

- (i) the presentation and comments raised be noted; and
- (ii) Mark Basnet, Managing Director, LCR Local Enterprise Partnership be thanked for his informative presentation.

10. SCRUTINY REVIEW OF APPRENTICESHIPS - PROGRESS UPDATE

The inquorate Committee considered a report of the Lead Officer: Employment and Skills which provided an update on the progress made in implementing the recommendations made by the Scrutiny Panel in relation to the review of Apprenticeships. These recommendations were endorsed by the previous Panel members in March 2017 and then subsequently agreed by the LCR Combined Authority.

Members attention was drawn to Appendix A of the report now submitted which set out the progress achieved to date against the recommendations made by the Scrutiny Panel.

Members also received a presentation which:-

- Explained that the Apprenticeship Levy had been introduced in May 2017 which nationally had seen a fall in apprenticeship starts but this had not been reflected in the City Region, where apprenticeship starts had remained steady;
- Indicated that lobbying of Central Government continued over the deployment of the Apprenticeship Levy;
- Summarised the outreach events and Skills Shows which had taken place across the City Region to promote the apprenticeships available to young people;
- Outlined the Labour market information, in particular the LCR Skills for Growth which set out the skills needs of business across the City Region;
- Provided a summary of the data dashboard, which highlighted that there had been a slight increase in the number of apprenticeship starts during 2016/17. However, there had been a reduction in the number of 16-17 year olds accessing apprenticeship provision but there had been an increase in the number of 25 year olds and above accessing apprenticeship provision;
- Summarised the work of the Skills for Growth team, which consisted of Skills Brokers who would work with various employers across the City Region to identify appropriate skills training for their employees;
- Reported that over 25 young people, who had previously been apprentices, were now acting as ambassadors to encourage other young people to participate in an apprenticeship programme; and
- Outlined a number of key next steps.

In considering the progress made against the recommendations of the Apprenticeship Review and the presentation, Members raised the following questions and comments:-

- Clarity was sought on whether the attendance at the Skills Shows had been impacted upon by the low take up of the Apprenticeship levy?

Members were informed that the purpose of the Skills Shows was to promote the apprenticeships available to young people and this was done through the Ambassadors. Furthermore, a significant number of employers continued to attend the Skills Shows despite the concerns relating to the Apprenticeship levy.

- What support was in place for those who were NEET and entering into the Apprenticeship scheme?

Members were informed that mentoring support was available for those who were NEET. It was important that young people had access to the right support and provision during their apprenticeship and for some young people they would be provided with support before they entered the employment market.

- Clarity was sought on the Apprenticeship Levy, in particular the advice provided to large levy paying public sector employers and the continued negotiations with Government regarding the deployment of the unspent Levy.

Members were informed that larger public sector employers were supported to ensure they were able to maximise the benefits of the Levy. With regards to the Levy underspend, lobbying would continue with Central Government to allow the unspent Levy to be retained within the City Region so that it could be deployed to reflect the needs of the City Region.

- Concern was expressed regarding school's not being engaged in the promotion of the Apprenticeship programme and supporting pupils to ensure they were ready for work once they left school.

The inquorate meeting RESOLVED that:-

- (i) the progress being made against the Panel's recommendations be noted;
- (ii) the plans for further development of the Apprenticeship dashboard be noted; and
- (iii) further updates be brought to a future meeting of this Committee.

11. METRO MAYORS 100 DAY PLAN

The inquorate meeting of the Committee received a presentation from Metro Mayor S Rotherham which summarised the following achievements made to date as part of his 100 Day Plan:-

- Explained the 100 Day Plan had been informed by the manifesto pledges of Ambitious, Fair, Green, Connected and Together and summarised the meaning of each;
- Highlighted the appointment of the 7 Mayoral Advisors, who had been appointed for being experts in their respective fields and where:-
 - Professor Janet Beer – Higher Education
 - Reverend Canon Dr Ellen Loudon – Voluntary and Community Sector
 - Gideon Ben-Tovim OBE – Natural Environment
 - Barbara Spicer – Social Housing Growth
 - Kate Farrell – Homelessness
 - Luciana Berger MP – Mental Health
 - Sara Wilde-McKeown – Visitor Economy
- Explained that as part of his community engagement he would be spending a day a month in each constituent Local Authority area;
- Outlined his vision for utilising the tidal power from the River Mersey; and
- In conclusion, invited Members to his key note speech which would be taking place on 14 November 2017.

Members welcomed the presentation and in doing so raised the following questions and comments:-

- Clarity was sought on the publication of the LCR Brownfield List and when this would be available?

The Committee was informed that the LCR Brownfield List had been completed, however it was subject to further consultation with constituent Local Authorities. It was envisaged that following this consultation would be concluded shortly and the LCR Brownfield list would then be published accordingly.

- It was important to recognise that the Digital Strategy sought to address those that were excluded from accessing the internet.
- Had further work been undertaken in respect of the devolution of crime and disorder?

Members were informed that the Rt Hon Jane Kennedy, Merseyside Police and Crime Commissioner had been appointed as the portfolio holder for Criminal Justice to the LCR Combined Authority. This would support a collaborative approach between both organisations and with records to the next stage of Devolution Asks, talks were ongoing to determine this.

- In terms of the 100 Day Plan was this information publicly available?

Members were informed that the 100 Day Plan information was available on the LCR Combined Authority website.

The inquorate meeting RESOLVED that:-

- (i) the presentation and comments raised be noted; and
- (ii) the Metro Mayor S Rotheram be thanked for his informative presentation.

12. WORKPLAN AND SCRUTINY REVIEWS 2017/18

The Committee considered a report of the Lead Chief Executive Officer: Scrutiny which set out the Committee's work programme, including the details for the Task and Finish Groups for 2017/18.

The inquorate meeting RESOLVED that:-

- (i) the Work Programme 2017/18 set out at section four of the report now submitted be agreed;
- (ii) Air Quality, Welfare Reform and Universal and Spatial Development Strategy Programme be identified as topics for Task and Finish Groups during 2017/18; and
- (iii) the meeting arrangements for Spatial Development Strategy Programme as set out in section 5 of the report now submitted be noted.

Minutes 6 to 12 be received as a correct record on the 24th day of January 2018.

Chairperson of the Committee

(The meeting closed at 12.03 pm)

LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Chair and Members of the LCR Overview and Scrutiny Committee

Meeting: 24 January 2018

Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE INTERIM HEAD OF PAID SERVICE

UPDATE ON THE IMPLEMENTATION OF THE LIVERPOOL CITY REGION COMBINED AUTHORITY STAFFING STRUCTURES

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to update the Committee on the progress of the implementation of Liverpool City Region Combined Authority staffing structures.

2. RECOMMENDATIONS

- 2.1 The LCR Overview and Scrutiny Committee are recommended to note the contents of this report.

3. BACKGROUND

- 3.1 The Mayoral Combined Authority came into being in May 2017. The requirements and responsibilities associated with the Mayoral Combined Authority are significantly greater than was the case prior to the election of the Metro Mayor.
- 3.2 Given the additional responsibilities the Mayoral Combined Authority now enjoys, it is necessary to put in place appropriate levels of capacity to enable the Mayor and the Combined Authority to deliver their ambitious programme of work in the years ahead. As such, considerable effort has been made in the period since the election to put in place a structure that ensures that these newly devolved responsibilities can be effectively discharged.
- 3.3 Initial work was undertaken in 2016 and a report was agreed by the Combined Authority in June 2016 which provided a broad indication of the nature and cost of the structure required for the Combined Authority to successfully deliver the devolution deal.
- 3.4 Whilst some roles within this indicative structure were filled in 2016/17, the majority of roles, including the senior management team were neither formalised on the

establishment nor recruited to in advance of the election. This approach was intended to ensure that the Elected Metro Mayor could properly influence his or her structure and management team when in office.

3.5 The Liverpool City Region Combined Authority (LCRCA) has operated utilising staffing support from constituent authorities and partners in the interim whilst a final structure was developed.

3.6 Some of these roles have been undertaken on a full time basis, for example the team supporting city region employment and skills activity. Other work is being undertaken alongside day to day roles and responsibilities.

3.7 Recruitment to the Senior Management Team is nearing completion and this is being undertaken alongside the development and population of other key functions. Budgets have been agreed with the Combined Authority and recruitment will pick up pace significantly as the Senior Management Team take up their posts and are in a position to influence this.

4. PROGRESS TO DATE

4.1 Head of Paid Service

4.2 The Head of Paid Service is a statutory position. This role has been filled since 26 May 2017 by a secondment from Merseytravel of the Chief Executive / Director General. The secondment was agreed by the LCR Appointments and Disciplinary Committee.

4.3 Mayor's Office

4.4 Following the election of the Metro Mayor in May 2017, a permanent structure was developed to support the Mayor and an open and transparent recruitment process was undertaken using LCR Combined Authority policies and practice to the following posts:

- (i) Head of Office Metro Mayor
- (ii) PA to Metro Mayor
- (iii) Mayor's Political Advisor
- (iv) Senior Caseworker
- (v) Business Administration Apprentice (Fixed term)

4.5 The Metro Mayor's political advisor is a fixed term post, linked to the Mayor's term of office. The power to make this appointment is contained within the Mayoral Combined Authorities statutory provisions.

4.6 LCR Combined Authority Senior Leadership Team

4.7 At its meeting on 18 August 2017, the LCR Appointments and Disciplinary Committee resolved to create three posts that along with the Head of Paid Service would comprise the LCR Combined Authority Senior Leadership Team.

The posts are:-

(i) Director of Commercial Development and Investment

This post was advertised before Christmas and an offer has been made to the successful candidate. At the time of writing, the process of medical clearance and references are being finalised.

(ii) Director of Policy and Commissioning

Initial interviews are scheduled to take place in early January 2018 with final interviews by early February 2018.

(iii) Director of Corporate Services

The post of Director of Corporate Services has, in line with relevant H.R. policies been assigned to the existing Director of Resources of Merseytravel who has fulfilled the duties as the appointed Treasurer for the LCR Combined Authority since its inception in 2014.

A draft structure for the support services functions for the LCR Combined Authority including Legal, Democratic Services, Finance and Internal Audit is being developed and it is envisaged that recruitment for the senior management roles will commence at the earliest opportunity. This structure will contain a dedicated Monitoring Officer role.

5. SECONDMENT

5.1 A range of resource and support has been provided by staff seconded from LCR Authorities. This includes:

Economic Development – Knowsley MBC
Housing and Spatial Planning – St Helens MBC
Employment and Skills – Knowsley MBC
Freight and Logistics – Merseytravel
Transport Policy- Merseytravel
Policy – Wirral MBC
Programme Management Office – Merseytravel
Democratic Services – Knowsley MBC
Monitoring Officer – Sefton MBC
Scrutiny Officer – Knowsley MBC

5.2 Additional interim support has been provided through a consultancy agreement that provides access to expertise in a range of disciplines including communications, marketing and strategic advice in respect of the Mayoral Combined Authorities implementation programme.

5.3 A temporary post, employed up to June 2018, of a Mayoral Strategy & Delivery Manager is providing additional support within the Policy team.

- 5.4 Media and communications is delivered through a dedicated function within the LCR Combined Authority structure:
- (i) Interim Head of Communications & Stakeholder Engagement – up to Feb 18
 - (ii) Communications Manager
 - (iii) Communications Assistant (x2)
- 5.5 Finance, Human Resources and IT Services have been provided by Merseytravel officers in support of the ‘start up’ and implementation of the LCR Combined Authority.
- 5.6 The LCR Combined Authority has been established as an admitted employing body for the Merseyside pension Fund
- 5.7 At its meeting on the 15th September 2017, the Appointments and Disciplinary Committee of the LCR Combined Authority, confirmed the delegated powers contained within the LCR Combined Authority Constitution, for the Interim Head of Paid Service to determine and implement the remaining structure of the LCR Combined Authority in consultation with the Metro Mayor and the LCR Combined Authority Members.
- 5.8 Further updates will be provided to the LCR Combined Authority and the Appointments and Disciplinary Committee.

4. RESOURCE IMPLICATIONS

4.1 Financial

As this report is for information there are no financial implications arising from the implementation of the recommendations in this report.

The LCR Combined Authority budget setting process for 2018/19 has identified sufficient resources to ensure that the organisation can secure the appropriate level of capacity and expertise to discharge its functions.

4.2 Human Resources

All relevant Human Resources procedures have been considered and followed with regard to the processes and appointments that have been referred to within this report.

Discussions are currently at an advanced stage with regional trade union officers to establish appropriate and proportionate consultation machinery at both a strategic and operational level to ensure that necessary channels for consultation are available with Trade Unions.

4.3 Physical Assets

There are no physical assets implications arising from the implementation of the recommendations in this report.

4.4 Information Technology

There are no information technology implications arising from the implementation of the recommendations in this report.

5. RISK ASSESSMENT

- 5.1 There is a statutory requirement to appoint officers to the roles set out in section 4 of this report. Acceptance of the recommendations in this report will ensure that the Combined Authority adheres to its statutory duties.
- 5.2 Failure to secure an appropriate level of capacity, both in terms of scale and expertise is a significant risk to the Combined Authority and is recognised as such in its risk register.

6. EQUALITY AND DIVERSITY IMPLICATIONS

- 6.1 There are no specific equality and diversity implications arising from the contents of this report.

7. COMMUNICATION ISSUES

- 7.1 There are no specific Communication implications arising from the contents of this report.

8. CONCLUSION

- 8.1 This report provides an update on progress to provide appropriate and suitable staffing resources to ensure that the LCR Combined Authority has the capacity to deliver its priorities and statutory functions.

FRANK ROGERS
Interim Head of Paid Service

Contact Officer:-

Alastair Ramsay - Merseytravel (0151 330 1800)

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LIVERPOOL CITY REGION COMBINED AUTHORITY

To: The Chair and Members of the Overview and Scrutiny Committee

Meeting: 24 January 2018

Authority/Authorities Affected: All

EXEMPT/CONFIDENTIAL ITEM: No

REPORT OF THE LEAD CHIEF EXECUTIVE: SCRUTINY

TASK AND FINISH GROUPS

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Committee with an update on the progress of two outstanding Task and Finish Groups, which are to consider the topics of Welfare Reforms and Universal Credit and Air Quality.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Liverpool City Region Overview and Scrutiny Committee:-
- (a) Agree the meeting schedule being proposed for the Task and Finish Groups for Welfare Reforms and Universal Credit and Air Quality as set out at section four of the report.

3. BACKGROUND

- 3.1 The Committee considered a report at its meeting on 26 July 2017 which sought guidance from Members on suggested topics for inclusion in the work programme for 2017/18. To support this process a Development session was held on Wednesday 13 September 2017.

4. TASK AND FINISH GROUPS

- 4.1 Members considered a number of topics for Task and Finish Groups and requested that the following topics be identified for in-depth review:-
- Spatial Development Strategy Programme
 - Air Quality
 - Welfare Reforms and Universal Credit

4.2 The Spatial Development Strategy Programme has recently concluded its work and its report and recommendations will be presented to a future meeting of the City Region Combined Authority.

4.3 This leaves two outstanding topics for in-depth review and the following meeting schedule is proposed for each review.

- Welfare Reforms and Universal Credit

Wednesday 31 January 2018 at 10.15am (Scoping Session)

Wednesday 14 February 2018 at 10.15am (Evidence Session One)

Wednesday 28 February 2018 at 10.15am (Evidence Session Two)

Wednesday 14 March 2018 at 10.15am (Evidence Session Three)

Wednesday 28 March 2018 at 10.15am (Wrap Up Session)

- Air Quality

Wednesday 7 February 2018 at 10.15am (Scoping Session)

Wednesday 21 February 2018 at 10.15am (Evidence Session One)

Wednesday 7 March 2018 at 10.15am (Evidence Session Two)

Wednesday 21 March 2018 at 10.15am (Evidence Session Three)

Wednesday 4 April 2018 at 10.15am (Wrap Up Session)

4.4 Members are asked to express a preference to which review they wish to participate in as each Task and Finish Group will not be inclusive of the whole Committee membership.

5. RESOURCE IMPLICATIONS

When considering any work programme issues it is important to consider the capacity of both members and officers to undertake such work. The resources to support such activity and being delivered will be from within the existing resources of the City Region Combined Authority.

5.1 Financial

There are no specific financial implications associated with this report.

5.2 Human Resources

There are no specific Human Resources implications associated with this report.

5.3 Physical Assets

There are no specific Physical Asset implications associated with this report.

5.4 Information Technology

There are no specific Information Technology implications associated with this report.

6. RISKS AND MITIGATION

6.1 There are no risks associated with this report or implications.

7. EQUALITY AND DIVERSITY IMPLICATIONS

7.1 There are no equality and diversity implications arising from this report.

8. COMMUNICATION ISSUES

8.1 There are no specific communication issues associated with this report.

9. CONCLUSION

9.1 This item provides an opportunity for the Committee to agree the schedule for the two remaining Task and Finish Groups, which are to consider the topics of Welfare Reforms and Universal Credit and Air Quality.

DAVID PARR
Chief Executive Officer – Scrutiny

Contact Officer(s):

Sue Jarvis, Liverpool City Region Lead Officer – Scrutiny (0151 330 1225)

Trudy Bedford, Knowsley MBC – Democratic Services Officer (0151 443 3365 or 0151 330 1330)

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