

North East Joint Transport Committee, Overview and Scrutiny Committee

Thursday 20th December, 2018 at 2.00 pm

Meeting to be held in a Committee Room, Sunderland Civic Centre, Burdon Rd, Sunderland
SR2 7DN

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. **Governance Changes and Overview and Scrutiny Arrangements** **1 - 20**

4. **Budget Proposals 2019/20** **21 - 38**

5. **North East Joint Transport Committee Forward Plan and Scrutiny Work Programme** **39 - 60**

6. **Date and Time of Next Meeting**

Thursday 14 March 2019 at 2.00pm

Contact Officer: Janet Howard Tel: 0191 211 5048 E-mail: janet.howard@newcastle.gov.uk

To All Members

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North East Joint Transport Committee Overview and Scrutiny Committee

Date: 20 December 2018

Subject: Governance Changes and Overview and Scrutiny arrangements

Report of: Monitoring Officer and Policy and Scrutiny Officer

Executive Summary

The purpose of this report is to provide an update regarding the recent governance changes and provide opportunity for the Committee to discuss the Overview and Scrutiny arrangements moving forward.

Recommendations

The Joint Transport Committee (JTC), Overview and Scrutiny Committee is recommended to:

- i. Note the governance changes that have occurred and arrangements for the Joint Transport Committee, Overview and Scrutiny Committee;
- ii. Comment on the proposed approach on the development and draft of an Overview and Scrutiny Report template.

1. Background Information

- 1.1 On the 2 November 2018, The Newcastle upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018 was made and confirmed within it the establishment of Joint Transport Committee(s).
- 1.2 The requirements of the Order outlined that the Joint Transport Committee must establish a Committee as an Overview and Scrutiny Committee of the Joint Transport Committee and that it would:
- i. Appoint at least two members of each the Constituent Councils of NECA and NTCA to form the Committee
 - ii. That the Joint Transport Committee must appoint an independent person to be Chair of the Overview and Scrutiny Committee
- 1.3 A paper was taken to the Joint Transport Committee on the 18th December that outlined the process of the appointment for the Joint Transport Committee, Overview and Scrutiny Chair and Vice Chair (Appendix 1). An update will be given at the Committee on the 20th December in regards to the process for this.
- 1.4 At its meeting on the 20th November, the Standing Orders of the Joint Transport Committee were confirmed. It was also noted at this time that the Joint Transport Committee's Overview and Scrutiny Committee will operate in accordance with NECA's Overview and Scrutiny decision making protocol until a new protocol is adopted by the Joint Transport Committee's Overview and Scrutiny Committee and consent is given to it by the Joint Transport Committee, in accordance with the relevant legislation.

Role and functions

- 1.4 In accordance with the Joint Transport Committee, Standing Orders the role of The Committee is to:
1. Review and scrutinise the decisions made, or other action taken by, the Joint Transport Committee or its committees in connection with the discharge of their functions.
 2. Review or scrutinise a decision made in connection with the discharge of any functions which are the responsibility of the Joint Transport Committee which have not been implemented and recommend that the decision be reconsidered by the Joint Transport Committee.
 3. Work closely with the Overview and Scrutiny Committees of NECA and NTCA to ensure effective and joined up scrutiny arrangements.
 4. Make reports or recommendations to the Joint Transport Committee on the discharge of these functions.

5. Review and scrutinise the Joint Transport Committee's initial and final proposals in respect of plans and strategies falling within the Joint Transport Committee's remit.
 6. Establish a Call-in Sub-Committee to exercise call-in powers and consider decisions taken but not implemented (See Rule 22 of the JTC Overview and Scrutiny Procedure Rules for information about the process for calling-in decisions).
 7. Investigate matters of strategic importance to residents of the LA7 Area and make reports with evidence based recommendations to the Joint Transport Committee in relation to matters falling within the Joint Transport Committee's remit.
 8. Review the performance of the Joint Transport Committee against objectives within the Joint Transport Committee's Strategy.
 9. Facilitate the exchange of information about the work of the Joint Transport Committee and to share information and outcomes from reviews.
 10. The role of these arrangements in relation to Nexus and the County Councils of Durham and Northumberland will include:-
 - a) Review and scrutiny of each County Council's and Nexus' respective delivery of transport services against the Local Transport Plans and to make recommendations for improvement and/or changes; and
 - b) Obtaining explanations from each of the County Council's and Nexus regarding their respective delivery of transport services.
 11. Make recommendations to the Joint Transport Committee on the appointment of any co-opted member to the Overview and Scrutiny Committee or its sub-committees.
 12. To establish working groups to consider any matter.
- 1.5 The Overview and Scrutiny Committee can examine any decision by the Joint Transport Committee(s) – be that by the principal decision making body or a committee or officer holding delegated authority. The Scrutiny occurs in public and ensures democratic and public accountability.
- 1.7 It is important that the Joint Transport Committee Overview and Scrutiny Committee works closely with both the North East Combined Authority Overview and Scrutiny Committee and the North of Tyne Combined Authority Overview and Scrutiny Committee to ensure that Forward Planning of items and discussion can remain focused, and to avoid any duplication that may occur, ensuring the continuation of effective decision making.

Overview and Scrutiny Report Template

- 1.8 At the previous meetings of the NECA Overview and Scrutiny Committee, Committee Members noted that reports could be more focused to ensure that the best decision making outcomes are achieved.
- 1.9 Since that Committee, a draft of the Committee Template (Appendix 2) has been designed by Officers for discussion and consideration by Members to the NECA Overview and Scrutiny Committee, and this approach of sharing good practice is also being taken today for the Joint Transport Committee, Overview and Scrutiny Committee to discuss and consider.
- 1.10 The template has been designed to give clarity on a few points that Scrutiny members may find useful:
- The purpose of the report – this is now clearly shown at the front in the type of item section
 - Guiding Principles for Scrutiny Members – this is a new section that has been added for comment and consideration and that aims to support members reading of each report

The report also introduces two new sections that are not included in other Committee reports but cover areas that Scrutiny members often ask Officers to consider:

- Key issues and challenges
 - Impact on principles for decision making
- 1.11 The report template has also been developed to include guidance notes for Officers as a method of supporting them and allowing Scrutiny Members to add value to the reports that are brought forward.

2. Proposals

- 2.1 Committee Members are asked to note the governance changes that have been detailed in this report and are asked to comment on the draft Overview and Scrutiny Report Template.

3. Reasons for the Proposals

- 3.1 The changes proposed to the Scrutiny Report Template are being put forward both to support the effective decision making principles of the Joint Transport Committee(s), and to create an effective reporting tool that will support both Members and Officers in their roles.

4. Alternative Options Available

- 4.1 Members may choose to agree, comment upon or amend the proposed Report Template that is being put forward.

5. Next Steps and Timetable for Implementation

- 5.1 It is proposed that once the Template has been agreed it will be used by Officers for all future reports to the Joint Transport Committee Overview and Scrutiny Committee.

6. Potential Impact on Objectives

- 6.1 The changes support the principles of effective decision making and ensure good governance across the Combined Authority.

7. Financial and Other Resources Implications

- 7.1 There are no known financial implications arising from the contents of this report.

8. Legal Implications

- 8.1 There are no known legal implications arising from the contents of this report.

9. Key Risks

- 9.1 There are no known key risks as a result of this report.

10. Equality and Diversity

- 10.1 There are no known Equality and Diversity implications as a result of this report.

11. Crime and Disorder

- 11.1 There are no known crime and disorder implications as a result of this report.

12. Consultation/Engagement

- 12.1 Consultation has taken place with Scrutiny Officers and Statutory Officers regarding the reports that are brought to the Joint Transport Committee, Overview and Scrutiny Committee.

13. Other Impact of the Proposals

- 13.1 There are no other known impacts on the proposals. It is intended that the changes proposed will support both Officers and Members to continue to have effective decision making and scrutiny function in place.

14. Appendices

- 14.1 Appendix 1 – Process on the appointment of the Joint Transport Committee, Overview and Scrutiny Chair and Vice Chair (*Report to the Joint Transport Committee 18th December*).

Appendix 2 - Draft Overview and Scrutiny Report Template

15. Background Papers

15.1 None.

16. Contact Officers

16.1 Peter Judge, Monitoring Officer, peter.judge@northeastca.gov.uk 07342069371
Nicola Laverick, Policy and Scrutiny Officer, nicola.laverick@northeastca.gov.uk
07342 069 369

17. Sign off

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

18. Glossary

18.1 JTC – Joint Transport Committee
NECA – North East Combined Authority
NTCA – North of Tyne Combined Authority

North East Joint Transport Committee

Date: 18 December

Subject: Appointment of the Chair and Vice Chair for the Joint Transport Committee, Tyne and Wear Sub Committee and appointment process of the Independent Chair(s) and Vice Chair(s) for the Audit Committee, and the Overview and Scrutiny Committee.

Report of: Monitoring Officer

Executive Summary

This report seeks agreement to the appointment of the Chair and Vice Chair for the Tyne and Wear Sub Committee for the Municipal Year 2018/19.

It also invites members to comment on the appointment process for the Independent Chair and Vice Chair of the Joint Transport Committee, Overview and Scrutiny Committee and the Joint Transport Committee, Audit Committee.

Recommendations

It is recommended that the Joint Transport Committee:

- i. Appoints the Chair and Vice Chair of the Tyne and Wear Sub Committee for the 2018/2019 municipal year.
- ii. Notes, comments upon and approves the commencement of the appointment of the Independent Chair and Vice Chair of the:
 - a. Joint Transport Committee, Overview and Scrutiny Committee
 - b. Joint Transport Committee, Audit Committee
- iii. Approve the payment of remuneration to the Chairs and Vice-Chairs as detailed in the paper.

1. Background Information

- 1.1 In accordance with the Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018 (the **Order**), the North East Combined Authority (**NECA**) and the Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority (**NTCA**) have appointed the Joint Transport Committee (JTC) to exercise functions as specific in the Order.
- 1.2 At the meeting of the Joint Transport Committee on the 21 November, the Committee delegated the appointment of the Chair and Vice Chair of the Tyne and Wear Sub Committee to that Committee who were meeting on the 22 November.
- 1.3 Unfortunately, the meeting on the 22 November was not quorate and the Chair and Vice Chair were not appointed. This report recommends that the Joint Transport Committee appoint the Chair and Vice Chair of the Tyne and Wear Sub Committee.

Appointment process for the Independent Chair and Vice Chair of the Joint Transport Committee – Overview and Scrutiny Committee

- 1.4 In accordance with the **Order** (*Schedule 2, Section 4 (3)*) it stipulates that the Joint Transport Committee must appoint an independent person to be Chair of the Overview and Scrutiny Committee.
- 1.5 It is intended that the vacancy is advertised with the job description (**Appendix 1**) and the interview panel made up of the Head of Paid Service and the Monitoring Officer of NECA and as per previous similar processes an opportunity will also be given to the Chair and Vice Chair of the Joint Transport Committee, to form part of the panel.
- 1.6 The remuneration of the vacancy will be advertised in accordance with current remuneration levels to replicate the NECA's Independent Chair(s) of £2,000.
- 1.7 There is no provision in the Order for a Vice-Chair however, it is considered prudent to plan for occasions when the Chair may be unavailable. It is intended therefore that a vacancy is also advertised with the job description (**Appendix 1**) for the Vice Chair with a similar interview process recorded in section 1.5.

- 1.8 The remuneration of the vacancy will be advertised in accordance with the current remuneration levels to replicate the NECA's Independent Vice Chair of £1,000 per annum.
- 1.9 Following the interview process, it is intended that a report will return to the Joint Transport Committee for Members to confirm the appointment of the successful candidate, this is in accordance with the **Order** and the Standing Orders.

Appointment process for the Independent Chair and Vice Chair of the Joint Transport Committee – Audit Committee

- 1.10 In accordance with the **Order** (*Schedule 2, Section 14 (3)*) it stipulates that the Joint Transport Committee must appoint an independent person to the Audit Committee.
- 1.11 The appointment of the Independent person, both Chair and Vice Chair will follow the recruitment procedures as outlined in 1.5. Job Descriptions of both the Chair and Vice Chair are attached as **Appendix 2**.
- 1.12 There is no provision in the Order for a Vice Chair, however, as noted in paragraph 1.7 it is considered prudent to plan for occasions when the Chair may not be available.
- 1.13 The role of Chair will be remunerated at £2,000 per annum and the role of Vice-Chair will be remunerated at £1,000 per annum.

2. Proposals

- 2.1 The Joint Transport Committee is invited to appoint the Chair and Vice Chair of the Tyne and Wear Sub Committee.
- 2.2 The Committee is invited to note, comment upon and approve the process for the appointment of the Independent Chair and Vice Chair of the Joint Transport Committee, Overview and Scrutiny Committee, and the Joint Transport Committee, Audit Committee.
- 2.3 In particular, Members may wish to express their views on questions including:
- a. Any additions or alterations they would like to see to the job descriptions.
 - b. Whether it is preferable to have Chairs and Vice-Chairs in common with the committees of the Combined Authorities?

- c. Whether it is preferable that membership of the JTC Audit Committee and JTC Overview and Scrutiny Committee is made up of Members drawn from the equivalent committees in the Combined Authorities?
 - d. What involvement Members of the JTC (or Members of the relevant Combined Authority equivalent committees) wish to have in the appointment process, or whether it should be handled by officers on their behalf.
- 2.4 Following completion of the recruitment processes described in Section 1 of this paper, the appointment panel's recommendations will be brought back to the JTC for its approval.

3. Reasons for the Proposals

- 3.1 The proposals will enable the Joint Transport Committee and its other Committees to operate effectively and in accordance with the Order and the Standing Orders.

4. Alternative Options Available

- 4.1 The proposals are set out in the recommendations of this report.

5. Next Steps and Timetable for Implementation

- 5.1 The appointments to the Committees will be recorded on the NECA website, and all stakeholders informed, as soon as practicably possible. It is hoped that the appointment process will be completed within a cycle of two meetings of the JTC and brought forward for approval at or before the March 2019 meeting.

6. Potential Impact on Objectives

- 6.1 The appointments will enable the Joint Transport Committees to properly discharge its functions, thereby assisting in the delivery on its objectives.

7. Financial and Other Resources Implications

- 7.1 The provision of the support arrangements for the Joint Transport Committee(s) is contained within the existing financial resources available.

8. Legal Implications

- 8.1 The Joint Transport Committee is required to make arrangements to enable relevant decision-making responsibilities, overview and scrutiny arrangements, audit arrangements and associated functions to be fulfilled. These responsibilities arise under the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 and the Openness of Local Government Body Regulations 2014, as well as the provisions for the Order creating NECA and the recent Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018. The proposals set out in this report comply with these requirements.

9. Key Risks

- 9.1 There are no specific risk management implications arising from this report.

10. Equality and Diversity

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

11. Other Impact of the Proposals

- 11.1 The proposals comply with the principles of decision-making. Relevant consultation processes have been held where applicable.

12. Appendices

- 12.1 Appendix 1 – Job Description – Independent Chair and Vice-Chair of Joint Transport Committee, Overview and Scrutiny Committee
- 12.2 Appendix 2 - Job Description – Independent Chair and Vice Chair of the Joint Transport Committee, Audit Committee

13. Background Papers

- 13.1 Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018
- 13.2 The Durham, Gateshead, South Tyneside and Sunderland Combined Authority Order 2014 (SI 2014 No.1012) as amended by the Second Order

14. Contact Officers

14.1 Peter Judge, Monitoring Officer

E-mail: peter.judge@northeastca.gov.uk Tel: 0734 2069 371

15. Sign off

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

16. Glossary

NECA – North East Combined Authority

NTCA – North of Tyne Combined Authority

North East Joint Transport Committee Overview and Scrutiny Committee

Officer Report Guidance

Please remove these guidance pages before submitting the report for sign-off

Accessibility

Reports should be written in plain, clear English, in full sentences, avoiding the use of subject-related or other jargon. When using abbreviations or acronyms, the full name should be written in full the first time a reference is made, followed by the abbreviation in brackets, e.g. “the Department for Transport (DfT)”. Where you refer to the same document in the report, use the same document title consistently throughout the report.

Font

Please use Arial 12. When copying and pasting text from other documents, please ensure that text is also in Arial 12.

Titles

Please avoid underlining titles or sentences, using uppercase or italic for titles and overusing italic.

Before Submission

Before submitting the report for sign-off please remove all guidance notes (in red text).

Before submitting the final report for publication please remove “Draft”, any watermarks and any track changes.

Formatting

The report template uses tables to aid formatting. Please use the “View Table Gridlines” setting in the document to view the rows and columns (Home – Borders – View Gridlines). Please work within the gridlines and do not amend them. New rows can be added as required.

Confidentiality

If the report is confidential you must identify and insert the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 (below) on the report front page.

Paragraph 1

Information relating to any individual.

Paragraph 2

Information which is likely to reveal the identity of an individual.

Paragraph 3

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph 4

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, with trades unions and/or employees.

Paragraph 5

Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph 6

Information which reveals that the authority proposes:

- a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- b) to make an order or direction under any enactment.

Paragraph 7

Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Date:

Subject: xxx This is the title of the report, as on the Forward Plan

Report of: xxx Designation, e.g. Head of Paid Service, Chief Finance Officer, Monitoring Officer

Type of Item xxx Please identify from the list below and insert relevant text:

- Review of Existing Policy
- Development of New Policy
- Performance Management (including Financial)
- Briefing (including potential areas of Scrutiny)
- Consultation
- Referral from xxx (e.g. Leadership Board / other NECA committee)

If the report is confidential, please state the following:

Confidential – Not for publication by virtue of paragraph(s) xxx of Part 1 of Schedule 12A of the Local Government Act 1972, Information xxx

Please insert the relevant paragraph and the reason for confidentiality from the list on the report guidance page]

Purpose of the report

Please provide a brief summary of the subject and explain why the report is being brought to the Overview and Scrutiny Committee – e.g. did the Committee request it, is it part of a consultation process, has it been referred to Scrutiny by another NECA committee?

The purpose of this report is to xxx

Recommendations

Please list all of the actions that the Committee is recommended to take.

Recommendations should be clearly stated and should identify responsibility for progressing any proposed actions. Where there are two or more recommendations in a report, the recommendations should be numbered. For consistency, please use Roman numeric style: i, ii, iii, iv, v.

The Overview and Scrutiny Committee is recommended to xxx

Guiding Principles for Scrutiny Members:

This section should not be changed and is designed to provide guidance to Scrutiny Members.

The below are the key guiding principles to support the Overview and Scrutiny Committee Members in reading the report in advance of the meeting to:

- consider any added value that Scrutiny can bring
 - promote effective discussion and consider the information in the report
1. The impact the matter has on individuals in the community and across the North East Combined Authority
 2. Focus on the efficiency and effectiveness of the proposals, next steps and any potential changes
 3. Consideration to any risks that may occur
 4. Scrutiny focusing on any performance management or quality assurance

1. **Background Information and current context**

This section should provide full background information relevant to the subject of the report along with an explanation of the current position and should clarify whether any other NECA Committee or Board has already been presented with the same information and/or asked to make any related decisions.

To assist understanding and promote clarity the information in this section should be of an appropriate level of detail, set out in a logical sequence and arranged in structured, numbered paragraphs, with sub-headings used where appropriate. Where information is relevant but is lengthy or contained in a separate document this should be included in an appendix or appendices.

1.1 xxxx

2. **Key Issues and challenges**

This section should draw out any key issues and/or challenges related to the subject of the report, specify who it affects (e.g. is it NECA wide, does it only affect a specific community or group?), and highlight any action that is already being taken to address it.

2.1 xxxx

3. **Principles of decision making**

This section should describe how the decisions that have been taken to date have been undertaken in accordance with NECA's principles of decision making. It should detail any gateway points or reviews undertaken, who has been involved with the decisions.

3.1 xxxx

4. **Potential Impact on Objectives**

In this section an explanation should be given as to any relationship between the subject of the report and the Combined Authority's policies and priorities as identified in the Strategic Economic Plan and Local Transport Plan.

If there is a negative impact an explanation should be provided of any action being taken to address this.

4.1 xxxx

5. **Financial and Other Resources Implications**

This section should identify all known financial implications, with advice/input from the Chief Finance Officer or their nominee. The financial implications should include reference to the relevant year(s) to which they relate and refer to both the costs and sources of funding as applicable. The early involvement of the Chief Finance Officer or their nominee in the report-writing process will save time during the sign-off process.

Consideration should also be given to any implications in respect of Human Resources and ICT. Relevant officers should be contacted to clarify any such

implications.

Please note, sign off by the Chief Finance Officer or their nominee is required before the report can be published.

5.1 xxxx

6. Legal Implications

This section should identify all known legal implications, with advice/input from the Monitoring Officer or their nominee. Early involvement of Legal Services in the report writing process to identify the possible legal implications is recommended; this will save time during the sign-off process. Legal Services will advise on the final wording of this section.

Please note, sign-off by the Monitoring Officer or their nominee is required before the report can be published.

7.1 xxxx

7. Equality and Diversity

This section should specify any equality and diversity implications arising from the issues covered in the report and explain how these will be addressed. Please ensure you have secured appropriate guidance on this from your local authority.

8.1 xxxx

8. Crime and Disorder

This section should specify any crime and disorder implications arising from the issues covered in the report and explain how these will be addressed. Please ensure you have secured appropriate guidance on this from your local authority.

8.1 Xxxx

9. Other Impacts

This section should identify any other impacts arising from the issues covered in the report. Please set out the important environmental, economic and any other impact and make use of any evidence to support this. Consider what implications the issues covered might have for partners.

9.1 xxxx

10. Next Steps

This section should provide information about what is to happen next, including timelines and key dates e.g.: consultation with members, stakeholders or the public; decision making by Leadership Board or by another NECA Committee or Board; submission of documents to Government etc.

It should consider if the Scrutiny Committee can add any value, or provide further support or consultation regarding any further work that is to be undertaken.

10.1 xxxx

11. Appendices

All appendices referenced within the report should be listed here.

11.1 xxxx

12. Background Papers

Please list any and all background documents which disclose any facts or matters on which the report or an important part of the report is based, and which have been relied upon to material extent in preparing the report. Please provide electronic links to the documents.

12.1 xxxx

13. Contact Officers

Insert the name, title, e-mail address and telephone number of the report author and any other key officer(s) who have written/contributed to the report.

13.1 Name

Designation

E-mail xxx

Tel: xxx

14. Sign off

This is a checklist. This section must be completed to confirm that the report has been fully signed off by the Statutory Officers before submission to the decision maker(s).

Please copy and paste this symbol to identify that the sign-off had been completed ✓ (Example: Monitoring Officer ✓)

Please note the report will not be accepted for publication without this section being completed and "Draft" removed.

It is the responsibility of the report author to lead the report through various stages of consultation and submit the final, signed off and fully formatted version to the relevant Democratic Services Officer for publication by the deadline provided.

- 14.1
- Head of Paid Service:
 - Monitoring Officer:
 - Chief Finance Officer:

15. Glossary

Please provide a glossary in respect of any abbreviations used in the report – e.g. DfT, TfN, HMRC – or any technical terms with which an ordinary member of the public may not be familiar.

15.1 xxxx



North East Joint Transport Committee Overview and Scrutiny Committee

Date: 20 December 2018
Subject: Budget Proposals 2019/20
Report of: Chief Finance Officer

Executive Summary

The purpose of this report is to seek the views of the Joint Transport Committee (JTC) Overview and Scrutiny Committee on proposals for the setting of the 2019/20 Transport budget, as part of its consultation process. A summary report on the 2019/20 Budget and Transport Levies was presented to the JTC on 20 November and is attached here as an appendix.

The views of the Overview and Scrutiny Committee will be taken into account in the development of the detailed budget report and reported to the Joint Transport Committee when it sets the Budget and Transport Levies for 2019/20 in January 2019.

Recommendations

The Joint Transport Committee Overview and Scrutiny Committee is recommended to receive the report for information and provide comment for consideration as part of the 2019/20 budget consultation process.

1. Background Information

- 1.1 The purpose of this report is to seek the views of the Overview and Scrutiny Committee on proposals for the 2019/20 JTC Transport Budget, as part of its consultation process. The summary report on the Draft Budget and Transport Levies presented to the JTC on 20 November is attached as an appendix.

2. Proposals

- 2.1 The budget proposals for 2019/20 for Transport activity are set out in the report attached as an appendix.
- 2.2 Key proposals (set out in detail in Appendix 1) presented to the Joint Transport Committee on 20 November include:
- a) The 2019/20 net Transport Budget and levy for Tyne and Wear is indicatively proposed to be set at £61.1m, which is a further reduction of £0.7m compared with the budget and levy for 2018/19. The budget savings needed to deliver this are expected to be made by Nexus in 2019/20 without significant impact on transport services, through efficiencies and temporary use of Nexus reserves.
 - b) The indicative Transport Budget and Levy for the Durham County Council area is expected to be £15.557m, which is a small reduction of £0.140m compared to 2018/19. At this point no significant reduction in services is envisaged.
 - c) The indicative Transport Budget and Levy for the Northumberland County Council area is expected to be £6.119m, which is a small reduction of £0.032m compared to 2018/19. At this point no significant reduction in services is envisaged.
 - d) The Tyne Tunnels Tolls are proposed to be increased to keep pace with inflation and the increase in the shadow toll payable to the concessionaire TT2, in line with the concession contract and the agreed approach to the funding of the Tyne Tunnels.

3. Reasons for the Proposals

- 3.1 As part of the process for setting its budget, the JTC must ensure appropriate and effective consultation takes place with all Members and other stakeholders on the content of the Budget. This includes consultation with the Overview and Scrutiny Committee and this report provides an opportunity for such consultation to take place.

4. Alternative Options Available

- 4.1 This report is for information only, with no decision required.

5. Next Steps and Timetable for Implementation

- 5.1 Comments made as part of the consultation process will be taken into account in the development of the final, detailed budget proposals for 2019/20 which will be presented to the JTC for approval in January 2019.

6. Potential Impact on Objectives

- 6.1 Impacts on objectives are set out in the individual reports contained as appendices.

7. Financial and Other Resources Implications

- 7.1 The financial and other resource implications are set out in detail in the individual reports contained as appendices.

8. Legal Implications

- 8.1 There are no legal implications arising from this report.

9. Key Risks

- 9.1 There are no risk management implications arising from this report.

10. Equality and Diversity

- 10.1 There are no 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 The budget is subject to a period of consultation which includes this committee as well as other committees of the JTC and the two Combined Authorities, officer groups and the North East England Chamber of Commerce.

13. Other Impact of the Proposals

- 13.1 There are no other impacts arising from this report which is for information.

14. Appendices

- 14.1 Appendix 1: Transport Budget and Levies (report to Joint Transport Committee, 20 November 2018)

15. Background Papers

- 15.1 None

16. Contact Officers

16.1 Eleanor Goodman, Principal Accountant, NECA,
eleanor.goodman@northeastca.gov.uk, 0191 277 7518

17. Sign off

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



North East Joint Transport Committee

Date: 20 November 2018
Subject: Transport Budget and Levies
Report of: Chief Finance Officer

Executive Summary

The purpose of this report is to set out a summary of the proposed draft Transport revenue budget and levies for 2019/20, and provides an update on the transport revenue budget position in the current year.

Recommendations

The Joint Transport Committee is recommended to: -

- i. Receive this report for consideration and comment;
- ii. Note the position of the current year 2018/19 Transport Budget and Levies, as set out in sections 2.1, 2.2, and 2.3 of this report;
- iii. Agree the following proposals for the basis of consultation about the 2019/20 Transport Revenue Budget:
 - a. The 2019/20 net Transport Budget and levy for Tyne and Wear is indicatively proposed to be set at £61.1m which is a further reduction of £0.7m compared with the budget and levy for 2018/19. The budget savings needed to deliver this are expected to be made by Nexus in 2019/20 without significant impact on transport services, through efficiencies and temporary use of Nexus reserves.
 - b. The indicative Transport Budget and Levy for the Durham County Council area is expected to be £15.557m, which is a small reduction of £0.140m, compared to 2018/19. At this point no significant reduction in services is envisaged.

- c. The indicative Transport Budget and Levy for the Northumberland County Council area is expected to be £6.119m, which is a small reduction of £0.032m compared to 2018/19. At this point no significant reduction in services is envisaged.
 - d. That the Tyne Tunnel Tolls are proposed to be increased to keep pace with inflation and the increase in the shadow toll payable to the concessionaire TT2, in line with the concession contract and the agreed approach to the funding of the Tyne Tunnels, as set out in section 2.5.5.
- iv. Note that the budget proposals for Transport will be subject to a consultation process of two months, including reports to the Audit and Standards and Oversight and Scrutiny Committees and to the North East England Chamber of Commerce; as well as being available for comment on the web site and through individual councils' budget consultation processes, as considered necessary.
- v. Note the intention to consider and approve the Transport Revenue Budget and to set the Transport Levies for 2019/20 at a meeting in January (potentially 22 January) after taking into account any comments received on the proposals for 2019/20.

1. Background Information

- 1.1 This report sets out a summary of the proposed draft Transport revenue budget and levies for 2019/20, and an update on the revenue position in the current year.
- 1.2 The Transport budget for 2018/19 was agreed by the NECA Leadership Board at its meeting on 16 January 2018, when total transport levies of £83.648m were set.

2. Proposals

2.1 Transport Revenue Budgets 2018/19 Forecast and 2019/20 Proposals

- 2.1.1 As the Transport levies and revenue grants are normally fixed for the year there is no change in Levies payable and minimal change in the NECA revenue budget itself. Any surplus or deficit against the budgets for the three main delivery agencies (Durham County Council, Northumberland County Council and Nexus) is retained or managed within the reserves of that organisation. The significant change is a £3.333m reduction in the grant payable to Nexus later in the year, with £3.333m being paid instead to a Metro Fleet Replacement Reserve as a second year contribution towards the match funding contribution that is required by the Department for Transport.

Table 1: 2018/19 Transport Levies and Grants

	2018/19 Original Budget	2018/19 Forecast	Spend to date Oct 2018
	£000	£000	£000
Total Transport Levies	(83,648)	(83,648)	(41,824)
Grant to Durham	15,692	15,692	7,846
Grant to Northumberland	6,146	6,146	3,073
Grant to Nexus	59,700	56,367	29,850
Contribution to Metro Fleet Replacement Reserve		3,333	0
Retained Transport Levy Budget	2,110	2,108	879
Contribution (to)/from NECA Transport reserves	-	(2)	(176)

- 2.1.2 The overall total proposed net revenue budget for Transport in 2019/20 is £82.776m. This represents a net cash reduction of £0.872m (1.04%) on the budget for 2018/19 agreed by the NECA Leadership Board in January 2018. Information about the draft budget and the levies for each of the three areas covered by the Joint Transport Committee (JTC) are summarised in the table below and set out in more detail in the following sections.

Table 2: Summary of proposed transport budgets and levies 2019/20

Area	Transport Levy	Change from 2018/19
	£000	£000
Durham	15,557	(140)
Northumberland	6,119	(32)
Tyne and Wear	61,100	(700)
Total	82,776	(872)

2.2 Durham County Council

2.2.1 The budget and levy for public passenger transport activity in County Durham is expected to be in the region of £15.557m for 2019/20. This compares with a levy for 2018/19 of £15.697m.

Table 3: Draft Durham Transport Budget and Levy 2019/20

	2018/19 Original Budget	2018/19 Forecast	2019/20 Proposed Budget
	£000	£000	£000
Concessionary Fares	11,940	11,940	12,059
Subsidised Services	2,850	2,553	2,558
Bus Stations	144	152	163
Bus Shelters	19	27	19
Passenger Transport Information	89	85	90
Staffing	650	650	663
Share of NECA Transport Costs	5	5	5
Net Expenditure	15,697	15,412	15,557

2.2.2 For 2018/19 an underspend of £0.285m is forecast, which will be retained by Durham County Council at the year-end. The main reasons for the projected underspend are as follows:

1. Subsidised Services - £297k under budget – this relates mainly to medium term financial plan savings made early following changes to the procurement of bus services.
2. Bus Stations - £8k over budget – this results from increased Repairs and Maintenance and vandalism.
3. Bus Shelters – £8k over budget – this results from increased repairs and maintenance.

2.2.3 Durham Council is currently developing its 2019/20 budget proposals, but some draft figures are set in the table above. At the current time, net budgets are proposed to be largely in line with the current year, with no significant adverse impact on services anticipated at this point.

2.3 Northumberland County Council

2.3.1 The proposed budget and levy for public transport activity in Northumberland is £6.119m for 2019/20. This compares with a budget of £6.151m for 2018/19. The budget and levy for 2018/19 and 2019/20 is summarised in the table below. :

2.3.2 *Table 4: Draft Northumberland Transport Budget and Levy 2019/20*

	2018/19 Original Budget	2018/19 Forecast	2019/20 Proposed Budget
	£000	£000	£000
Concessionary Fares	4,722	4,720	4,690
Subsidised Services	1,230	1,230	1,230
Bus Stations	23	23	23
Passenger Transport Information	25	27	25
Staffing	145	145	145
Share of NECA Transport Costs	5	5	5
Net Expenditure	6,151	6,151	6,119

2.3.3 The main areas of expenditure operated by Northumberland are:

- i) Concessionary Fares – Although claims from operators are received monthly all adjustments are being reimbursed with an accurate overall rate. It is currently forecast that Concessionary Fares will break-even in 2018/19.
- ii) Subsidised Bus Services – The Council supports a range of socially necessary bus services, mainly in the rural North and West areas of the County but also some in the more urban South East. It is forecast that the Council will break-even at the end of the financial year. No new routes are currently being proposed to be added to the network.

The Council is currently drafting and assessing its 2019/20 budget proposals so figures remain draft at this stage. The final medium term financial plan and budget proposals will be subject to consultation and therefore the budget may be subject to further amendments. At the current time, budgets are proposed to be largely in line with the current year with no significant changes.

2.4 Tyne and Wear

2.4.1 The distribution of the levy within Tyne and Wear is based on population, in accordance with the Transport Levying Bodies Regulations. The amounts levied on each individual authority will reflect the midyear population estimate for 2017 as well as the reduction in the overall total. The proposed levy for 2019/20 for each of the Tyne and Wear councils is shown below:

2.4.2

Table 5: Distribution of Proposed Tyne and Wear Transport Levy

	2018/19 Levy	Proposed 2019/20 Levy	Proposed Reduction
	£000	£000	£000
Gateshead	11,037	10,949	(88)
Newcastle	16,232	16,003	(229)
North Tyneside	11,131	11,061	(70)
South Tyneside	8,181	8,090	(91)
Sunderland	15,219	14,997	(222)
Total	61,800	61,100	(700)

The proposed levy is based on discussions with councils and represents a reduction of £0.700m compared with 2018/19. It takes into account the fact that savings are being delivered in the Nexus budget in the current year and the pressures on councils' budgets. A levy reduction of this scale for 2019/20 was envisaged previously in 2017 and can be achieved without service reductions being needed in the next two years, through use of efficiency savings and Nexus reserves.

2.4.3

Tyne and Wear Levy Budget – Nexus

The budget proposal for Nexus for 2019/20 will be discussed in more detail by the Tyne and Wear Sub Committee. At its January 2018 meeting, the Leadership Board agreed that Nexus could run a budget deficit of up to £1.934m in 2018/19, which would be funded by using its reserves. In the Revenue Budget Monitoring Report presented to the NECA's Transport North East Committee on 11 October 2018, Nexus reported that it had made a permanent reduction to its base budget requirement and it was now reporting a £1.200m surplus for 2018/19.

2.4.4 The adjustments to Nexus' base budget for 2018/19 are shown in the table below.

Table 6: Adjustments to Nexus budget 2018/19

	£m	£m
Base budget deficit 2018/19		1.934
Budget Savings		
- Concessionary travel	(0.830)	
- Metro fare income	(0.800)	
- High voltage power	(0.500)	
- Secured services	(0.310)	
- Investment income	(0.080)	
- Scholars income	(0.200)	
- Employees	(0.300)	
- Other	(0.257)	(3.277)
Budget Pressures		
- Commission income	0.060	
- Inflationary adjustments	0.058	
- Departure charges	0.025	0.143
Revised base budget surplus 2018/19		(1.200)

2.4.5 The proposed reduction in the Tyne and Wear transport levy of £0.7m in 2019/20 will mean that the grant made available to Nexus in 2019/20 from the Joint Transport Committee will reduce by £0.7m. Notwithstanding this, because of Nexus' improved financial position in 2018/19, it will be able to maintain frontline services during 2019/20. As in previous years, it will be necessary to plan on the basis that Nexus will need to utilise reserves in order to prepare a balanced budget. In so doing, and without any improvement in its funding from April 2021, Nexus will need to work through the Sub-Committee (and the Joint Transport Committee) in regards possible service reductions during 2020/21.

2.4.6 Against a background of medium term financial uncertainty, but with the proposed objectives of its corporate plan for 2019/20 in mind, Nexus has considered its spending plans for 2019/20, assuming its budget is being set at 'stand-still' i.e. if it were to maintain service outcomes.

2.4.7 The budget proposal is based on estimates that have a degree of uncertainty in respect of some of Nexus' largest areas of expenditure. In particular:

- a. Nexus is currently in consultation with its four recognised Trades Unions (TUs) concerning pay awards for April 2018 and April 2019. Nexus' offer is the subject of a ballot at this time and the outcome is uncertain. However the 'gap' between the TUs pay claim and that which Nexus have offered (which is broadly in line with the local government settlement) is circa £0.500m in 2018/19 and £1.0m in 2019/20.
- b. Whilst Metro fare revenue collected to the end of period 6 in 2018/19 is £0.800m above the budget set in January 2018, we are continuing to see a

reduction in the sales by third parties, most notably Network Ticketing Limited. If fare revenues worsen during the remainder of the year, this will have a knock-on effect in future years. In addition, the Metro fares review scheduled to come into effect in January 2019 will be considered by Tyne and Wear Sub Committee on 21 November, which will consider and agree an approach based upon another report contained elsewhere on today's agenda.

- c. The estimate for High Voltage Power is based on intelligence provided by the specialist team at NEPO who assist Nexus in its procurement of this commodity. Previous estimates have proven to be conservative due to better prices being obtained and delays in the implementation of the governments' Electricity Market Reform agenda.
- d. Whilst the majority of the secured bus services budget is subject to contract price inflation, an element of the budget is dependent on contract renewals and the vagaries of tender returns being different to the previous contractual price.

At its February 2016 meeting, the Tyne and Wear Sub-Committee established the strategic objective that Nexus should be able to balance its revenue budget without placing reliance on its revenue reserves by 2019/20 (minute 65/2016 refers). However, at that time it was anticipated that Nexus' budget deficit would have grown to £7.0m by 2017/18. Through efficiency savings and by redirecting expenditure into priority areas, Nexus has successfully managed and averted this significant budget risk. It is therefore in a position to use reserves again in 2019/20 as a means of protecting services.

For the third year a contribution of £3.333m will be made to the Metro Fleet Renewal reserve, increasing the reserve to £10m to help to achieve the £25m match funding requirement.

Tyne and Wear Levy Transport Budget (non-Nexus)

- 2.4.8 This budget primarily relates to activity inherited from the former Tyne and Wear ITA along with central transport activity. The vast majority of the budget relates to financing charges on historic debt. Additionally, there is budget provision to meet the costs of support services and governance, external audit fees and a repayment to the Tyne Tunnels for use of reserves in 2013/14 to pay off the pension deficit.
- 2.4.9 At this point no saving in the £2.1m Tyne and Wear (non-Nexus) Transport budget has been identified, as the majority of the costs relate to capital financing and are largely fixed. Any saving is likely to be marginal and will not be known until the position and costs of a new Transport Officer post and the support needed for the new Joint Transport Committee and the Tyne and Wear Sub Committee is known.

Table 7: Tyne and Wear Transport Budget (non-Nexus)

	2018/19 Original Budget	2018/19 Forecast	2019/20 Proposed Budget
	£000	£000	£000
Support Services/Staffing	220	220	220
Administration and Governance	42	40	40
Financing Charges	1,798	1,795	1,785
Transport Joint Committee	50	50	50
Total Expenditure	2,110	2,108	2,095
Contribution from Levies*	(2,110)	(2,110)	(2,110)

2.5 Tyne Tunnels

2.5.1 The Tyne Tunnels are accounted for as a ring-fenced account within the NECA budget, meaning that all costs relating to the tunnels are wholly funded from the tolls and Tyne Tunnels reserves, with no call on the levy or government funding.

2.5.2 *Table 8: Tyne Tunnels Budget 2018/19 and 2019/20*

	2018/19 Original Budget	2018/19 Forecast	2019/20 Proposed Budget
	£000	£000	£000
Tolls Income	(25,970)	(26,730)	(28,090)
Contract payments to TT2	19,480	20,298	21,197
Employees	33	-	-
Pensions	54	50	52
Support Services	80	95	95
Supplies & Services	45	45	45
Financing Charges	6,579	6,594	6,966
Interest/Other Income	(50)	(50)	(50)
Repayment from TWITA for temporary use of reserves	(240)	(240)	(240)
(Surplus)/Deficit on Tyne Tunnels revenue account met from reserves	11	62	(25)

2.5.3 The forecast outturn position for 2018/19 is for a small deficit of £62k, which will be met from Tyne Tunnels reserves. The forecast for tolls income is slightly higher than the original budget, taking into effect the increase in the toll on HGV Class 3 vehicles, which came into effect in March 2018. This is offset by an increase in the contract

payments to TT2 whose “shadow toll” payment is due to increase by 10p in line with RPI inflation to £1.90 per vehicle from 1 January 2019. Traffic levels continue to be lower than previously experienced, which has been the case since commencement of the Silverlink works in August 2016.

2.5.4 The original budget for 2018/19 included provision for employee costs relating to the contract monitoring officer role. During 2018/19 this post has been vacant, with support provided instead by officers from Newcastle City Council and the support services forecast has been updated accordingly. It is assumed that this arrangement will continue into 2019/20.

2.5.5 The 2019/20 budget figures shown in Table 8 above assumes an increase in tolls for both Class 2 and Class 3 vehicles in line with inflation as measured by the Retail Price index. It is proposed that the toll for Class 2 Vehicles (cars and light goods vehicles) be increased by 10p from £1.70 to £1.80 and that the toll for Class 3 vehicles (Heavy Goods Vehicles) be increased by 20p from £3.40 to £3.60 in spring 2019. This is being discussed in greater detail with the Tyne and Wear Sub Committee.

2.5.6 The increase in toll income in 2019/20 as a result of the increase in tolls is estimated to be £1.56m. Without an increase in tolls the Tyne Tunnels account would operate at a deficit of £1.54m, next year which would be unsustainable over the life of the concession.

2.5.7 In terms of the formal process for the increase in Tolls, a decision to increase tolls will be taken by the Tyne and Wear Sub Committee in January. NECA as the Host Combined Authority for Transport will implement the proposed increase. This will involve advertising the proposed increase in at least one local newspaper and notifying the Department of Transport. Once notified, the Department has 21 days to determine whether to make the order and, if so, the order will be made 28 days before it comes into effect. A decision on the specific date for implementation will be taken in conjunction with TT2 Ltd, taking into account operational considerations.

2.5.8 While the traffic through the Tunnels is likely to increase next year, once the Silverlink junction road work have been completed, there will also be some impact from the planned road works at Testos roundabout. While any increase in traffic will increase toll income this will result in an increase in the contract payments to TT2. Given the current uncertainty around the increase in traffic flow the original budget will be based on current traffic levels with the increase evidenced in summer 2019 being reflected in the revised estimate this time next year.

2.6 **Regional Transport Team**

2.6.1 The Regional Transport Team budget is to support the Joint Transport Committee and North East LEP as a whole, on a seven authority basis. The budget includes salary costs and the items required to ensure a functional central resource across the JTC area including the development of the Transport Manifesto and Transport Plan and various research projects where value can be added at a regional level including modelling works, major schemes bid development, including Transforming Cities fund, the Freight Quality Partnership and other research studies. During the year the team has also taken on the role of providing support to the Consortium of East Coast Main Line Authorities (ECMA), the costs of which are partly met through

a recharge to other member authorities. A summary of the revenue budget for 2018/19 and proposal for 2019/20 is set out in the table below.

Table 9: Regional Transport Team Budget 2018/19 and 2019/20

	2018/19 Original Budget	2018/19 Forecast	2019/20 Proposed Budget
	£000	£000	£000
Expenditure			
Staffing	516	406	531
LTP4 Development	50	11	50
Research and Grant Bid Development (including Transforming Cities Fund)	199	175	200
Miscellaneous	6	5	6
Go Smarter Legacy (Bid/Match Funding)	200	200	-
Total Expenditure	971	797	787
Funded by:			
LTP Integrated Transport Block	(500)	(500)	(500)
LGF Programme Management	(150)	(97)	(150)
Go Smarter Legacy Funding	(200)	(200)	-
Carried forward balances from 2017/18	(121)	-	(137)
Total Funding	(971)	(797)	(787)

2.7

Transforming Cities Fund

During October, NECA was announced as one of ten shortlisted areas to progress to the next stage of bidding for the government's £840m Transforming Cities Fund. The Budget 2018 announced additional money for the Fund, increasing the amount of the fund that we can bid into by £440m to £1,280m. An additional two areas would be allowed to bid for this fund, increasing the number of bidding areas to 12.

NECA will be working with DfT to develop plans which, if successful, will be used to tackle congestion and improve transport connections across the region.

There is a need to identify revenue resources to support the bidding process and initial project design costs, which may include the use of revenue budget savings in 2018/19, and this will be included in the budget report to the January meeting of the JTC.

2.8 Treasury Management - Borrowing

Currently all external borrowing held by NECA relates to historic Tyne and Wear Transport activities, and the financing of the borrowing debt is met from the Tyne and Wear levy and the Tyne Tunnels budgets and is included within the proposals set out above. While the JTC has an advisory role in connection with the borrowing limits relating to transport, the Treasury Management arrangements are managed by NECA as the accountable body for the JTC and are approved by the two Combined Authorities. A proportion of the outstanding balance of the loans and investments (based on the share of Tyne and Wear population in each combined authority area) will be shown in the balance sheets of the two Combined Authorities. A summary of the actual loans outstanding at the date of the change in governance is set out in the table below, which is less than the approved capital financing requirement:

Table 10: Historic Borrowing and the current Capital Financing Requirement

	Principal	Interest Due	Total	NECA Share	NoTCA Share
	£000	£000	£000	£000	£000
Capital Financing Requirement	193,665		193,665	107,883	85,782
Actual External Debt	167,333	2,274	169,607	94,482	75,125

3. Reasons for the Proposals

3.1 The proposals are presented here to inform the JTC of work on the preparation of the 2019/20 Transport Budget and to begin the two month consultation process.

4. Alternative Options Available

4.1 The JTC are recommended to agree the proposals set out in this report or suggest amendments or alternative proposals to be considered as part of the budget consultation process.

5. Next Steps and Timetable for Implementation

5.1 The Transport budget proposals will be consulted upon with constituent councils, Overview and Scrutiny Committee, Audit and Standards Committee and with the North East England Chamber of Commerce. Detailed budget proposals will be developed and responses to consultation will be taken into account in preparing the more detailed report to the January JTC meeting.

5.2 Under the new governance arrangements the Transport Budget and levies are to be set by the Joint Transport Committee (JTC) based on a unanimous decision. The Transport levy determined by the JTC will be formally issued by the two Combined Authorities. This needs to be done before the Statutory deadline of 15th February 2019.

6. Potential Impact on Objectives

- 6.1 The budget presented in this report is set to achieve the Transport policy objectives of the Authority.
- 7. Financial and Other Resources Implications**
- 7.1 The financial and other resource implications are summarised in this report where they are known. Further details which are developed as part of the budget development and consultation process will be identified in the budget report to the January 2019 Joint Transport Committee.
- 8. Legal Implications**
- 8.1 The JTC must approve the transport budget, levies and tolls unanimously. The Leadership Board must approve the final overall budget proposals unanimously (incorporating the budget approved by the JTC).
- 9. Key Risks**
- 9.1 Appropriate risk management arrangements are put in place in each budget area by the delivery agencies responsible. Reserves are maintained to help manage financial risk to the authority.
- 10. Equality and Diversity**
- 10.1 There are no 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 The NECA Constitution requires that consultation on its budget proposals be undertaken at least two months prior to the budget being agreed. It is proposed that the 2019/20 Transport budget proposals be consulted upon including with the Overview and Scrutiny Committee, Audit and Standards Committee, constituent councils and the NEECC. The extent of public consultation will be proportionate to the impact that the proposals would have on services to the public. At this stage no significant service implications are expected.
- 13. Other Impact of the Proposals**
- 13.1 There are no other impacts arising from this report.
- 14. Appendices**
- 14.1 None
- 15. Background Papers**
- 15.1 NECA Leadership Board Budget 2018/19 and Transport Levies report 16 January 2018

16. Contact Officers

16.1 Paul Woods, Chief Finance Officer, paul.woods@northeastca.gov.uk,
07446936840

17. Sign off

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

North East Joint Transport Committee Overview and Scrutiny Committee

Date: 20 December 2018

Subject: Forward Plan and Scrutiny Work Programme

Report of: Monitoring Officer and Policy and Scrutiny Officer

Executive Summary

The purpose of this report is to provide Members with an opportunity to consider the items on the Forward Plan for the current 28-day period and discuss items for the remainder of the work programme for 2019 and into 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;

1. Background Information

1.1 The Forward Plan is a document which the Joint Transport Committee is required to maintain under the Combined Authorities (Overview and Scrutiny, Access to Information and Audit Committees) Order 2017. The Forward Plan for the Joint Transport Committee, and its Committees is published on both the North East Combined Authority's website and on the North of Tyne Combined Authority's website. It lists the decisions that the Joint Transport Committee and its Officers intend to take in the coming months and must include all decisions to be made in the next 28 days. 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.

1.2 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 across the Joint Transport Committee 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 committee at the next meeting.

Role of Overview and Scrutiny

1.3 The Joint Transport Committee, Overview and Scrutiny Committee has been established in accordance with Schedule 2 (4) of The Newcastle Upon Tyne, North Tyneside and Northumberland Combined Authority (Establishment and Functions) Order 2018.

1.4 The Joint Transport Committee, Overview and Scrutiny Committee can examine any decisions of the 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 this Committee is the review and scrutiny of decisions 'Key Decisions' made by the Joint Transport Committee and its Officers. 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 of the North East Combined Authority that was adopted by the Joint Transport Committee for its use at its inaugural meeting in November 2018.

1.6 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> and at <https://www.northoftynedevelopment.com/forward-plan/>

Requests for Special Urgency / General Exception

- 1.7 In accordance with the Decision Making Protocol, the table below shows the number of requests made following the recent governance changes and the creation of the Joint Transport Committee structure:

Type of Short Notice Procedure	Number of Requests since previous Committee
Requests for Special Urgency	0
Request for General Exception	2

- 1.8 The table above reflects that two general exceptions notices have been published since the last Committee and have been published on the NECA website as below set out below:

General Exception 1 – 23 November 2018

The following matters of General Exception are noted:

i. Appointment of the Chair and Vice Chair for the Joint Transport Committee, Tyne and Wear Sub Committee and appointment process of the Independent Chair(s) and Vice Chair(s) for the Audit Committee and the Overview and Scrutiny Committee.

ii. Appointment to Transport for the North's Rail North Committee

<https://northeastca.gov.uk/wp-content/uploads/2018/11/Notice-of-General-Exception-23-November-2018-Joint-Transport-Committee-Appointments.pdf>

General Exception 2 – 22 November 2018

Extraordinary meeting of the North East Joint Transport Committee, Tyne and Wear Sub-Committee on 30 November 2018 and Revision of Metro Fares and Ferry Fares 2019

<https://northeastca.gov.uk/wp-content/uploads/2018/11/Notice-of-General-Exception-22-November-2018-Appointments-Additional-Delegations-and-Standing-Orders-1.pdf>

- 1.9 Although there are two notices of general exception, each notice met the requirements of the short notice procedure and the correct use of the Decision Making Protocol was followed.

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 will be of regional importance to the Joint Transport Committee, and items previously raised by Members.

- 1.11 The work programme is also designed to give an overview of all performance, decision-taking and developments within the Joint Transport Committee, 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.

Following the recent governance changes the Decision Making Protocol agreed by the Committee may need some update to reflect the changes and include the Joint Transport Committee, Overview and Scrutiny Committee. A review of this will be undertaken by Officers and brought to the March 2019 Committee for consideration.

Update of Decision Making Protocol

At the inaugural meeting of the Joint Transport Committee, it was agreed that the Decision Making Protocol, previously adopted the NECA Overview and Scrutiny Committee would remain in place for the Overview and Scrutiny Committee of the Joint Transport Committee. Following the governance changes, this may require some update and it is proposed that a review will be undertaken by Officers and brought to the March 2019 Committee for consideration.

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 2018/19.

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 Committee may review the Forward Plan and suggest additional items for the Work Programme.

Option 2 – The 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.
- 5.2 If the Joint Transport Committee 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 way.

- 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 NTCA, Nexus and the North East LEP as well as providing appropriate challenge to decisions taken.

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 officers within the local authorities that make up the Joint Transport Committee, 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. They allow Members consideration of the items on the Forward Plan and allow them the opportunity to have an overview of all performance, decision making and developments across the Joint Transport Committee structure.

14. Appendices

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

15. Background Papers

15.1 None.

16. Contact Officers

16.1 Peter Judge, Monitoring Officer
Email: peter.judge@northeastca.gov.uk
Telephone Number: 07342069371

Nicola Laverick, Policy and Scrutiny Officer
Email: nicola.laverick@northeastca.gov.uk
Telephone Number: 07342 069 369

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



Forward Plan of Decisions

Published 7 December 2018 *

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

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>

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)
NECA Committees							
Leadership Board							
LB 3 (a)	15 January 2019	Non-Key	Leadership Board	Designation of Thematic Leads for the Municipal Year 2018/19 Members are invited to designate Thematic Leads for Transport and Digital Connectivity, Employability and Inclusion and Economic Development and Regeneration for the 2018/19 municipal year.	None	Peter Judge Monitoring Officer 07342 069 371 peter.judge@north-eastca.gov.uk	Public
Audit and Standards Committee							
AS 4 (a) Corporate Issue	2 April 2019 (Standing Item)	Non-Key	Audit and Standards Committee	Internal Audit Progress Report Members are requested to note the internal audit activity to date.	Final Internal Audit Reports & Internal Audit Plan	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk	Public
AS 4 (b) Corporate Issue	2 April 2019 (Standing Item)	Non-Key	Audit and Standards Committee	External Audit Progress Update This report provides an update for information on the work of Mazars, the External Auditors to the Combined Authority.	None	Jim Dafter External Audit Senior Manager, Mazars jim.даfter@mazars.co.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)
						Eleanor Goodman Principal Accountant 0191 277 7518 eleanor.goodman@northeastca.gov.uk	
AS 4 (c) Corporate Issue	2 April 2018 (Standing Item)	Non-Key	Audit and Standards Committee	Strategic Risks and Opportunities Register The report is for Governance Committee member's information	Risk Management Strategy	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk	Public
Audit and Standards Sub-Committee							
There are no meetings currently scheduled							
Overview and Scrutiny Committee							
OS 3 (a) Corporate Issue	20 December 2018 (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.	Held by the Contact Officer	Nicola Laverick Policy and Scrutiny Officer 07342069369 nicola.laverick@northeastca.gov.uk	Public
OS 3 (b) Corporate Issue	20 December 2018	Non-Key	Overview and Scrutiny Committee	Budget Proposals 2019/20 To consider the report outlining the budget proposals and timetable for the Combined Authority, for consultation	None	Nicola Laverick Policy and Scrutiny Officer 07342069369	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)
				with the Overview and Scrutiny Committee.		nicola.laverick@northeastca.gov.uk Peter Judge Monitoring Officer 07342 069 371 peter.judge@northeastca.gov.uk	
OS 3 (c) Corporate Issue	20 December 2018	Non-Key	Overview and Scrutiny Committee	Governance Changes and Overview and Scrutiny arrangements Report for information to the Committee outlining the recent governance changes and exploring Overview and Scrutiny arrangements.	None	Nicola Laverick Policy and Scrutiny Officer 07342069369 nicola.laverick@northeastca.gov.uk Peter Judge Monitoring Officer 07342 069 371 peter.judge@northeastca.gov.uk	Public
Economic Development and Regeneration Advisory Board (EDRAB)							
ED 1 (a) Economic Development and Regeneration	29 January 2019 (Standing Item)	Non-Key	EDRAB	Economic Development and Regeneration – Progress Update Members are requested to receive an update on, and provide views in relation to, progress within the key areas of the Economic Development and Regeneration theme. The update will include progress on the development of	North East Strategic Economic Plan - More and Better Jobs	Sarah McMillan Corporate Lead Economic Strategy and Skills 0191 424 7948 sarah.mcmillan@southtyneside.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)
				the regional Inward Investment function and Regional Investment Plan.			
North East Joint Transport Committees							
North East Joint Transport Committee (JTC)							
JTC 2 (a)	18 December 2018	Key	JTC	Appointment to Transport for the North's Rail North Committee The Joint Transport Committee are asked to agree the nomination of one Member and one Substitute Member for the Rail North Committee.	None	Peter Judge Monitoring Officer 07342 069 371 Peter.judge@north-eastca.gov.uk	Public
JTC 2 (b)	18 December 2018	Non-Key	JTC	Joint Transport Committee Standing Orders and Delegations The purpose of this report is to confirm to Members that the Joint Transport Committee's Standing Orders presented to the Committee at its meeting on the 20 November 2018 have been approved by both the North of Tyne Combined Authority (NTCA) and the North East Combined Authority (NECA) and accordingly formed the Standing Orders. Subsequently, additional functions have been delegated by the Combined Authorities to the Joint Transport Committee.	None	Peter Judge Monitoring Officer 07342 069 371 Peter.judge@north-eastca.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)
JTC 2 (c)	18 December 2018	Key	JTC	<p>Appointment of the Chair and Vice Chair for the Joint Transport Committee, Tyne and Wear Sub Committee and appointment process of the Independent Chair(s) and Vice Chair(s) for the Audit Committee and the Overview and Scrutiny Committee.</p> <p>This report seeks agreement to the appointment of the Chair and Vice Chair for the Tyne and Wear Sub Committee for the Municipal Year 2018/19.</p> <p>It also invites members to comment on the appointment process for the Independent Chair and Vice Chair of the Joint Transport Committee, Overview and Scrutiny Committee and the Joint Transport Committee, Audit Committee.</p>	None	Peter Judge Monitoring Officer 07342 069 371 Peter.judge@northeastca.gov.uk	Public
JTC 2 (d)	18 December 2018	Non-Key	JTC	<p>Transforming Cities Fund Tranche 1 Update</p> <p>Members are asked to note the update in regards to the Transforming Cities Fund and to enable NECA to enact the delegated authority for Head of Paid Service to grant approval to submit the application for Tranche 1 (2018/19).</p>	NECA EOI submission https://northeastca.gov.uk/what-we-do/transport/	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nexus.org.uk	Public
JTC 2 (e)	18 December 2018	Non-Key	JTC	<p>Regional Transport Update</p> <p>Members are asked to note the contents of the report, detailing an update on the latest transport issues in the region.</p>	None	Tobyn Hughes Managing Director Transport Operations (0191) 2033246	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)
						tobyn.hughes@nex.us.org.uk	
JTC 2 (f)	18 December 2018	Non-Key	JTC	Office of Low Emission's Ultra Low Emission Taxi Infrastructure scheme A paper for information on the regional bid to the Office of Low Emission's Ultra Low Emission Taxi Infrastructure scheme	OLEV Bid together with Appendices	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nex.us.org.uk	Public
North East Joint Transport Committee Tyne and Wear Sub-Committee (TWSC)							
JTC TW 3 (a)	31 January 2019	Non-Key	TWSC	Nexus Corporate Plan and Budget Preparation 2019/20 To set out and seek agreement to the corporate planning and budget approach for Nexus for the 2019/20 budget and indicative medium term financial strategy.	None	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nex.us.org.uk	Public
NEW JTC TW 3 (b)	31 January 2019 (Standing Item)	Non-Key	TWSC	Tyne Tunnels Update To provide members with an update on issues relating to the Tyne Tunnel	None	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nex.us.org.uk	Public
NEW JTC TW 3 (c)	31 January 2019	Non-Key	TWSC	Monitoring Nexus' Performance and Metro Performance Update	None	Tobyn Hughes Managing Director Transport	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)
	(Standing Item)			To provide members with an update on Nexus' corporate performance for 2018/19 including Metro performance.		Operations (0191) 2033246 tobyn.hughes@nex.us.org.uk	
NEW JTC TW 3 (d)	31 January 2019 (Standing Item)	Non-Key	TWSC	Nexus' Corporate Risks 2018/19 To provide members with an update on the corporate risks identified by Nexus for 2018/19 including any mitigating actions put in place.	None	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nex.us.org.uk	Public
North East Joint Transport Committee Overview and Scrutiny Committee (JTC Overview and Scrutiny Committee)							
JTC OS 1 (a)	20 December 2018	Non-Key	JTC Overview and Scrutiny Committee	Budget Proposals 2019/20 Report outlining the budget proposals and timetable for the Joint Transport Committee's budget and transport levy, for consultation with the Joint Transport Committee's Overview and Scrutiny Committee.	None	Nicola Laverick Policy and Scrutiny Officer 07342 069 369 nicola.laverick@northeastca.gov.uk Peter Judge Monitoring Officer 07342 069 371 peter.judge@northeastca.gov.uk	Public
JTC OS 1 (b)	20 December 2018	Non-Key	JTC Overview and Scrutiny Committee	Governance Changes and Overview and Scrutiny arrangements Report for information to the Committee outlining the recent governance.	None	Nicola Laverick Policy and Scrutiny Officer 07342069369	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)
				changes and exploring Overview and Scrutiny arrangements.		nicola.laverick@northeastca.gov.uk Peter Judge Monitoring Officer 07342 069 371 peter.judge@northeastca.gov.uk	
JTC OS 1 (c)	20 December 2018 (Standing Item)	Non-Key	JTC Overview and Scrutiny Committee	North East Joint Transport Committee Forward Plan and Scrutiny Work Programme To receive the latest version of the Forward Plan and annual work programme.	Held by the Contact Officer	Nicola Laverick Policy and Scrutiny Officer 07342069369 nicola.laverick@northeastca.gov.uk	Public
North East Joint Transport Committee Audit Committee (JTC Audit Committee)							
JTC AC 1 (a)	19 December 2018	Non-Key	JTC Audit Committee	Budget Proposals 2019/20 Report outlining the budget proposals and timetable for the Joint Transport Committee's budget and transport levy, for consultation with the Joint Transport Committee's Audit Committee	None	Eleanor Goodman Principal Accountant 0191 277 7518 eleanor.goodman@northeastca.gov.uk	Public
JTC AC 1 (b)	19 December 2018 (Standing Item)	Non-Key	JTC Audit Committee	Internal Audit Progress Report The report is for Member's information.	NECA Internal Audit Plan	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.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)
JTC AC 1 (c)	19 December 2018 (Standing Item)	Non-Key	JTC Audit Committee	Strategic Risk Register The report is for Member's information.	NECA Strategic Risk Register	Philip Slater Audit, Risk and Insurance Service Manager 0191 2116511 Philip.slater@newcastle.gov.uk	Public
JTC AC 1 (d)	19 December 2018	Non-Key	JTC Audit Committee	Joint Transport Committee, Audit Committee & Governance Changes The report is provided for information as an overview regarding governance changes.	Joint Transport Committee, Standing Orders	Peter Judge Monitoring Officer 07342 069 371 peter.judge@north-eastca.gov.uk	Public
Officer Delegated Decisions							
DD 94 Transport and Digital Connectivity	15 November 2018	Non-Key	Head of Paid Service	Sunderland Electric Vehicle Filling Station- Minor Variation to the Electric Vehicle Charging Units. The Head of Paid Service in consultation with the Monitoring Officer and Chief Finance Officer is recommended to approve an additional payment of £32,100 in order to install two 175kW chargers which would replace two of the 50kW chargers.	Minute number 13 Delegated decisions: a)"Smarter Travel, Smarter Cities" proposed European Regional Development Fund bid and b) Go Ultra Low North East programme. North East Leadership Board- 19th June 2018	Kim Farrage Senior Specialist Transport Planner 0191 2778971 Kim.farrage@north-eastca.gov.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)
DD 95 Economic Development and Regeneration	9 November 2018	Non-Key	Monitoring Officer	Incubator Support Fund: Innovation Zone 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 Innovation Zone	Confidential LEP Delegated Decision report Confidential project business case and supporting documents Confidential project appraisal report	Ben McLaughlin Programme Support Officer 0191 3387446 ben.mclaughlin@nelep.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)
DD 96 Economic Development and Regeneration	7 December 2018	Key	Head of Paid Service in consultation with the Monitoring Officer and Chief Finance Officer	Port of Tyne - Tyne Dock Enterprise Zone preparatory work Decision to award up to £250,000 to the Port of Tyne to undertake feasibility and preparatory works on the Tyne Dock Enterprise Zone site as part of the delegated decision scheme established on the 21 st March 2017.	Information on the Enterprise Zone sites can be found at https://www.nelep.co.uk/funding/enterprise-zones/	James Davies Programme Manager 0191 338 7430 James.davies@nelep.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)
DD 97 Economic Development	30 November 2018	Non-Key	Monitoring Officer	Incubator Support Fund: Innovation Northumbria Incubator	<ul style="list-style-type: none"> Confidential LEP Delegated Decision report Confidential project 	Ben McLaughlin Programme Support Officer	Private – the report will contain

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 Regeneration				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 Innovation Northumbria Incubator.	<ul style="list-style-type: none"> business case and supporting documents Confidential project appraisal report 	0191 3387446 ben.mclaughlin@nlep.co.uk	“exempt” information which falls within paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972)
DD 99 Economic Development and Regeneration	3 December 2018	Non-Key	Monitoring Officer	<p>Innovation Project Development Fund: International Centre for Connected Construction (IC3)</p> <p>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 Innovation Northumbria Incubator.</p>	<ul style="list-style-type: none"> Confidential LEP Delegated Decision report Confidential project business case and supporting documents Confidential project appraisal report 	Ben McLaughlin Programme Support Officer 0191 3387446 ben.mclaughlin@nlep.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)
DD 100 Economic Development and Regeneration	5 December 2018	Non-Key	Monitoring Officer	<p>Innovation Project Development Fund: Stephenson Challenge – ROCKET Feasibility and Development Stage project</p> <p>To agree to the financial and legal matters associated with any North East LEP decision to award a grant from the</p>	<ul style="list-style-type: none"> Confidential LEP Delegated Decision report Confidential project business case and supporting documents Confidential project 	Ben McLaughlin Programme Support Officer 0191 3387446 ben.mclaughlin@nlep.co.uk	Private – the report will contain “exempt” information which falls within

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)
				Innovation Project Development Fund application relating to the Stephenson Challenge – ROCKET Feasibility and Development Stage project.	appraisal report		paragraph 3 of part 1 of schedule 12A to the Local Government Act 1972)
DD 101 Transport and Digital Connectivity	18 December 2018	Non-Key	Head of Paid Service, in consultation with the Monitoring Officer and Chief Finance Officer	Approval of Office of Low Emission's Ultra Low Emission Taxi Infrastructure scheme A delegated decision to approve the regional bid to the Office for Low Emission Taxi Infrastructure scheme.	OLEV Bid together with Appendices	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nexus.org.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)
DD 102 Transport and Digital Connectivity	21 December 2018	Non-Key	Head of Paid Service	Transforming Cities Fund Approval is requested for the Head of Paid Service, in consultation with the Chief Finance Officer and the Monitoring Officer, to sign-off and approve submission of the regional Transforming Cities Fund bid, due for submission on 4 th January 2019	None	Tobyn Hughes Managing Director Transport Operations (0191) 2033246 tobyn.hughes@nexus.org.uk	Public

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Joint Transport Committee: Overview and Scrutiny Work Programme December 2018 – March 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 from Nicola Laverick, Policy and Scrutiny Officer or NECA Chief Officers; Helen Golightly, Peter Judge and Paul Woods
- c) The Budget and Policy Framework; Transport Plan
- d) The Forward Plan;
- e) The Proper Officer for Transport
- f) Evidence for any policy review work regarding Transport

Planned items:

Items	Reason for item	Lead Officer
Committee: 20 December 2018 -2pm, Sunderland Civic Centre		
Budget Proposals for Transport	Yearly update	Paul Woods
Governance Changes and Overview and Scrutiny Arrangements	Requested by Members at workshop early in 2018	Peter Judge, Nicola Laverick
Committee: 14 March 2019 – venue tbc		
Work Programme Planning 2019 - 2020	Yearly review of committee work programme	Peter Judge & Policy and Scrutiny Officer
Tyne Pedestrian Tunnel Update	To be coordinated once review has been undertaken by the Tyne and Wear Sub Committee.	Alastair Swan
Review of Decisions and Decision Making Protocol	Review of decision making following governance changes	Peter Judge & Policy and Scrutiny Officer
Strategic Transport Plan	Opportunity for Scrutiny to input into the Transport Plan	To be confirmed

Items for future consideration (2019-2020)

Item	Comment
Nexus Training Centre Visit and Development	Option of visit to new training centre also in South Shields
Metro expansion and development	Report to look at the metro expansion in more detail and opportunity for Scrutiny Members to comment
Cycling and Walking Strategy	Opportunity for members to be consulted on the Strategy

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