



AGENDA

Meeting: West London Economic Prosperity Board

Date: Friday 13th November 2015

Time: 2.00pm – 4.00pm

Venue: Room 5.12, Perceval House, 14/16 Uxbridge Road, Ealing Council, W5 2HL

Agendas for the West London Prosperity Board are available on the websites of each Member borough and the West London Alliance website www.wla.london/epb

Members

Councillor Julian Bell, LB Ealing
Councillor Richard Cornelius, LB Barnet
Councillor Roxanne Mashari, LB Brent
Councillor Stephen Cowan, LB Hammersmith and Fulham
Councillor Theo Dennison, LB Hounslow
Councillor David Perry, LB Harrow

Special Representatives

TBC at first meeting

Observers

Councillor Stephen Cowan, LB Hammersmith & Fulham
Carolyn Downs, LB Brent
Andrew Donald, LB Brent
Dan Gascoyne, West London Alliance
Mary Harpley, LB Hounslow
Michael Lockwood, LB Harrow
Nigel Pallace, LB Hammersmith and Fulham
Martin Smith, LB Ealing
Andrew Travers, London Borough of Barnet

1. Election of Chairman and Vice-Chairman

2. Apologies for Absence

Councillor Muhammed Butt, LB Brent
Councillor Steve Curran, LB Hounslow

3. Declarations of Interest

Standing Items

- 4. Minutes of previous meeting (N/A)**
- 5. Update on actions from previous meeting (N/A)**

Items for Discussion or Decision

- 6. The West London Economic Assessment - Interim Findings (Pages 1 - 42)**
- 7. Devolution and Public Service Reform (Pages 43 - 48)**
- 8. Post-16 Education and Training: Area Reviews (Pages 49 - 56)**
- 9. West London Economic Prosperity Board Forward Work Programme (Pages 57 - 62)**

Items for Information

- 10. Economic Prosperity Board Functions and Procedure Rules (Pages 63 - 84)**
- 11. Any Other Business**
- 12. Date / Venue of Next Meeting**

Weds 17 February 1pm-3pm

Weds 8 June 9:30am-11:30am

Weds 21 September 9:30am-11:30am

Weds 7 December 9:30am-11:30am



West London Economic Prosperity Board

13 November 2015

Title	West London Economic Assessment
Report of	Brendon Walsh, LB Hounslow
Status	Public
Urgent	Yes
Enclosures	Appendix 1: Presentation Slides on Interim Findings for the West London Economic Assessment
Officer Contact Details	Judy Flight – Assistant Director of Economic Development - WLA

Summary

This report explains the approach taken to commissioning an Economic Assessment of West London; explains the interim findings for review by the Board and proposes emerging priorities for focus to comment and agree upon. These emerging priorities will be investigated further and an action plan will be developed for review by the Board in February 2016.

Recommendations

The Board is asked to:

1. **Note the interim findings of the Economic Assessment and the presentation contained in Appendix 1.**
2. **Comment on the emerging priorities (section 3) in the draft Economic Assessment**
3. **Provide a steer for the consultants to complete the economic assessment in line with the requirements of the Board including any additional areas of analysis / focus necessary**

4. **Agree to receive a Growth Action Plan for these priority areas to promote growth in West London at the February 2016 Board Meeting.**
5. **Commission the West London Growth Directors' Board to plan and resource the development of the action plan and implementation.**

1. WHY THIS REPORT IS NEEDED

- 1.1 The most recent Economic Assessment of West London was carried out in 2011 and requires updating. A clear understanding of the West London economy is seen as essential information to help inform the Board's priorities for promoting the economic prosperity agenda in west London.
- 1.2 WLA Chief Executives agreed, early in 2015, that the WLA would commission a new West London Economic Assessment to ensure that West London could identify strengths, weaknesses, opportunities and threats to ensure that the Boroughs, collectively, could better understand the current West London economy, with a realistic assessment of what levers the Boroughs could utilise to promote inclusive growth in the sub-region.
- 1.3 A brief was developed and awarded in conjunction with the west London Growth Directors, with Peter Brett Associates (PBA) appointed in September 2015 through the GLA's Economic Services Framework with the support of GLA Economics.
- 1.4 Steps have been taken to ensure that the Assessment is aligned, as far as possible, to the GLA's work to develop an evidence base for the new London Plan.
- 1.5 The issues identified in the assessment and the emerging priorities are outlined below. PLEASE NOTE these are interim findings and will be revised following further discussion and analysis.

2. Issues identified in the Economic Assessment

- 2.1 We are part of a world city experiencing high growth and change; west London is a Global Hub.
- 2.2 There is a mismatch between the skills of the West London population and the needs of businesses, likely to become more acute over the next ten years and as the population continues to increase.
- 2.3 Current rates of growth could cause the West London economy to overheat unsustainably in terms of increased congestion, reduced air quality, degradation of the environment, pressure on housing supply and difficulty obtaining business premises. Negative impacts of growth need to be planned for and mitigated against to ensure the core desirability of living and working in west London is enhanced.

- 2.4 West London is expecting significant population growth which has positive and potentially negative economic consequences which need to be further investigated.
- 2.5 There are concentrated areas of deprivation, unemployment and low skills within all Boroughs and there is a need to ensure a more inclusive approach to growth going forward.
- 2.7 The lack of affordable housing in particular risks putting a brake on economic growth.
- 2.8 The pace of innovation needs to be maintained and increased and there is a risk of reliance on sectors locally which are shrinking nationally.

Appendix 1 contains detailed findings from the economic assessment for presentation to the Board to ensure the final report incorporates Board Members' views ahead of its completion by 14th December 2015.

3 EMERGING PRIORITIES

Drawing on the issues above emerging priorities are outlined below

3.1 *Creating a High Skilled Economy*

Skills are the biggest single determinant of prosperity: Analysis shows that future west London jobs will require a higher level of skills than now:

- Further improving primary and secondary school performance
- Creating a sustainable and more effective FE/HEI sector for west Londoners
- Shaping skills provision to reflect employer and broader economic demands
- Driving up skill levels in disadvantaged communities/ cohorts so they can secure employment opportunities now and in the future?

3.2 *Creating the Capacity for Growth*

West London is growing but the projected rate of increase in GVA is less than other parts of London and West London is not fulfilling its potential to leverage investment opportunities:

- Maximise the benefits for local residents that additional growth, jobs, training and infrastructure opportunities Heathrow expansion could create.
- Securing investment in transport schemes that are likely to enable the greatest overall economic growth in West London.
- Ensuring that employment and training opportunities from all current and future developments are locally accessible.
- Bringing forward development sites to support future growth in West London by using boroughs' statutory powers and partners' influence more effectively.
- Coordinating affordable housing provision within the sub-region.

3.3 **Create a Pro-Growth Environment**

Research shows that regions and City regions with a clear and visible approach to growth and a commitment to a pro-growth agenda attract more investment:

- Strengthening public/ private sector relationships to support growth in West London and adjoining areas
- Supporting businesses in high growth sectors to locate, thrive and grow in West London?
- Protecting employment land whilst balancing this with the need to house employees?
- Making west London a destination for national and Foreign Direct Investment and retaining key businesses.
- Sustaining and creating more high quality places for west Londoners to live and work?

4. Timeline

4.1 The following table lays out the timeline for the production and implementation of the West London Economic Assessment

Stage	Date(s)	Activity	Lead
1	2/11/15	Complete Interim Findings	Peter Brett Associates (PBA)
2	13/11/15	Present Interim Findings and proposed areas for priority focus to the West London Economic Prosperity Board	Brendon Walsh – Executive Director Regeneration, Economic Development & Environment, LB Hounslow
3	30/11/15	WLA Growth Directors' Board to review findings, WL EPB views and investigate resourcing options	WLA Growth Directors' Board
4	14/11/15 - 1/12/15	Update report, complete final analysis and key stakeholder consultation	WLA & PBA
4	8/12/15	Review by WLA Leaders' and Chief Executives' Board	WLA
5	14/12/15	Web Publication of Final Report	
6	15/12/15 - 29/1/16	Development of a revised Economic WL Growth Action Plan	WLA Growth Directors' Board
7	February 2016	Report to the West London Economic Prosperity Board	WLA in liaison with the West London Growth Directors' Board.
8	March 2016	Re-launch West London Vision for Growth	WLA in consultation with the WLEPB and the WLGDB

5. REASONS FOR RECOMMENDATIONS

- 5.1 To ensure that the West London Economic Prosperity Board influence the focus of the West London Economic Assessment so that it is fit for purpose for refreshing the West London Vision for Growth and provides a source document for the work of the Board.

6. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 6.1 Failing to engage the Board in shaping the focus of the Assessment would weaken the final report and the ability of partners to drive forward implementation.
- 6.2 The key function of the Board is to further the economic prosperity agenda so it is essential that the Board has an up-to-date evidence base on which to base future sub-regional prioritisation and decision making in relation to economic prosperity.

7. POST DECISION IMPLEMENTATION

- 7.1 The final Economic Assessment Report will be completed by 14/12/15. If agreed, an Action Plan for the key priority areas will be presented to the February 2016 Board for review.

8. IMPLICATIONS OF DECISION

8.1 Priorities and Performance

Producing a clear evidence base and developing areas for focussed action is fundamental to driving forward improved performance against the Board's key priorities.

8.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

There are no direct revenue implications from this report.

8.3 Legal and Constitutional References

The West London Economic Prosperity Board is a joint committee set up under section 102 of the Local Government Act 1972. Its purpose is to deliver the West London Vision for Growth and advancing the participating Boroughs aspirations for greater economic prosperity in West London.

8.4 Risk Management

The risks of not engaging effectively with the West London Economic Assessment at this stage are:

- A reduced ability for the Board to influence investment, infrastructure, business growth and employment and skills in West London.

- Producing an Assessment that does not adequately reflect the priorities of the West London Local Authorities.
- Greater uncertainty for implementation since it may not be fully aligned with the strategic approach to growth supported by the Board.

8.5 Equalities and Diversity

An Equalities Impact Assessment was conducted as part of the procurement process. The interim findings of the Economic Assessment confirm that there are disparities of opportunity for residents and businesses and these issues will be further considered as part of the production of the Final Report and, if agreed, the Action Plan being produced for February 2016.

9. BACKGROUND PAPERS

9.1 None

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West London Economic Assessment

Presentation to the West London Economic Prosperity Board

13th November 2015

Brendon Walsh, Hounslow Council
Russell Porter and Andrew Clarke, PBA

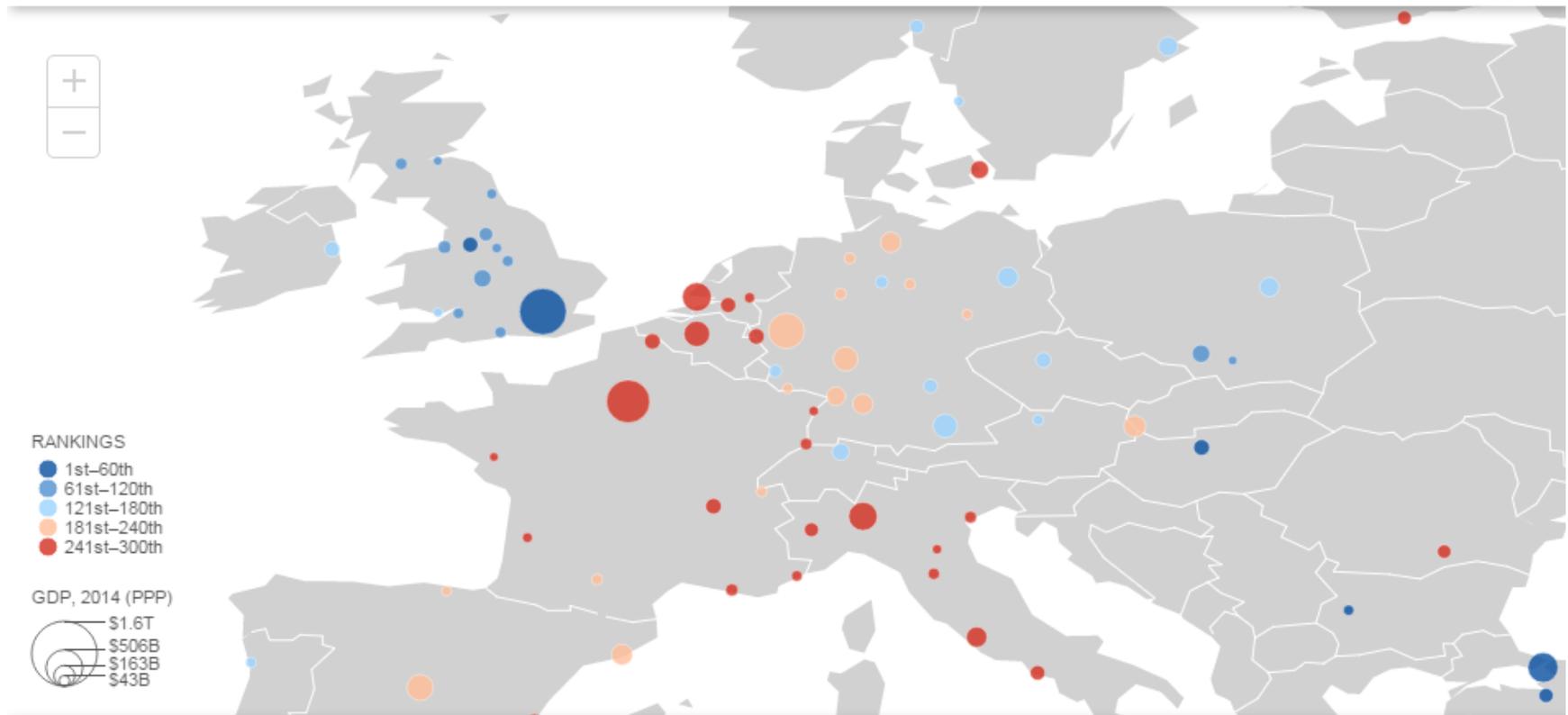


Today's Presentation

- The London context
- Interim summary findings about West London
- Identified strengths, weaknesses, opportunities & threats
- Emerging priorities that consultations have identified
- Next steps

London is experiencing a remarkable period of growth...

- Outperforming all UK and European comparators



London is a major global city...

- Number 1 or 2 on most indices

Changing Face of the Global City—Top 20 Rankings

1	London
2	New York
3	Paris
4	Singapore
5	Tokyo
6	Hong Kong
7	Dubai
8	Beijing
8	Sydney
10	Los Angeles

Source: Kotkin (2014)

	2012	2014
New York	1	1
London	2	2
Paris	3	3
Tokyo	4	4
Hong Kong	5	5
Los Angeles	6	6
Chicago	7	7
Beijing	14	8
Singapore	11	9
District of Co	10	10
Brussels	9	11
Seoul	8	12
Toronto	16	13
Sydney	12	14
Madrid	18	15
Vienna	13	16
Moscow	19	17
Shanghai	21	18
Berlin	20	19

Source: AT Kearney (2014)

...a city in permanent revolution

- Rosewell, 2013: Over the last 40 years, London has
 - replaced 1m manufacturing jobs with 1m service jobs;
 - has added 1m people;
 - has incorporated email, broadband, data and HD media into business models in less than 20 years;
 - re-focused effort on new trading partners
- *‘Structural change is a fact of life and necessary for success.’*
- Remarkable flexibility has borne fruit

Economic success translates into population growth...

- Greater London Population increase till 2025
 - = 11.9 people per hour
- Just less than 6 hours to fill a 70 seater bus – 4 a day



- Currently just over 8.5m and could hit about 11m by 2039
- Placing more pressure on housing, schools and transport

So far, London is successful in a globalising environment

- You're in competition with other areas for
 - footloose, high quality investment
 - footloose skilled workers
- Future success will be about
 - creating superb investment environments for businesses
 - great places to live for workers
 - and then really **embedding both** locally
- Otherwise they can go (HSBC?)
- Future success is not assured

But globalisation has its discontents

- Poorer are squeezed from housing
 - London classed as global *'superstar'* city
 - Residence becomes a scarce luxury good
 - available only to higher income households
- And unskilled workers are squeezed out of labour markets
 - Most new jobs are expected to be in knowledge sectors, and professional/managerial
 - Pay for the unskilled will fall (unless legislation).
 - HM Treasury: *"a striking [negative] shift in the employment and earnings prospects of workers with low skills."*

What's the right response?

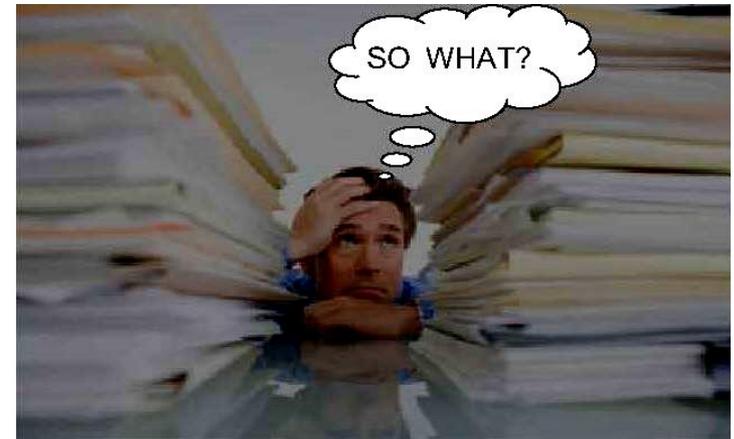
- Part is getting the architecture of government right
- Emerging sub-regional governance structure could help
 - Not too small: deals effectively with cross-borough issues
 - Not too big: allows a locally tailored response
- Using local evidence
 - For making and directing the right investments
 - Targeting available resources where they are most likely to be effective



Questions, comments so far?

SWOT analysis of West London

- Actually a TWSO
 - Threats and weaknesses first
- Focus the mind
 - We stick to areas you can realistically influence
 - Support
 - Facilitate
 - Lobby
 - Not intended to be exhaustive

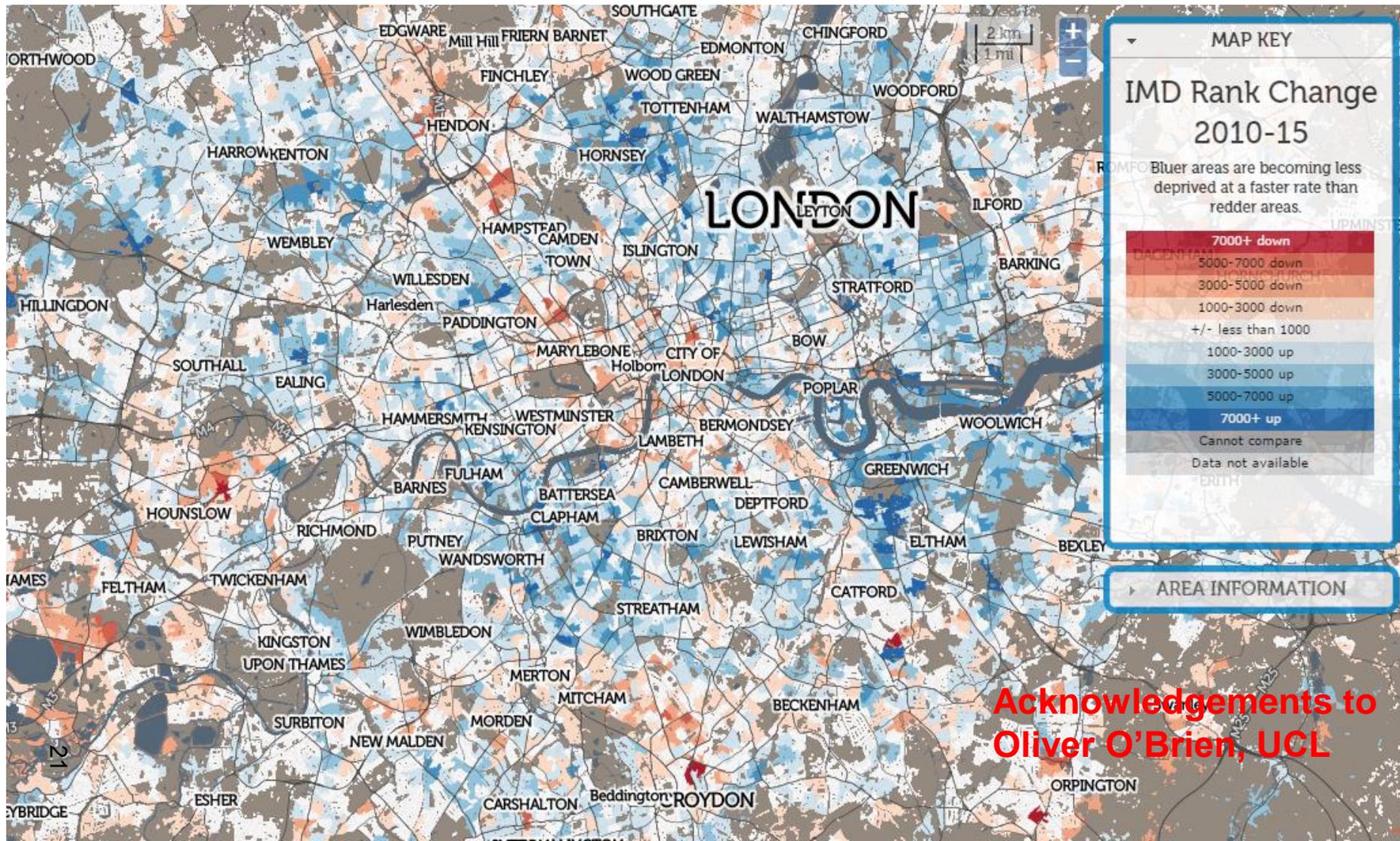


Macro threats for West London

- Threat 1: Victim of its own success
 - West London fails to invest
 - Gets overwhelmed: congestion, costs, air quality, social infrastructure
 - Capital shifts out and skilled labour follows
- Threat 2: West London doesn't innovate in time
 - Large areas, esp. in south, get locked in to the wrong sectors
 - Low skill, low value added
 - Becomes over-dependent on key employers
 - Ends up with an entrenched low-skill workforce servicing wealthier (central London) populations
- Worst case: both can happen simultaneously

Weaknesses:

- All London getting less deprived compared to rest of England
 - *But* East London doing better than West?



Acknowledgements to
Oliver O'Brien, UCL

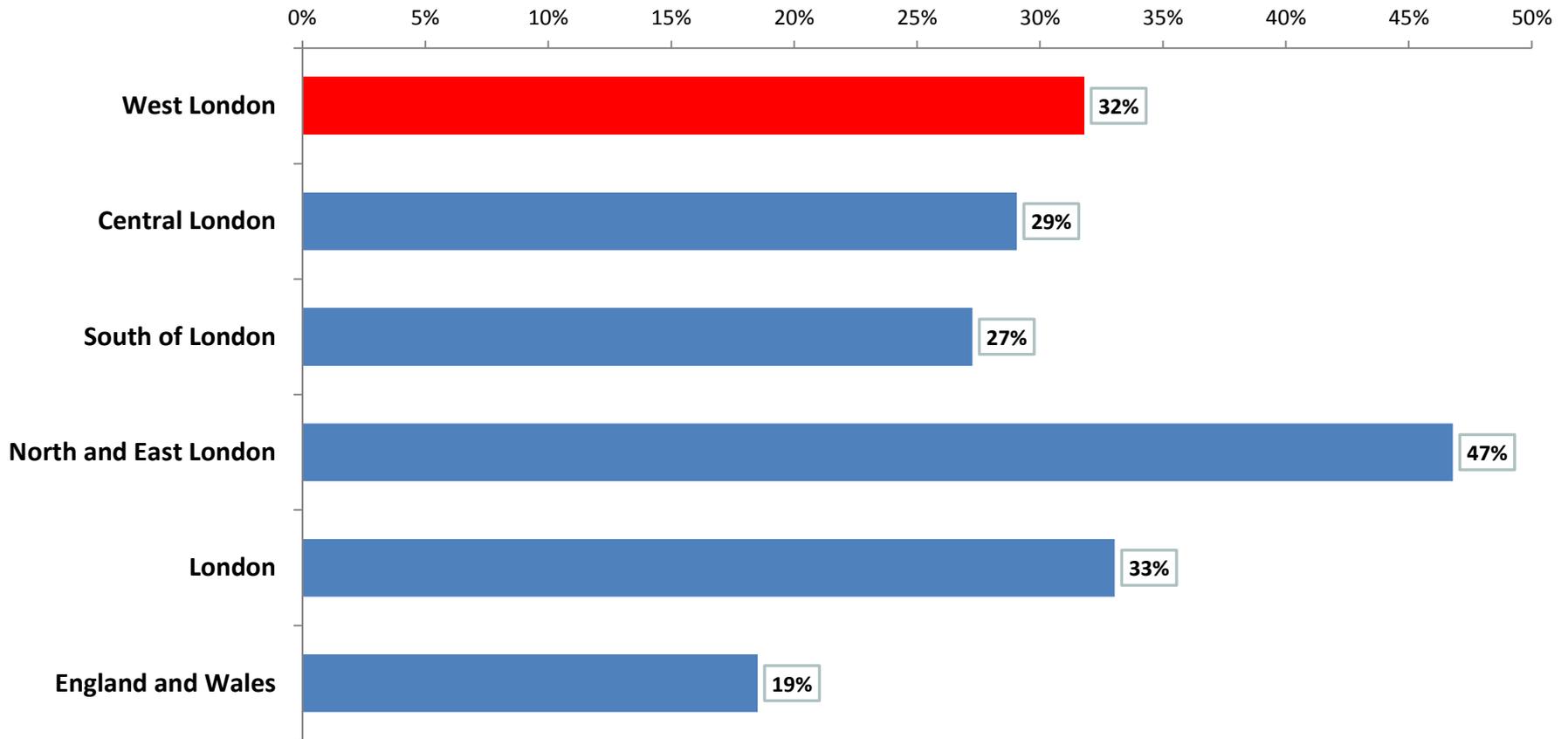
London's Poverty Profile 2015

“Outer West & Northwest. This sub-region **has always been in the middle of the rankings with a mixed performance** across the indicators. But **now the sub-region contains two of the worst performing four boroughs in London: Ealing and Brent.** These two boroughs in particular stand out for the high levels of **low pay and unemployment**. Except for Richmond **all boroughs in this region are also in the bottom half in terms of changes in unemployment and low pay suggesting that it is falling behind the rest of London.”**

West London is about London average for business growth

- But well behind North and East London?

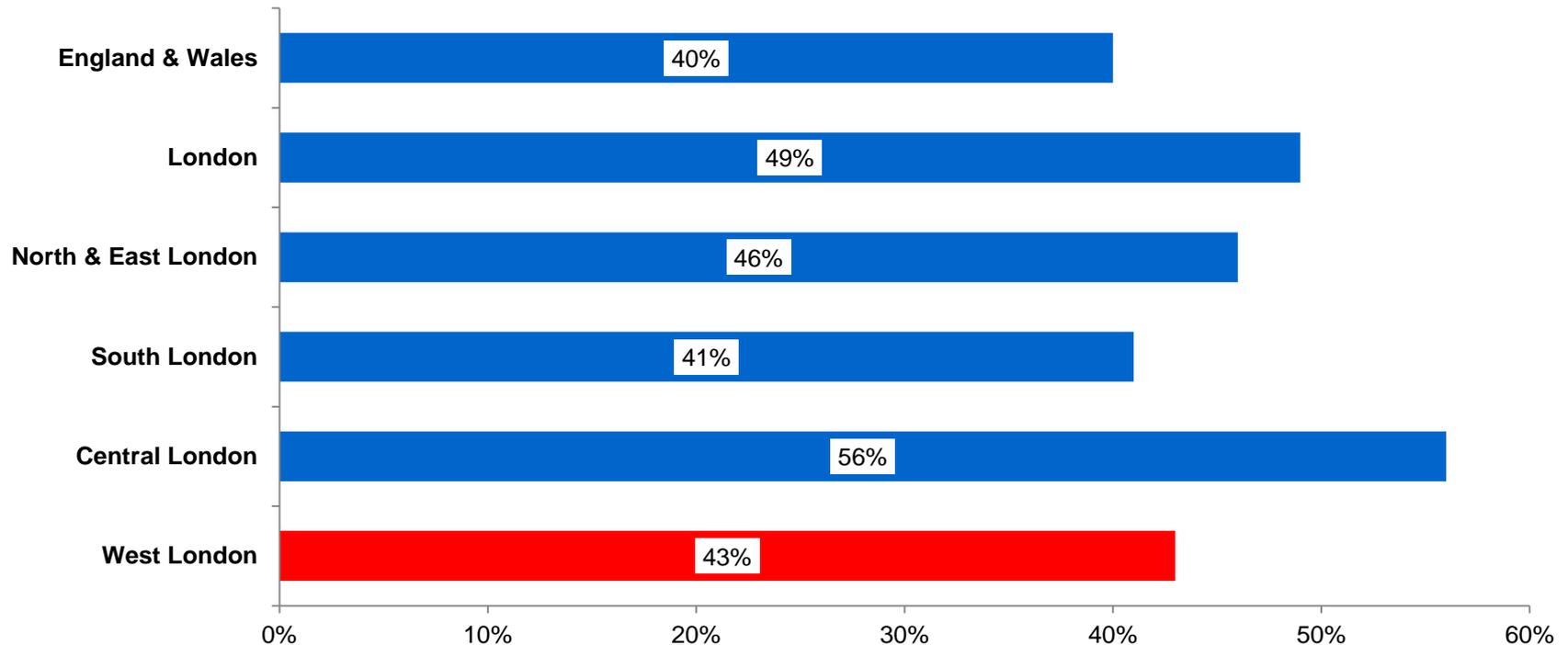
Total Business Growth 2011 - 2015



West London is about London average for Knowledge Based Economy employment

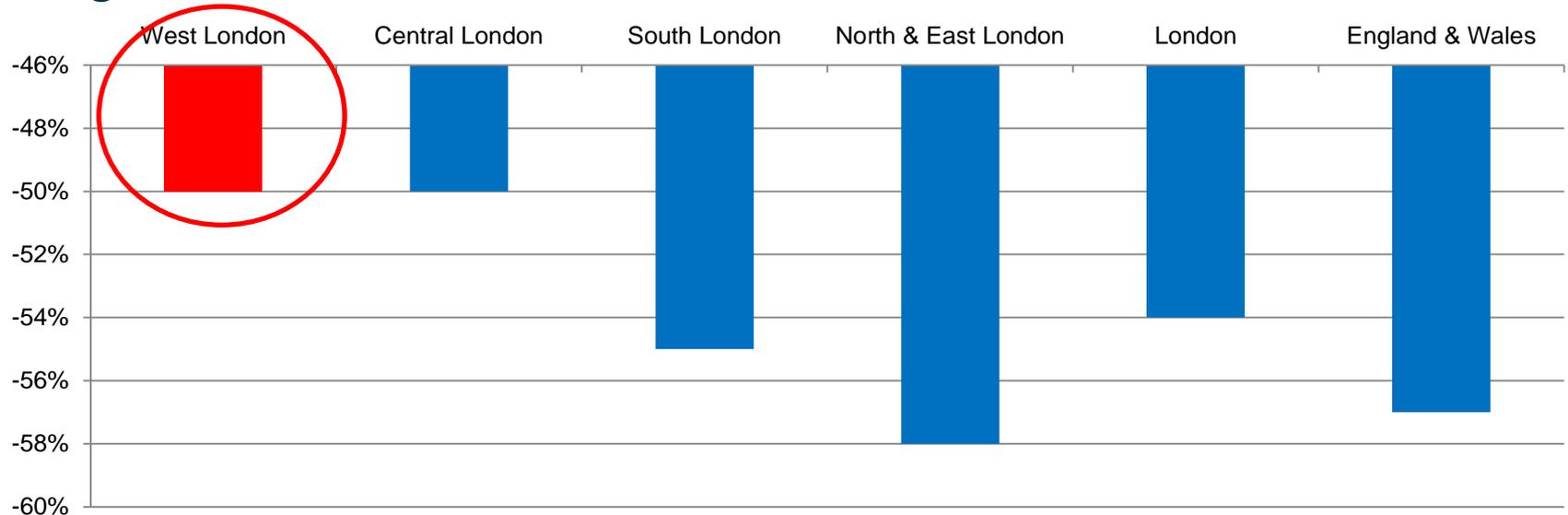
- Don't read too much into small differences...
- But behind North and East London?

Representation of employment in KBE sectors, 2014



Unemployment not falling as quickly as elsewhere

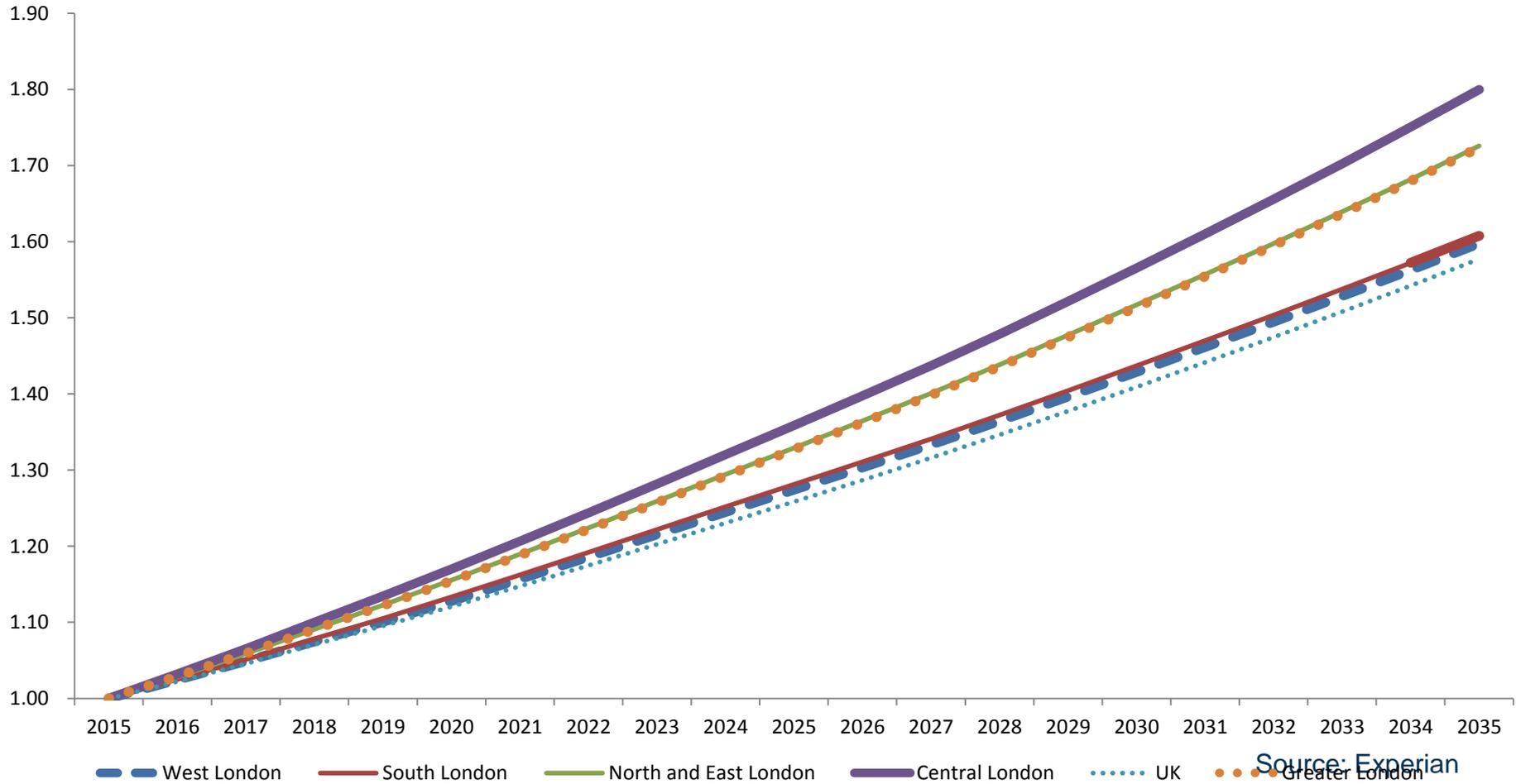
- Aug 11 to 2014



	2011 /12	2012 to 2013	2013 to 2014	2014 to 2015	Total fall since Aug 11
West London	-7%	-6%	-28%	-21%	-50%
Central London	-7%	-10%	-27%	-19%	-50%
South London	-5%	-14%	-31%	-21%	-55%
North & East London	-9%	-9%	-30%	-28%	-58%
London	-7%	-9%	-29%	-23%	-54%
England & Wales	-1%	-12%	-32%	-27%	-57%

GVA growth projected to grow more slowly than central and N/E London

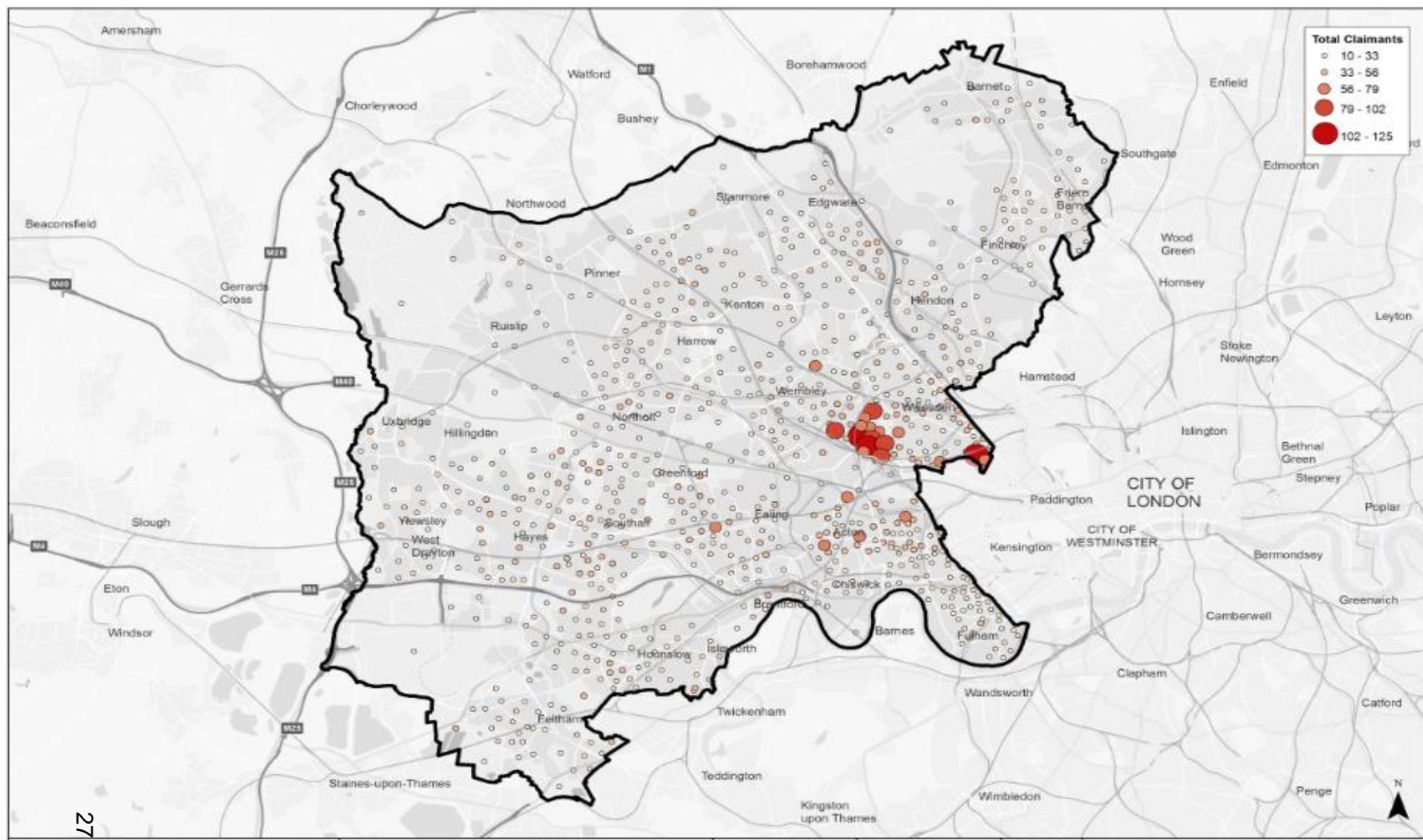
- And only a fraction above the national rate



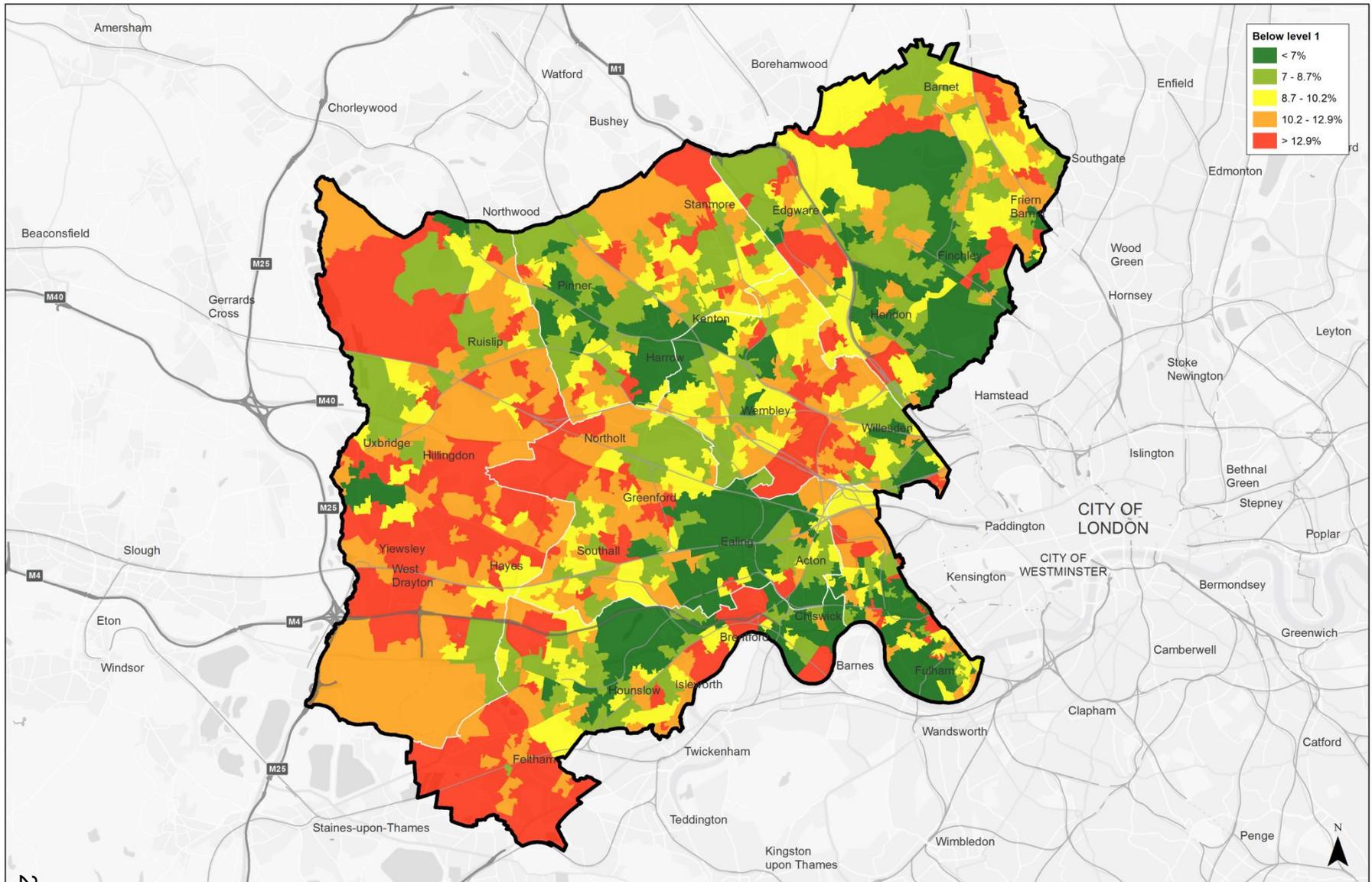
Source: Experian

Problems are spatially concentrated

- Unemployment - claimants

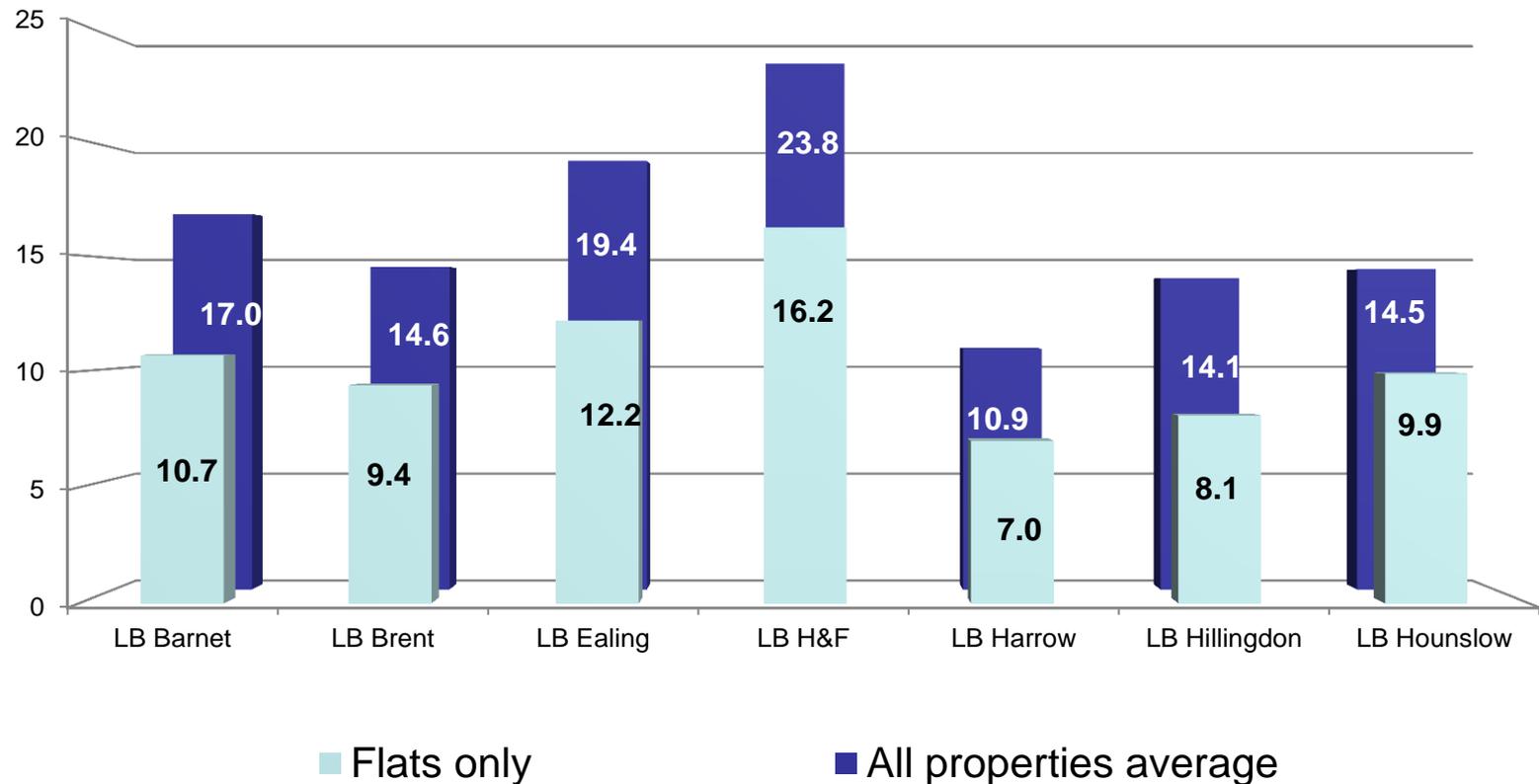


Concentrations of less well qualified residents...



Housing affordability is a big problem

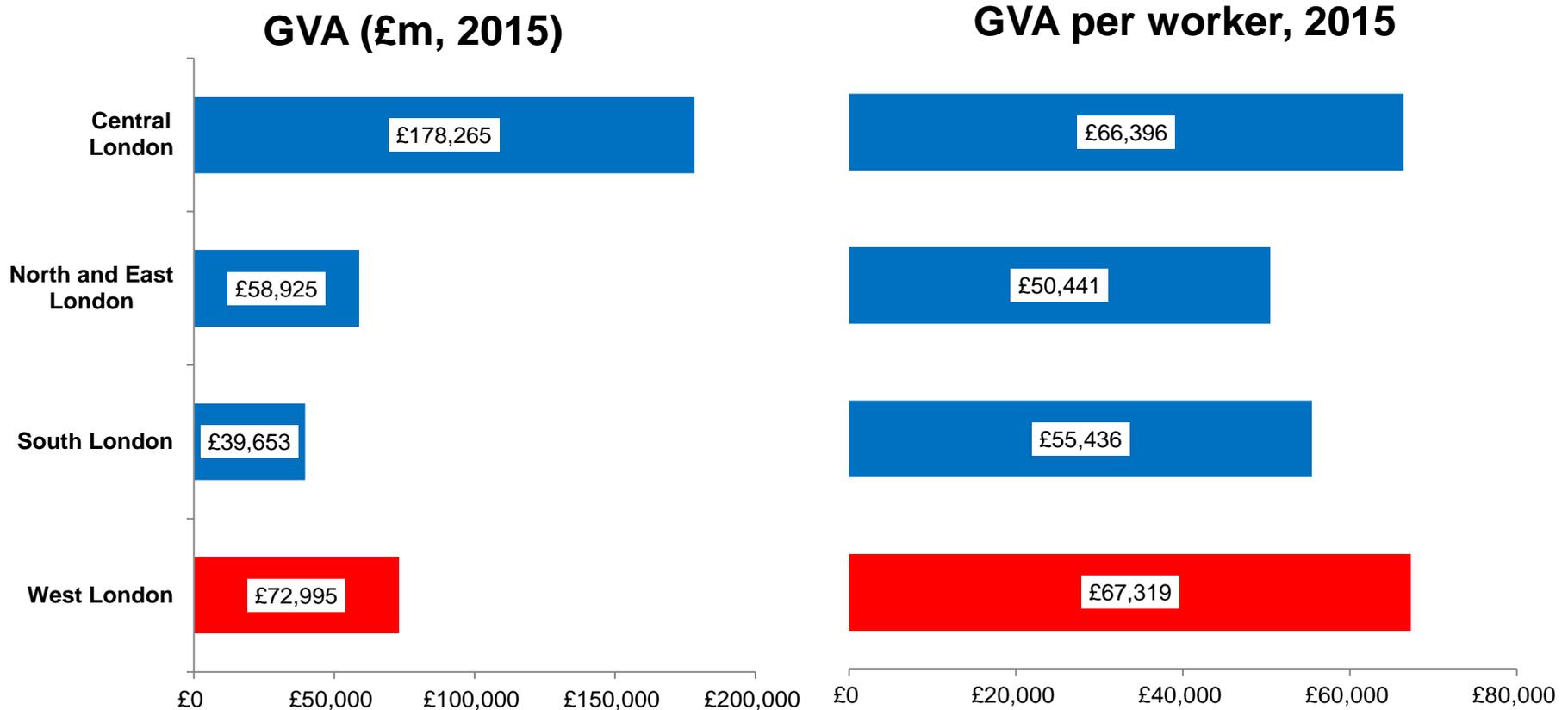
House price affordability ratio, 2014



Questions, comments so far?

Strengths, opportunities:

West London is still a big, prosperous economy



West London has the second highest GVA; and overall highest productivity

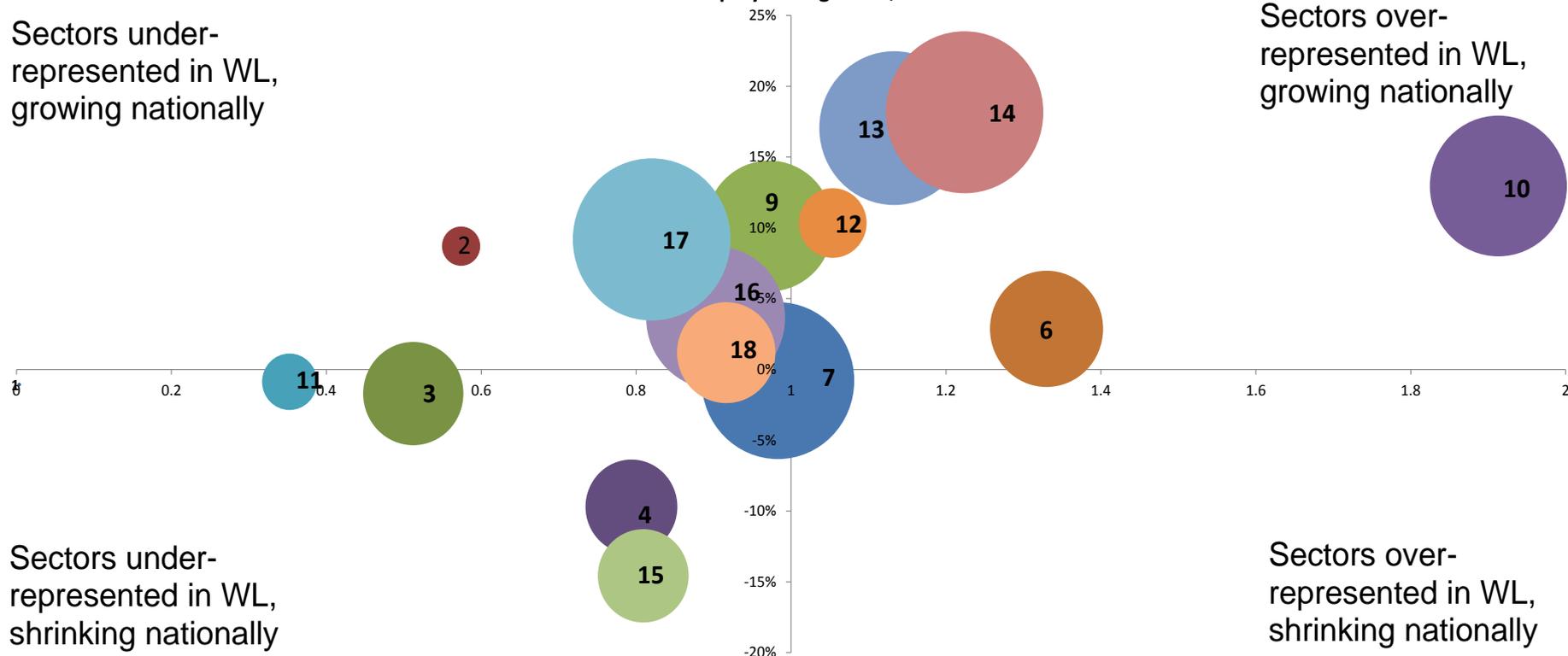
West London is well represented in growth sectors...

Sectors under-represented in WL, growing nationally

LQ : Eng & Wales = 1

Sectors under-represented in WL, shrinking nationally

National employment growth, 2009-2014



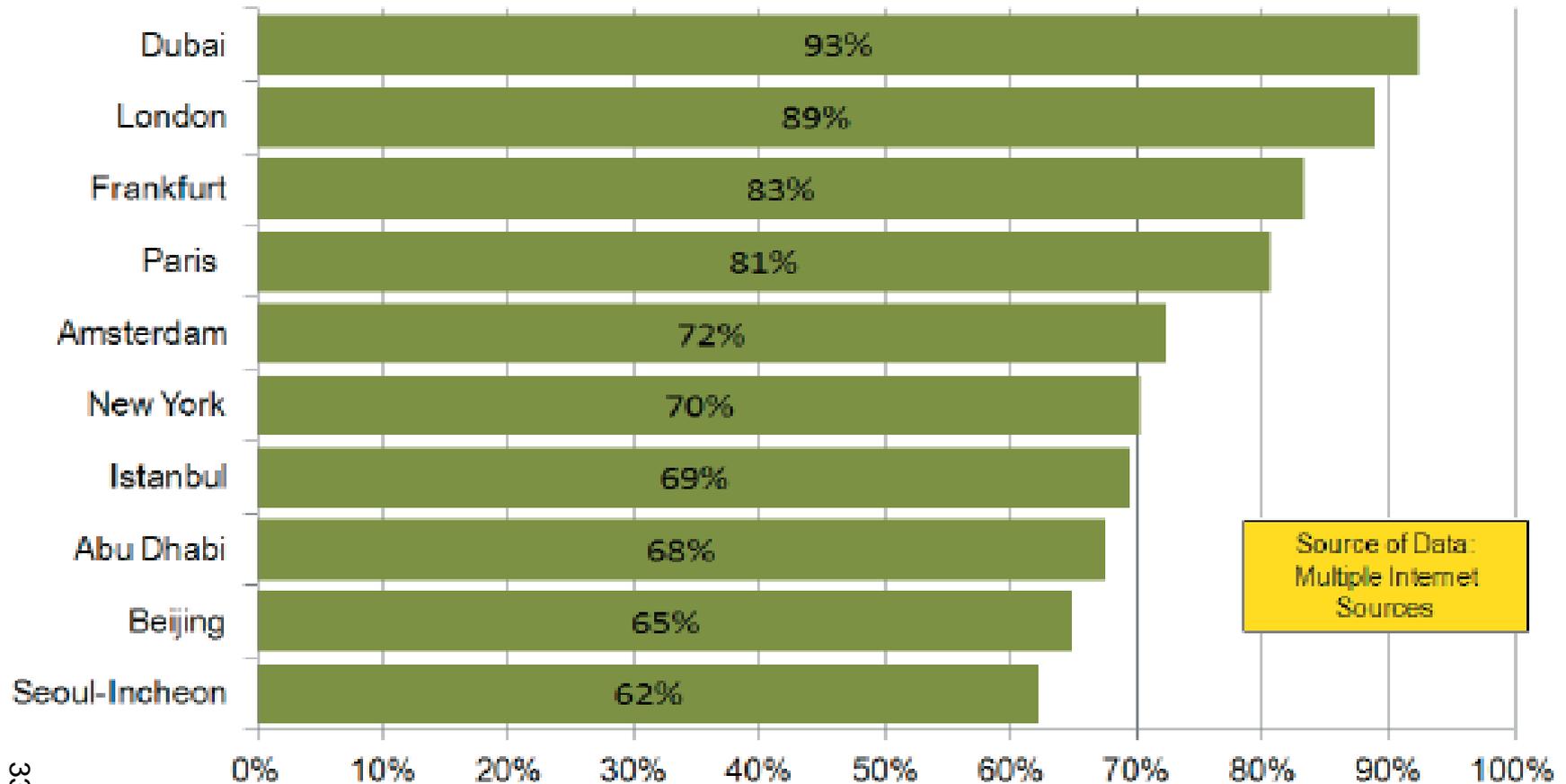
- 1 : Agriculture, forestry & fishing (A)
- 4 : Construction (F)
- 7 : Retail (Part G)
- 10 : Information & communication (J)
- 13 : Professional, scientific & technical (M)
- 16 : Education (P)

- 2 : Mining, quarrying & utilities (B,D and E)
- 5 : Motor trades (Part G)
- 8 : Transport & storage (inc postal) (H)
- 11 : Financial & insurance (K)
- 14 : Business administration & support services (N)
- 17 : Health (Q)

- 3 : Manufacturing (C)
- 6 : Wholesale (Part G)
- 9 : Accommodation & food services (I)
- 12 : Property (L)
- 15 : Public administration & defence (O)
- 18 : Arts, entertainment, recreation & other services (R,S,T and U)

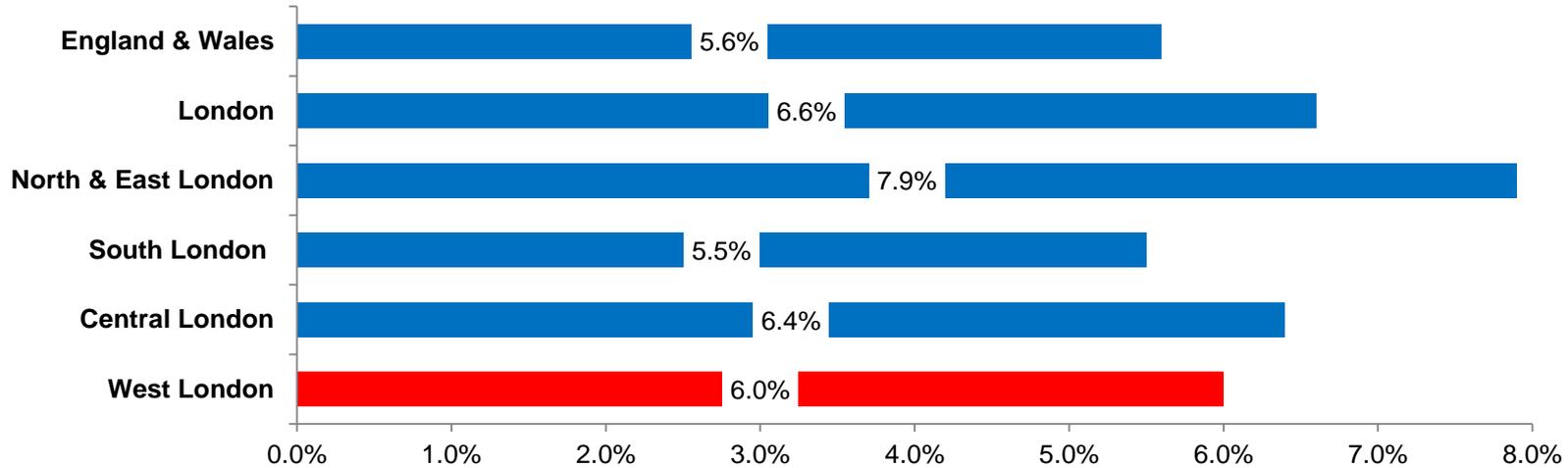
West London: a major global gateway

World City Airline Connectivity: Top 10 World Cities

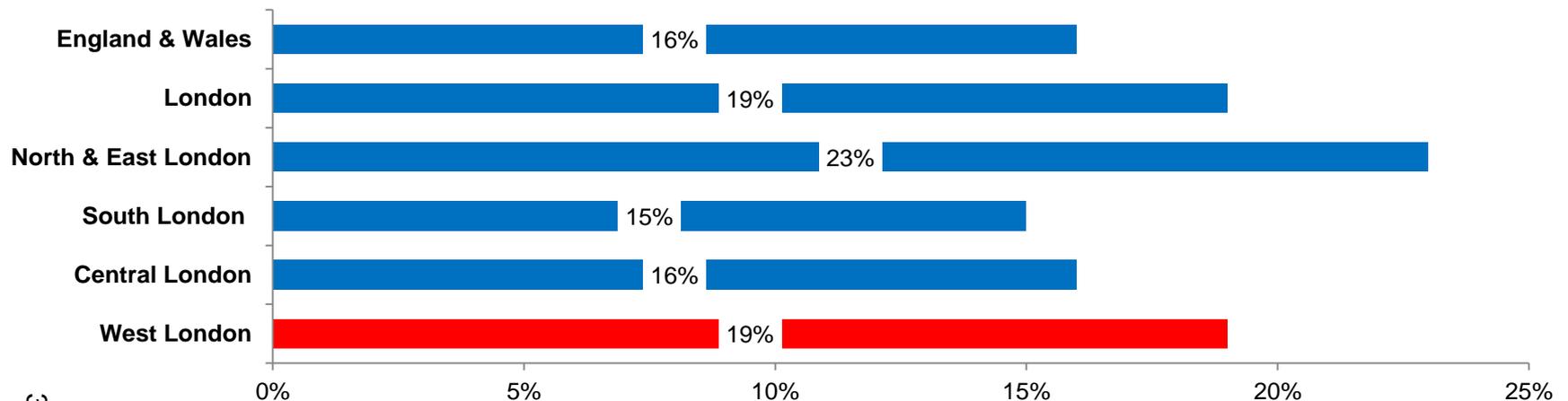


Unemployment rates are low

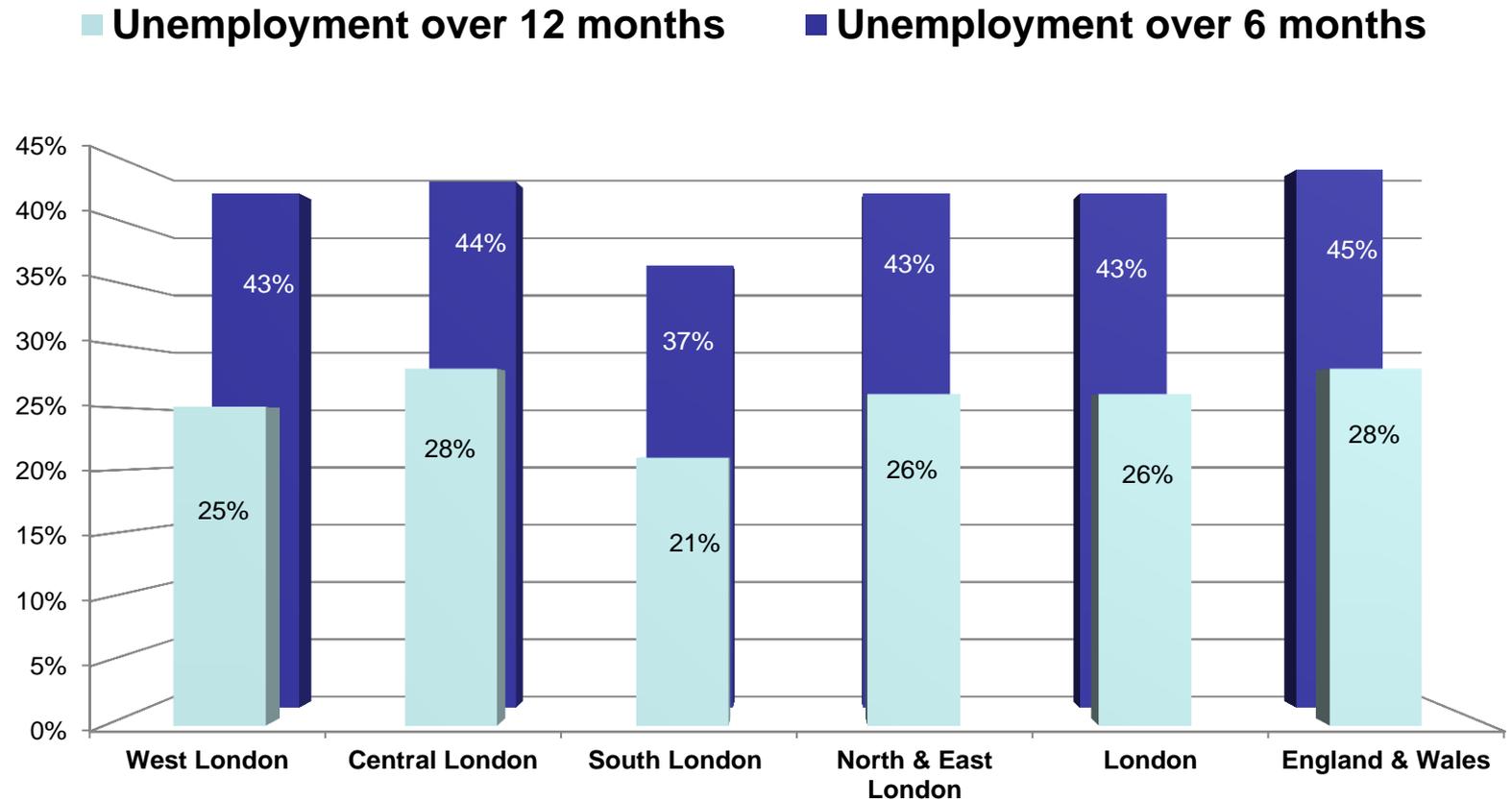
ILO Unemployment Rate (June 2015)



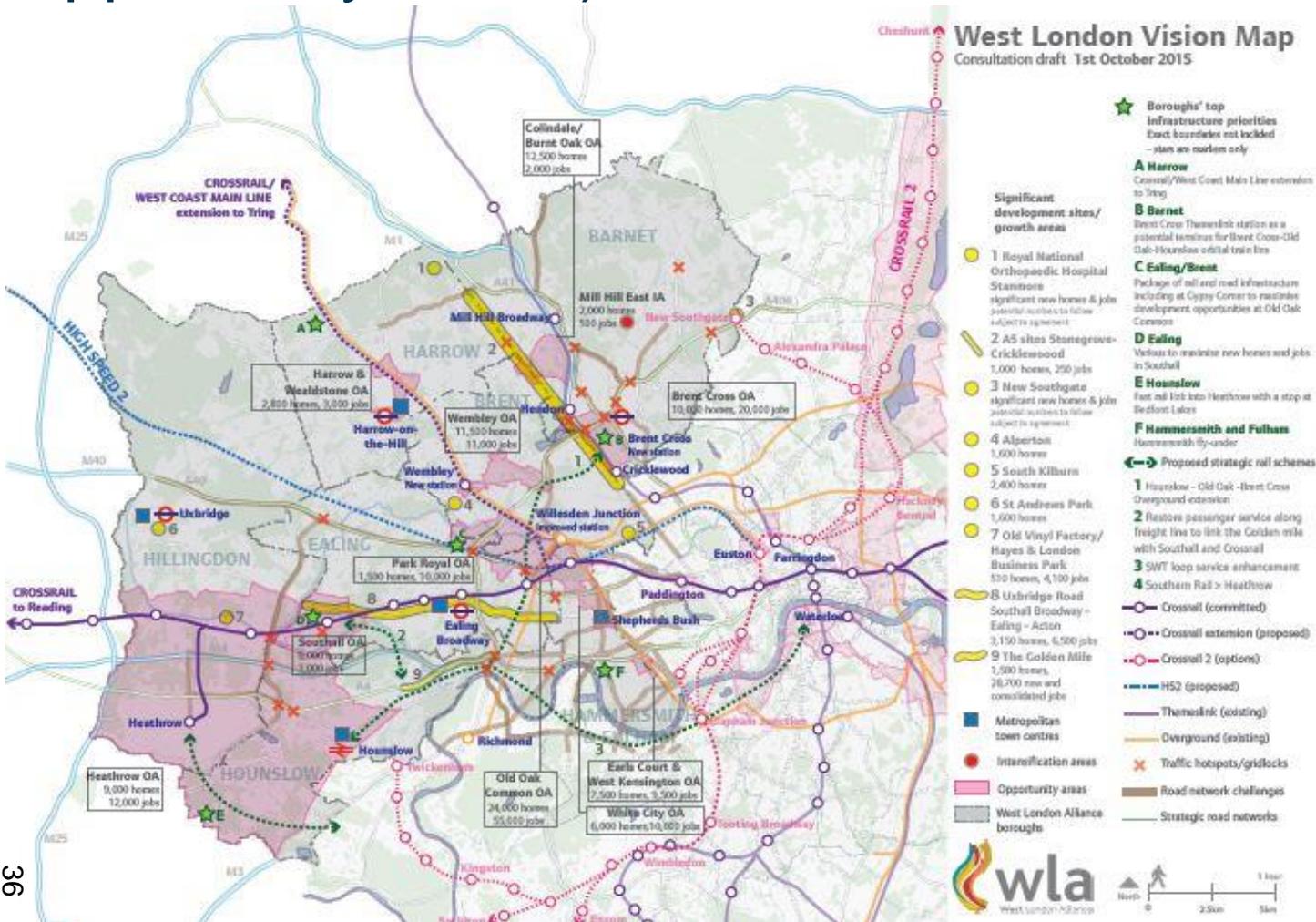
Proportion of unemployed aged 16-24 (June 2015)



Long term unemployment rates are low



And some major upcoming investments and growth points (Park Royal, Old Oak, Wembley and other Opportunity Areas)



Questions, comments so far?

Emerging priorities

Creating a high skilled economy

- Skills are biggest single determinant of prosperity
- Future West London jobs will require a higher level of skills
 - Further improving primary and secondary school performance
 - Creating a sustainable and more effective FE/HEI sector for west Londoners
 - Shaping skills provision to reflect employer and broader economic demands
 - Driving up skill levels in disadvantaged communities/ cohorts so they can secure employment opportunities now and in the future

Emerging priorities

Creating the capacity for growth

- West London is growing
 - but the projected rate of increase in GVA is less than other parts of London
- West London needs to lever investment opportunities:
- Maximise benefits for residents at Heathrow (jobs, training)
 - under all possible development scenarios
- Securing investment in transport schemes that are likely to enable the greatest overall economic growth in West London
- Ensuring that employment and training opportunities from all current
 - and future developments are locally accessible
- Bringing forward development sites to support future growth in West London
 - By using boroughs' statutory powers and partners' influence more effectively
- Coordinating affordable housing provision within the sub-region

Emerging priorities

Creating a pro-growth environment

- Research shows that regions and City regions with a clear and visible approach to growth and a commitment to a pro-growth agenda attract more investment
- Strengthening public/ private sector relationships to support growth in West London and adjoining areas
- Supporting businesses in high growth sectors to locate, thrive and grow in west London
- Protecting employment land whilst balancing this with the need to house employees
- Making west London a destination for national and Foreign Direct Investment
 - and retaining key businesses.
- Sustaining and creating more high quality places for west Londoners to live and work

Next steps

- 30th November 2015 – Review of final draft West London economic assessment by West London Growth Directors
- 8th December 2015 – review by WLA Leaders & Chief Executives
- 14th December 2015 – publication of assessment report
- February 2016 – WLEPB to review draft action plan



consultation version

West London Economic Assessment

Presentation to the West London Economic
Prosperity Board

13th November 2015

Brendon Walsh, Hounslow Council
Russell Porter and Andrew Clarke, PBA



West London Economic Prosperity Board

13 November 2015

Title	Devolution and Public Service Reform
Report of	Andrew Donald
Status	Public
Urgent	No
Enclosures	None
Officer Contact Details	Dan Gascoyne: GascoyneD@ealing.gov.uk , T: 07545 412433

Summary

This report updates the Board on the London Proposition on Devolution and Public Service Reform as it relates to the Economic Prosperity Agenda, with a particular focus on Skills, Employment and Complex Dependency, Enterprise Support and Housing, and considers the implications for the Board's future work programme ahead of the Chancellor's Autumn Statement and Comprehensive Spending Review on 25th November 2015.

Recommendations

1. **The Board notes its support for further devolution of key functions from Whitehall to London Government, and the role of the Board in overseeing such devolved functions in west London where a sub-regional approach is appropriate.**
2. **The Board supports the three areas of focus for a devolved employment support system set out in section 2.1**
3. **The Board supports the London Government proposals on devolution of skills and enterprise support, and the proposed west London approach to Post-16 Education and Training Area Reviews in London.**
4. **The Board agrees to receive a report on the Housing and Planning Bill at its February meeting to agree priorities for the sub region**

- 5. The Board requests that the Director of the West London Alliance, in consultation with Board Members, prepares a public statement from the WLEPB in response to the Spending Review, summarising the Board's position on the issues in this paper and ambitions for its future work programme**
- 6. The west London Growth Directors Board are tasked with organising an event to engage a wider constituency of west London businesses in reviewing the priorities for business support and how best to support and engage in the WLEPB's emerging priorities for economic prosperity, before the next meeting in February.**

1. WHY THIS REPORT IS NEEDED

1. Issues for Consideration

- 1.1. One of the functions of the West London Economic Prosperity Board is: "Seeking to be the recipient of devolved powers and/or funding streams for the local government areas of the participating local authorities, which relate to the economic prosperity agenda" (WLEPB Function and Procedure Rules)
- 1.2. In London, possible devolved powers are being negotiated as a partnership between the Greater London Authority (GLA), London Councils (LC) and boroughs.
- 1.3. The London Proposition on Devolution and Public Service Reform was submitted to the Chancellor on 4th September 2015 to provide a basis of further discussion and negotiation with Government. It presents propositions across six interrelated themes: Employment and Complex Dependency; Skills; Enterprise Support; Crime & Justice; Health; and Housing as a platform for authorities and groups of authorities to improve outcomes. This paper seeks the Board's views on four of these themes:

2. REASONS FOR RECOMMENDATIONS

2.1 Transforming Employment Support

There are three main components to London's proposition on transforming employment support, which build on local evidence of what works from a range of local multiagency projects underway to transform skills and employment support in west London and elsewhere:

- 2.1.1 Universal support provided through co-located and integrated 'local hubs'; including prototyping more sophisticated diagnostic and triage to develop a universal service for anyone wanting help to find employment, including referral to specialist provision based on intelligent customer segmentation. This would be delivered through an integrated, co-located 'front door' to local employment services, with the goal of improving the customer experience and labour market outcomes. This service would be organised around 'local hubs',

which integrated core Jobcentre Plus functions with other local employment-related support.

- 2.1.2 A specialist employment support programme for disadvantaged residents, where devolution drives greater investment and integration to build on the successes of the Work Programme and address its limitations through a partnership between national government and west London to design and deliver a specialist employment programme with: greater investment – by using devolution to mobilise both national and local resources, focused around priority cohorts; and greater integration – by using devolution to drive access and referral routes and a focus on employment through other local public services, such as health.
- 2.1.3 Joint governance of the employment support system, including a financing and accountability arrangement that shares investment and rewards to create effective governance models for the local employment support system in west London, which balances the interests and contributions of both national and local government. This should include clarity about lines of accountability, to ensure robust performance management, and an agreement (with DWP and HM Treasury) about the resourcing of employment support and the distribution of returns on investment.

2.2 Skills

- 2.2.1 The skills devolution proposals centre on the need to transform London's skills system to be more responsive to labour market need. The aim is to boost economic growth and employment, and reduce welfare dependency, by focusing investment in provision that will increase productivity and progression into and within work.
- 2.2.2 The proposals are designed to achieve a labour market led system which ensures businesses can recruit the people they need and local residents can secure good jobs, with shared responsibility between employers, individuals and government, greater integration and alignment with local services (particularly employment support services – see also section 2.1) and greater local accountability. Preliminary indications are that these proposals have been well-received in Government.
- 2.2.3 London government is proposing to take a leading role in Post-16 Education and Training Area Reviews and a detailed paper on the Area Reviews process as it affects west London is being considered separately by the WLEPB at its meeting on 13th November 2015.

2.3 Housing

- 2.3.1 The London Proposition sets out the importance of increasing housing supply across all types of tenure to create prosperous, mixed communities that can drive productivity, support enterprise and share in the capital's wealth - through delivering a comprehensive package of reforms to public and private land assembly and levers over planning and financing to achieve a step increase in home building which can be sustained over many years.

Preliminary discussions with government suggest that the proposals need reviewing to ensure widespread support and deliverability.

- 2.3.2 There is a growing sense of urgency amongst west London boroughs to increase the pace of house supply, with a need to reach consensus on the best approaches to enable development and planning approvals at a London, west London and borough level. In addition to the obvious social problems that can be caused by a lack of affordable housing, this will ultimately restrict economic growth with businesses relocating to other UK or European cities if the skilled workers they need can't afford to live within a reasonable travel-to-work area.
- 2.3.3 The Housing and Planning Bill, published on 13th October, had its second reading in the House of Commons on 2nd November and has potentially significant implications. The timing for when the Bill will enter the committee stage, providing the opportunity to table amendments and engage with Parliamentarians, is yet to be confirmed. Amongst other things the Bill grants the Secretary of State additional powers, for example to set a required proportion of Starter Homes on given sites and 'speed-up' the planning process, also placing additional duties on local planning / housing authorities that could challenge more locally-led solutions developed by the Board and London Government more generally.
- 2.3.4 Indeed, a number of government housing policies appear to constrain local government's influence over the housing market, including: housing association Right to Buy; forced sale of high value council properties; the 1% social rents cut and other welfare changes affecting housing.
- 2.3.5 Starter Homes are new build properties to be sold to first time buyers (FTBs) aged under 40 at a 20% discount on market value. This is unlikely to be affordable for many people in west London, and the prioritisation of starter homes in the Bill may squeeze-out 'traditional' affordable, shared ownership and potentially PRS housing units to meet the government's target of 200,000 starts by 2020.
- 2.3.6 It is recommended that the Board receives a detailed update on the progress of the Housing and Planning Bill and the latest London proposals for housing at its February meeting, with a view to agreeing priorities for west London and any proposed amendments, in consultation with London Government.

2.3 Enterprise Support

- 2.3.1 The London Proposition seeks co-funding to develop, expand and maintain the London Growth Hub for the next 5 years with a focus on targeting services to businesses which contribute most to London's productivity; Joint Mayor/SoS sign-off of the business plan for the Business Growth Service (including MAS); from 2017/2018, devolution of all business support funding and programmes to the Mayor, to deliver and potentially match with the European Regional Development Fund (ERDF); the Mayor to lead on a Trade and Investment Plan for London; 'dual key' arrangements (Mayor and Trade Minister) for the sign off of the UKTI London regional services in advance of

full devolution to London; a £150m London Innovation Investment Fund, to complement proposals on skills and business support devolution, to help drive forward growth sectors in London and contribute to the Government's goal of raising UK productivity. The London Innovation Investment Fund would include the devolution of some capital and revenue funds from Innovate UK and other national programmes to invest in catalytic projects working with London's knowledge base to support high value sectors.

- 2.3.2 The Board is invited to consider role of the WLEPB in enterprise support and how best to improve support for, and engagement with all west London businesses and employers in support of the Board's wider ambitions for devolution and public service reform.
- 2.3.3 It is recommended that the West London Growth Directors Board be tasked with organising an event to engage a wider constituency of west London businesses in reviewing the priorities for business support and how best to support and engage in the WLEPB's emerging priorities for economic prosperity, before the next meeting in February.
- 2.4 The Spending Review and Autumn Statement on 25th November are likely to make important announcements impacting the shape and nature of devolution and public service reforms over the next four years. The Board is asked to consider the core aspects of any public statement it may wish to make in response to the Chancellor's statement, in liaison with London Government.

3 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 N/A

4 POST DECISION IMPLEMENTATION

- 4.1 N/A

5 IMPLICATIONS OF DECISION

5.1 Priorities and Performance

- 5.1.1 N/A

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 None

5.3 Social Value

- 5.3.1 N/A

5.4 Legal and Constitutional References

- 5.4.1 N/A

5.5 **Risk Management**

5.5.1 N/A

5.6 **Equalities and Diversity**

5.6.1 Devolution of key economic functions to London Government and the sub region will enable services and interventions to be better tailored and accountable to west London's population.

6 **BACKGROUND PAPERS**

6.1 None

	<p>West London Economic Prosperity Board</p> <p>13 November 2015</p>
<p>Title</p>	<p>Post-16 education and training: Area Review</p>
<p>Report of</p>	<p>Andrew Travers, Chief Executive, London Borough of Barnet</p>
<p>Status</p>	<p>Public</p>
<p>Urgent</p>	<p>No</p>
<p>Enclosures</p>	
<p>Officer Contact Details</p>	<p>Elaine Runswick (LB Barnet) 020 8359 6307, Katharine Purser (LB Barnet) 020 8359 7728</p>

<p>Summary</p>
<p>This report explains the approach being taken in London to reviewing post-16 education and skills provision, and the role of partnerships leading this approach within each sub region of London. The Board is asked to agree specific recommendations about the governance and process for the area review planned to take place in west London early in 2016.</p>

<p>Recommendations</p>
<p>The Board is asked to:</p> <ol style="list-style-type: none"> 1. Agree in principle that a borough leader could be nominated to chair the sub-regional Steering Board that will be established to lead the West London response to Area Review 2. Endorse the proposed membership of the West London Steering Group as representative of the sub-region and relevant sectors (see section 1.25) 3. Identify the objectives of the Area Review for the West London sub-region. 4. Agree that each borough will nominate a lead officer to engage on the Review and co-ordinate borough contribution to the economic analysis that will be undertaken across the sub-region to inform the outcome of the Area Review. 5. Note that the proposed timing will be tight if the sub-region is to prepare the necessary analysis ready by February, so the Board should consider what is realistic and instruct officers to take appropriate action to meet this timeframe.

1. WHY THIS REPORT IS NEEDED

- 1.1 The government has announced a series of Area Reviews of post-16 education and training provision in order to deliver a rationalised Further Education (FE) sector, comprised of fewer, more financially sustainable institutions that are more responsive to local economic need, and that deliver high quality professional and technical routes to employment.
 - 1.2 Post 16 refers to both 16-19 Education and Training currently funded through the Education Funding Agency (DfE) and Adult Skills, funded through the Skills Funding Agency (BIS). Area Reviews will focus primarily on general FE and sixth form colleges, but other post-16 skills providers, including schools and independent providers will be able to opt in. Area Reviews will take place in waves across the whole country and are due to be completed by March 2017.
 - 1.3 Each review will start by taking stock of the skills landscape in local areas and assessing the economic and educational needs of the area and the implications for all post 16 education and training provision.
 - 1.4 A national framework has been set out to ensure a level of consistency across the reviews, but the government has proposed a differentiated approach to local involvement. This will enable areas with strong governance and levers to take a leading role. London has been identified as one such area following the announcement in the March 2015 budget that the government would devolve further powers over the delivery of skills to the Mayor of London.
 - 1.5 London government (the Mayor and the boroughs) made a case for the devolution of further powers and funding streams for adult skills as part of the London Proposition on devolution and public service reform submitted to the Treasury ahead of the Comprehensive Spending Review. In that proposition, London government committed to working with central government on area reviews to deliver a streamlined, resilient and responsive skills system, but emphasised that this would need to be part of a broader process of reform and devolution of the skills system. There has not yet been a formal response from central government to London's devolution proposition, but given their potential impact, London government is proposing to take a leading role in area reviews.
- ## **1.6 Local issues under consideration**
- 1.7 Travel to Learn patterns across, into and out of London are complex, so will need analysing to provide clarity as to where residents study and whether their choice is for convenience, or the quality of the courses on offer.

- 1.8 In London, unlike other parts of the country, demand for post 16 provision is set to grow because of London demographics, so it is important that the data strengthens the responsiveness aspect of reviews.
- 1.9 In London, Further Education offers provision for the most vulnerable 16-19 year olds and adult learners, including care leavers and those with special education needs and disabilities, so the area reviews should take account of the needs of this cohort.
- 1.10 London Government is still in negotiation with government about the scope, governance, timing, and resources to support for area reviews in London, but the process is likely to recommend college mergers, federations and alternative structures, and result in fewer, larger, more specialised colleges. Due to their status as independent bodies, it will be up to the governing bodies of each individual institution to decide whether to accept the recommendations of the review.
- 1.11 Government has, however, made it clear that following the reviews, they would expect funding agencies to only fund institutions ‘taking action to ensure they can provide a good quality offer to learners and employers, which is financially sustainable for the long term’.

1.12 Objectives of the London Area Review process

- Increase the proportion of post-16 education and training in London that is “good” or “excellent”.
- Establish more responsive provision, particularly through
 - increased specialisation in technical courses at level 3, 4 and 5
 - and greater collaboration between the sector and industry.
- Providers will be incentivised to support learners to progress in work and/or education
- Resilient and financially sustainable institutions that can deliver learning programmes successfully over next 10 years.

1.13 Spatial issues

- 1.14 It has been agreed that London’s reviews will be undertaken at a sub-regional level with some pan-London oversight .London Councils is working with boroughs to agree appropriate sub-regional boundaries, using existing sub-regions as a starting point.
- 1.15 West London has a very clear identity, consisting of the seven borough council areas of Barnet, Brent, Ealing, Hammersmith and Fulham, Harrow, Hillingdon and Hounslow.
- 1.16 Where colleges cross boundary lines, any analysis about the college’s offer and its ability to meet local demand should be considered in each of the adjacent area reviews processes.

1.17 It is proposed that Specialist Designated Institutions (SDIs) should be considered as part of the area review for the sub-region where they are based.

1.18 Governance

1.19 London Steering Group

1.20 London Area Reviews will be overseen by a pan-London steering group to be chaired by the Mayor and deputy chaired by a borough leader. This group will:

- Lead, oversee and have overall responsibility for London reviews
- Set overarching skills strategy for reforms and London-wide stakeholder engagement strategy
- Ensure sufficient supply of post-16 skills provision is available in London to meet demand and London's economic needs
- Ensure findings and recommendations between sub-regional reviews are considered London-wide
- Agree and publish final recommendations of all reviews (by early 2017)
- Produce the London implementation plan for reform.

1.21 West London Steering Group

1.22 Sub-regional reviews will be overseen by a sub-regional steering board. This could be chaired by a borough leader (still to be confirmed with Central Government). Nationally, Area Review steering boards are chaired by the FE commissioner and consist of all institutions involved. In London this is considered unworkable and London Government has proposed that membership should be representative of all parties involved (including schools, sixth form colleges, FE colleges, local employers and the FE commissioner as well as experts from specialist areas (e.g. Special Education Needs). This is still in discussion with Central Government as institutions involved are strongly pushing for full representation.

1.22 The intention in WLA would be to have broad representation from all borough areas in the sub-region through ensuring representatives are from different parts of west London. It is not suggested that all partners (e.g. all boroughs / colleges) would be members of the sub regional steering group, due to the sheer numbers that would involve. It would be the role of board members to engage effectively with their peers from other parts of west London to properly represent their views and share information in a timely way.

1.23 All local authorities and colleges in the sub-region would be given the opportunity to “virtually” scrutinise, comment on and respond to the analysis

and findings at each stage prior to the sub-regional steering group coming together.

1.24 The sub-regional steering group will:

- Lead and oversee the Area Review in the sub-region, reporting into the London Steering Group to ensure that findings and recommendations between sub-regional reviews are considered London-wide;
- Oversee production of a sound evidence base taking into account local labour market information, institutions in the area and Ofsted data
- Agree the sub-regional stakeholder engagement plan
- Set the options to be considered as part of the review process ensuring there is sufficient supply of post-16 skills provision available in the respective area to meet demand whilst exploring opportunities for collaboration and improvements to efficiency are maximised; poor quality provision is addressed; work with the sector to secure long term financial sustainability of institutions in the area and achieve specialisation where appropriate;
- Agree and publish final recommendations of the review
- Produce and be responsible for the sub-regional implementation plan working in collaboration with the other sub-regional partnerships and London Steering Group.

1.25 Proposed membership of the board includes:

- A borough chief executive,
- A borough skills director,
- a lead college principal
- a lead college governor,
- a lead sixth form college representative (where relevant),
- a representative from local business/industry,
- a representative from the FE commissioner (potentially post-16 skills commissioner if they are in post).
- Experts from specialist areas e.g. Special Education Needs and Disability

1.29 **Timing (still in negotiation)**

1.30 Central London Forward & West London Alliance: March - May

1.31 South London Partnership & Local London: June - August.

1.32 **Scope**

- FE and Sixth Form Colleges

- London Government has proposed that London reviews should also include adult community learning providers and initial analysis to cover school sixth forms (including University Technical Colleges and Studio Schools) as well as independent providers and HE providers. Full inclusion of these institutions may require government agreement to share relevant data.
- Travel to learn patterns into and out of London need to be covered – with analysis of what courses are being taken where and the success rates of these courses

1.33 Resources

- 1.34 GLA is taking on secondees from the SFA and colleges to support analysis and delivery. GLA will provide the secretariat for pan-London steering group. GLA will also provide pan-London analysis
- 1.35 SFA/EFA Joint unit (Joint Area Review Delivery Unit – JARDU) will provide a secretariat function for sub-regional reviews and analysis of college curriculum offer and financial health
- 1.36 Sub-regions are expected to provide economic analysis of projected skills demand and projected demographic demand borough contributions to this work will increase its relevance, robustness and accuracy. It is proposed that this is commissioned jointly with other sub-regions to reduce cost and ensure consistency. Colleges and sub-regions may also want to contribute data and analytical resource to enhance / robustly check what EFA/SFA are producing.

1.37 Key points for EPB to consider

- 1.38 It is proposed that a borough leader will chair the sub-regional Steering Board, so a nomination is required
- 1.39 EPB is asked to endorse the view that membership of the sub regional steering group will need to be representative rather than fully-inclusive
- 1.40 Priorities in relation to the Area Review should be consistent with the objectives of the West London Vision for Growth.
- 1.41 Each borough will need to engage with and contribute to the economic analysis to be prepared in the sub-region.
- 1.42 Each borough will need to commit to providing regeneration and development data, as well as local business intelligence.
- 1.43 Each borough should nominate a key lead officer for liaison on the WLA process who will also be able to co-ordinate local financial and analytical resource as required.

- 1.44 Timing will be a tight to get all the data ready by February, so the Board should consider the implications of this, whether anything additional needs to happen to meet this timeframe.
- 1.45 A numbers of colleges are already developing merger proposals and these will continue to play out as the review process gets underway.

2 REASONS FOR RECOMMENDATIONS

- 2.1 To ensure that the outcome of the Area Review process in West London results in an optimal outcome for the sub-region and its residents.

3 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Not engaging with the Area Review process will create a risk that the further education offer across west London does not match the aspirations and potential of people here, resulting in reduced outcomes and additional financial pressures on local authorities.

4 POST DECISION IMPLEMENTATION

- 4.1 If the recommendations are agreed an Area Review Group will be established and convened before Christmas 2015.

5 IMPLICATIONS OF DECISION

5.1 Priorities and Performance

- 5.1.1 Responding effectively to Area Review is consistent with the priorities set out in the West London Vision for growth, particularly in relation to improving skills and supporting people in to work.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.3 No direct revenue implication. Resources required will be in the form of staff time in kind.

5.4 Legal and Constitutional References

The West London Economic Prosperity Board is a joint committee set up under section 102 of the Local Government Act 1972. This section allows two or more authorities to form a joint committee. The boroughs involved are Barnet, Brent, Hammersmith & Fulham, Harrow, Hounslow and Ealing. The Board's functions and procedure rules provide for Hillingdon to potentially join later. The boroughs making up the Board will be bound by the decisions made even if they voted against them. The Board will be able to make decisions on anything that falls within the Functions and Procedure Rules. It is proposed that any liabilities associated with the Committee will be allocated amongst the participating boroughs.

5.5 The post-16 education and skills provision work falls within the following paragraphs of the functions of the West London Economic Prosperity Board:

3.1.5 Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.

3.1.6 Representing the participating authorities in connection with the Greater London Authority, London Councils and the London Enterprise Panel, for the benefit of the local government areas of the participating authorities, in matters relating to the economic prosperity agenda.

3.1.7 Representing the participating local authorities in discussions and negotiations in relation to pan-London matters relating to economic prosperity.

5.5 Risk Management

5.5.1 The risks of not engaging effectively with and influencing the outcome of the Area Review are:

- Higher costs associated with low skills and worklessness e.g. housing support, mental health, and out of work allowances
- FE outcomes below what they might otherwise be
- Higher levels of unemployment and lower average income across the West London area

5.6 Equalities and Diversity

5.7 A locally-led area reviews process provides the opportunity to review the best available evidence and work with all partners locally to ensure the needs of all residents and businesses are given full consideration in any proposals affecting FE provision in west London.



West London Economic Prosperity Board

13 November 2015

Title	Forward Plan of the West London Economic Prosperity Board
Report of	Andrew Travers, Chief Executive, London Borough of Barnet
Status	Public
Urgent	No
Enclosures	Appendix 1: Economic Prosperity Board Forward Plan
Officer Contact Details	Luke Ward (LB Barnet) 020 8359 2672

Summary

This report sets out the 12 month forward plan of work for the Economic Prosperity Board.

Recommendations

1. The Committee note the Forward Plan set out in Appendix 1.
2. The Committee identify any additional items to be added to the forward plan for consideration at a future meeting.

1. WHY THIS REPORT IS NEEDED

- 1.1 To ensure the Board to plan its work and make effective decisions.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To ensure that the business of the Board reflects the priorities of councils in West London and the priorities set out in the West London Vision for Growth.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 Not applicable

4. POST DECISION IMPLEMENTATION

4.1 The Forward Plan will be maintained by the Economic Prosperity Board host authority (LB Barnet from November 2015).

5. IMPLICATIONS OF DECISION

5.1 Priorities and Performance

5.1.1 Not applicable as this item relates to business management activity rather than the delivery of specific elements of the West London Vision for Growth.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 Not Applicable

5.3 Legal and Constitutional References

5.3.1 The West London Economic Prosperity Board is a joint committee set up under section 102 of the Local Government Act 1972. This section allows two or more authorities to form a joint committee. The boroughs involved are Barnet, Brent, Hammersmith & Fulham, Harrow, Hounslow and Ealing. The Board's functions and procedure rules provide for Hillingdon to potentially join later. The boroughs making up the Board will be bound by the decisions made even if they voted against them. The Board will be able to make decisions on anything that falls within the Functions and Procedure Rules. It is proposed that any liabilities associated with the Committee will be allocated amongst the participating boroughs.

5.4 Risk Management

5.4.1 Risks will be dealt with for individual items considered for the Economic prosperity Board. The Forward Plan will be kept constantly under review so that it has flexibility to respond to new and emerging policy agendas and issues.

5.5 Equalities and Diversity

5.5.1 Equalities and diversity issues will be addressed within items considered by the Economic Prosperity Board

6. BACKGROUND PAPERS

6.1 None

FORWARD PLANNING- DRAFT WEST LONDON ECONOMIC PROSPERITY BOARD

FORWARD PLAN (November 2015 – November 2016)

MEETING	TOPIC	LEAD	INTENDED OUTCOME
13TH November 2015 13 th November 2015 / 14:00 – 16:00 / Perceval House - Ealing	ToRs, Membership including Special Representatives and support arrangements for new Board REPORT FOR APPROVAL	All Members led by the Chair	The Board will need to RATIFY the role and functions of the Board , DISCUSS AND APPROVE membership nominations for special representatives and AGREE the support arrangements to the Board
	The West London Economy – current position and preliminary recommendations for growth PRESENTATION FOR DISCUSSION	Brendon Walsh, Director of Regeneration, Economic Development and Environment, Hounslow Council, & Peter Brett Associates	To present an overview of the West London Economy as a key introductory briefing to the new Board and indicate potential recommendations to promote inclusive growth for discussion and identification of next steps.
	Devolution Priorities for West London REPORT FOR APPROVAL	tbc	To consider the issues in implementing devolution in the sub –region as part of a deal for London Government in light of the London Proposition and WL vision for growth
	Post-16 Education and Training: Area Reviews REPORT FOR APPROVAL	Andrew Travers – Chief Executive, Barnet Council	To discuss the latest government guidance, update on proposals for the AR process in London, the role of Sub-regions and formation / membership of the West London Steering Group

MEETING	TOPIC	LEAD	INTENDED OUTCOME
17th February 2016 Date / Time / Venue TBC	Introduction to Special Representatives	Chair	Clarifying roles and responsibilities of the Special Representatives influencing the work of the Board
	Heathrow Airport	tbc	To review the implications for the west London economy of Heathrow Airport further to the anticipated government decision on UK airport capacity
	Delivering the West London Vision for Growth Report on key priority areas for West London and responding to recent developments on devolution and public service reform and the Spending Review	tbc	To AGREE a high level implementation plan, baseline, measures and resources to deliver growth and devolved powers in West London relating to Housing, Employment Support and Skills
	Post-16 Education and Training: Area Reviews	tbc	To AGREE an implementation plan for the West London Post-16 Education and Training Area Review including the West London Steering Group membership and terms of reference for the review
	Supporting Business and Enterprise in West London	TBC	To AGREE a plan for supporting and engaging with businesses enterprise across West London, and identify areas of specific focus for officers to take forward
8th June 2016 Date / Time / Venue TBC	Commissioning the Work Programme in London	tbc	To review sub regional priorities for proposals to commission support for the long-term unemployed and those with complex needs in London
	Delivering affordable housing	tbc	To AGREE a plan to tackle the housing

MEETING	TOPIC	LEAD	INTENDED OUTCOME
			situation working with all boroughs, the GLA and other public sectors partners to release sites for development
	Universal Credit	DWP/JCP	To review JCP plans and implications from rolling out Universal Credit in west London and agree opportunities for co-location and integration through local hubs
	The Old Oak Common and Park Royal Development Corporation PRESENTATION - OPDC	Andrew Travers and OPDC	To develop a clear and consistent view of the current timeline and scope of the Commission's plans and explore the relationship to the West London vision for Growth
21st September 2016 Date / Time / Venue TBC	London Plan	tbc	To agree priorities for West London to influence the new London Plan
	West London Vision for Growth	Tbc	To update on progress delivering the implementation plan
	Infrastructure	Tbc	Agreeing infrastructure priorities to release growth
7th December 2016 Date / Time / Venue TBC	West London Transformation Programme – Employment and Skills Evaluation	Andy Donald – Chair of Growth Directors & WLA	To review the ROI and evaluate the impact of the West London Jobs & Skills Programme and AGREE next steps for sharing proof of concept with Government , scaling out and sharing good practice
	Post-16 Education and Training: Area Reviews	Tbc (Skills Commissioner?)	To review the output from the London and Area Reviews process and AGREE recommendations received from the West London Area Review Steering Group

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West London Economic Prosperity Board

13 November 2015

Title	West London Economic Prosperity Board: Functions and Rules of Procedure
Report of	Dan Gascoyne
Status	Public
Urgent	No
Enclosures	Appendix 1: Functions and Procedure Rules Appendix 2: Special Representatives
Officer Contact Details	Dan Gascoyne: GascoyneD@ealing.gov.uk , T: 07545 412433

Recommendations

The West London Economic Prosperity Board is invited to note that the London Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow have all formally agreed to the following:

1. Agreed to enter into arrangements to discharge certain functions jointly between the participating boroughs, following agreement by the individual authorities.
2. Agrees to adopt the arrangements attached as Appendix 1, "Functions and Rules of Procedure for the West London Economic Prosperity Board".
3. Agrees that the arrangements will consist of a Joint Committee (to be known as the West London Economic Prosperity Board or "WLEPB").
4. Instructs West London Alliance Growth Directors, in consultation with the Board, to identify and approach 'special representatives' from the list or sectors/organisations attached as Appendix 2 to join the WLEPB at its next and future meetings.
5. Notes that the functions to be discharged by the WLEPB will be with the intention of promoting economic prosperity within the local government areas of the participating boroughs.
6. Notes that the participating boroughs will initially be Barnet, Brent, Ealing, Harrow and Hounslow but that other WLA member boroughs (namely Hammersmith & Fulham and Hillingdon) are also invited to join or observe as

appropriate.

7. Notes that the WLEPB will not discharge any Borough's non-executive functions.

1. WHY THIS REPORT IS NEEDED

1. Reason for Decision and Options Considered

- 1.1. West London boroughs are already working in partnership, through the West London Alliance (WLA), whose area is acknowledged as a functional economic area. West London's functioning economic geography recognises the connections, alignment and interdependencies between constituent boroughs and the important relationships to the rest of London, surrounding council areas and the wider UK economy.
- 1.2. Working with the WLA enables councils to address issues relating to growth, jobs and skills which span across geographical boundaries; take advantage of economies of scale (e.g. in relation to bids for ESF and external funding); and increasingly to present a credible and substantial basis for devolved central government functions relating to growth, employment and skills within London.
- 1.3. The WLA boroughs have prioritised the growth and prosperity agenda, and developed a shared Vision for Growth, agreed in 2014. The rationale for a West London approach to delivery of the vision for growth is that the scale of the issues with boosting economic growth and delivering prosperity for all in West London is outside the scope of the capabilities of any one West London authority to deliver. The Vision for Growth is being delivered through a focus on six priorities. These are around growing business, developing skills, maximising young people's potential, building new homes, creating and maintaining thriving town centres and investing in infrastructure.
- 1.4. The suggestion for establishing the WLEPB came about through meetings of the WLA Leaders Group. It is possible that all WLA boroughs will choose to participate in due course. The proposal is that the establishment of the WLEPB to ensure appropriate, effective and formal governance is in place for the purposes of: delivering the West London Vision for Growth and advancing participating authorities' aspirations for greater economic prosperity in West London "the Economic Prosperity Agenda", in partnership with employers, representatives from relevant government agencies, and education and skills providers.
- 1.5. The Local Democracy, Economic Development and Construction Act ("the 2009 Act") enables, outside of London, the establishment of combined authorities and economic prosperity boards, facilitates the collaboration and joint working between local authorities to improve economic development, regeneration and transport in functional economic areas, thus promoting economic growth. Economic prosperity boards have functions in relation to economic development and regeneration only. The 2009 Act contains a

number of conditions which need to be met before the Secretary of State can make an order, subject to Parliament's approval, establishing a proposed combined authority or economic prosperity board. The 2009 Act does not permit the establishment of Economic Prosperity Boards within London, which is why it is proposed that the WLEPB will take the form of a Joint Committee. The WLEPB does not require approval by the Secretary of State.

- 1.6. This approach is also designed to support joint applications for funding such as the European Social Fund (ESF). The GLA has agreed with ESF co-funders to recognise the WLA boroughs, collectively, as a functional economic area for the purposes of commissioning ESF programmes 2014 – 2020. Sub-regional approaches to securing and governing such funds are increasingly more likely than individual borough funding bids to be successful.
- 1.7. In addition to specific functions relating to the delivery of the Vision for Growth, the Board will lead West London's engagement with London Councils, the GLA, the LEP and government departments in relation to the economic prosperity agenda; and pursue opportunities for devolution in relation to economic growth on the behalf of West London boroughs.
- 1.8. It is proposed that the WLEPB takes the form of a formal Joint Committee. The rationale for this approach is explained in the implications of the decision and legal implications sections below, and reflects the outcomes of discussions and evaluation of options by the Leaders of the local authorities which comprise the West London Alliance, in their meetings between December 2014 and March 2015. The selection of a Joint Committee model reflects appropriately the participating authorities' collective desire for formal governance arrangements to be in place to deliver the Vision for Growth, which stops short of the formation of a stand-alone statutory authority.
- 1.9. The draft arrangements in Appendix 1 would mean that the WLEPB would operate on the basis of a simple majority, and that the Chair would have a casting vote. The draft arrangements in Appendix 1 do not give any participating borough a right of veto. What this means in practice is that the potential will exist for one or more boroughs to be bound by decision that they are not happy about. However, it is considered that the likelihood of such a scenario arising is low and decisions will be sought on the basis of mutual agreement and consensus
- 1.10. It is anticipated that the authorities who will agree to discharge their functions jointly ("the Participating Boroughs") via the WLEPB will initially be Barnet, Brent, Ealing, Harrow and Hounslow. The two other WLA members (namely Hammersmith & Fulham and Hillingdon) have been invited to join and may do so in the future.

2. REASONS FOR RECOMMENDATIONS

- 2.1. The functions to be discharged jointly via the WLEPB will be:

- 2.1.1. Making funding applications and/or bids to external bodies, in relation to economic prosperity for the benefit of the local government areas of the participating local authorities
- 2.1.2. Allocating any such funding awards to appropriate projects for the benefit of the local government areas of the participating local authorities, including, where applicable, approving joint procurement.
- 2.1.3. Seeking to be the recipient of devolved powers and/or funding streams for the local government areas of the participating local authorities, which relate to the economic prosperity agenda
- 2.1.4. Exercising any such powers and allocating any such funding
- 2.1.5. Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.
- 2.1.6. Representing the participating authorities in connection with the Greater London Authority, London Councils and the London Enterprise Panel, for the benefit of the local government areas of the participating authorities, in matters relating to the economic prosperity agenda.
- 2.1.7. Representing the participating local authorities in discussions and negotiations in relation to pan-London matters relating to economic prosperity.
- 2.1.8. Seeking to influence and align government investment in West London in order to boost economic growth within the local government areas of the participating authorities.
- 2.1.9. Agreeing and approving any additional governance structures as related to the WLEPB, or any sub-committees formed by the WLEPB.
- 2.1.10. Representing the participating local authorities in discussions and negotiations with the Secretary of State for Communities and Local Government to encourage legislative reform enabling Economic Prosperity Boards, as defined by the 2009 Act, to be established by groups of boroughs in London.
- 2.2. The WLEPB will be a joint committee set up to be a decision-making body which will discharge these functions. Decisions made by the WLEPB will be binding on the participating boroughs. Authorities will not, however, be prevented from discharging the above mentioned functions on their own account as well.
- 2.3. The proposed functions and rules of procedure for the WLEPB are attached as Appendix 1. These outline the membership of the WLEPB, the functions it will perform, and the procedures it will follow in relation to decision-making.

- 2.4. The proposal is that each participating borough will appoint one voting member of the WLEPB. The proposal is that the committee procedures for the WLEPB will include an arrangement that its chair will be one of these voting members. The voting member appointed by each of the participating boroughs will act as chair for 12 months at a time on a rotating basis.
- 2.5. Where a participating borough operates “executive arrangements”, then the appointment of a voting member of the WLEPB will be by the Leaders of the executive. It is anticipated that, where practicable, the leader will nominate himself or herself to the WLEPB. Where a participating borough does not operate “executive arrangements”, then it must follow its own procedures to appoint the voting member of the WLEPB, but it is envisaged that this will usually be one its senior councillors.
- 2.6. The WLEPB may also contain non-voting special representatives from business, education and skills sectors, the civil service and central government to make comments and to attend meetings.
- 2.7. This approach means that voting members of the WLEPB will be able to make binding decisions relating to the economic prosperity agenda in WLEPB meetings. As a joint committee, the WLEPB will be subject to the same rules as other committees in relation to admission to meetings, access to agendas, reports, background papers, minutes and other documents. Furthermore, for those authorities operating executive arrangements, decisions made by the WLEPB may be subject to the same overview and scrutiny requirements as executive decisions made by the borough solely

3. **ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 N/A

4. **POST DECISION IMPLEMENTATION**

- 4.1 Subject to the Board’s agreement, the Functions and Procedure Rules will become the rules of procedure for the Board. Any amendments to the Functions and Procedure Rules will need to be agreed by the Board.

5. **IMPLICATIONS OF DECISION**

5.1. **Priorities and Performance**

- 5.1.1 N/A

5.2. **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1. There are no financial implications arising directly from this report. Establishing and participating in the WLEPB does not require an immediate funding contribution from participating authorities, neither does it require transfer of budgets from participating local authorities to the Committee.

- 5.2.2. However, as one of its functions, the WLEPB will have the power to bid for third party funding in relation to the local government areas of the participating boroughs in order to advance progress towards delivering the WLA Vision for Growth and enhancing economic prosperity in West London, and make decisions about the allocation of these resources.
- 5.2.3. The WLEPB will also have decision-making powers to determine how any outcomes from decisions relating to devolution, which relate specifically to the economic prosperity agenda, impact on the local authority members of the West London EPB. Some of these outcomes may include financial implications – for example transfer of funding from central to local government to perform specific functions relating to the economic prosperity agenda.
- 5.2.4. The WLEPB, after taking advice from officers, will develop detailed procedures for dealing with financial matters.
- 5.2.5. Organisational and clerking support for the WLEPB, and accommodation for meetings, and any associated costs, will be provided by the Participating Borough whose representative is Chair unless otherwise agreed by the WLEPB.
- 5.2.6. There is a risk that decisions taken by the WLEPB could adversely impact on savings proposals either agreed or being considered by a Participating Borough. In practice, this is considered to be a low level of risk, and would be mitigated by undertaking due consultation on the relevant proposal to avoid any adverse impact.
- 5.2.7. The proposal is that support organisational and clerking support from officers to the WLEPB will rotate with the Chair. Similarly, the responsibility to accommodate meetings of the WLEPB will rotate with the Chair. The Chair will serve 12 months at a time, and will rotate between all participating boroughs. It is proposed that the chairmanship of the Board will rotate alphabetically (by borough name) after the appointment of the first chair
- 5.2.8. It is anticipated that the costs of the WLEPB will be borne within the existing resources of the hosting borough in any particular year. The WLEPB will maintain a watching brief over the arrangements for distributing costs associated with support and accommodation to the borough providing these from time to time.
- 5.2.9. Economic prosperity in any one West London Borough is influenced significantly by the broader economic activity of West London (one example being the significance of Heathrow in terms of local employment). It is a better use of resources to work in active, formal co-operation with West London authorities to ensure West London authorities' resources and strategies for boosting growth and prosperity are aligned, than for any borough to pursue the economic prosperity agenda alone.

- 5.2.10. Benefits over and above strategic alignment include the opportunities for economies of scale, for example through collaborative commissioning and procurement of goods and services to help deliver the WLA Vision for Growth.
- 5.2.11. Furthermore, for reasons set out earlier in this paper, there is more likelihood of boroughs attracting third party investment (e.g. in the form of ESF funding) if they can demonstrate that they are working in partnership with other local authorities, in particular neighbouring authorities / sub-regions.
- 5.2.12. The approach proposed in this report represents a strategic approach to delivering better value for money, when placed in the context of other strategic agendas. For example, the implications of the government's welfare reform agenda places an increasing focus on employability of a way of helping the most vulnerable in society; and there is a strong body of evidence to support the view that active economic engagement plays a key role preventing poor outcomes which result in dependency on costly public services, enhancing resilience and independence from state support, and improving health, well-being and quality of life.

5.3. **Social Value**

5.3.1 N/A

5.4. **Legal and Constitutional References**

- 5.4.1. Subject to the more detailed considerations mentioned below, two or more local authorities can arrange for any of their functions to be discharged jointly. If they wish to do so, the authorities can set up a joint committee in order to discharge these functions. Such a joint committee can set up a sub-committee (unless the participating authorities specify otherwise when making the arrangements). Where such a committee (or sub-committee) makes a decision, the decision is binding on the participating authorities. However, where an authority has made arrangements for one of its functions to be discharged by a joint committee, the authority still retains the ability to discharge that function itself.
- 5.4.2. The Local Government Act 2000 ("the 2000 Act") (section 9B) allows a local authority to operate (amongst other things) either a "committee system" (s 9B(1)(b)) or "executive arrangements" (s 9B(1)(a)). Operating a "committee system" means that the authority does not operate "executive arrangements" and instead arranges the discharge of its functions in accordance with Part 6 of the Local Government Act 1972 ("the 1972 Act"). Operating "executive arrangements" means that the authority must identify which of its functions are the responsibility of the executive (sometimes called "executive functions" or "cabinet side functions") and which are not (sometimes called "non-executive functions" or "council side functions").
- 5.4.3. Where at least one of participating boroughs is operating executive arrangements, then it is necessary to identify whether any of the functions which are to be discharged jointly are "executive functions" for any of the participating boroughs.

- 5.4.4. Brent, Ealing, Harrow and Hounslow each operate “executive arrangements”. Each has a leader and cabinet. Barnet operates a “committee system”.
- 5.4.5. The 2000 Act provides that the functions of a local authority which has chosen to operate executive arrangements must be executive functions unless either (i) legislation specifies that they cannot be executive functions or (ii) legislation specifies that they need not be executive functions, and the authority’s constitution has specified that the functions will not be executive functions. The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (S.I. 2000/2853) (“the 2000 Regulations”) specify functions that are not to be the responsibility of an authority’s executive or are to be the responsibility of such an executive only to a limited extent or only in specified circumstances.
- 5.4.6. It would be possible, in principle, for a participating borough which operated executive arrangements to discharge some of its executive functions, and also some of its non-executive functions, via the same joint committee. If that were to be the case, then decisions would need to be made both by the Leader (or Cabinet) and by Full Council (or a council-side committee where allowed by the constitution), in relation to the arrangements for the joint committee.
- 5.4.7. It is also possible, in principle, for a participating borough which operates executive arrangements to discharge some of its executive functions only, (and none of its non-executive functions), via the joint committee. If that were to be the case, then decisions would only need to be made both by the Leader (or Cabinet) in relation to the arrangements for the joint committee (with Council being asked to note the consequential amendments to the council’s scheme of delegations in Part 3 of this constitution).
- 5.4.8. The current proposal is that Participating Boroughs operating executive arrangements will choose to discharge some of their executive functions only, (and none of their non-executive functions), via the WLEPB joint committee. Thus the WLEPB will not discharge any of the functions specified in Schedule 1 of the 2000 Act such as: certain decisions in relation to planning and development control; the granting of certain licenses; the power to promote or oppose local or personal Bills in Parliament; the power to appoint employees to the staff of any of the participating boroughs; and nor will it be responsible for making the arrangements for the proper administration of the financial affairs of any of the participating boroughs.
- 5.4.9. Since the WLEPB will be discharging functions on behalf of at least 5 local authorities, participating boroughs will only be able to appoint individuals to it who are elected members of that Council (including Cabinet members). This is due to the operation of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 (“the 2012 Regulations”), and Regulation 12(3) in particular.
- 5.4.10. Where a participating borough is not operating executive arrangements (i.e. Barnet Council), or else where a participating borough chooses to discharge

any of its non-executive functions (as well as some executive functions) via the WLEPB, that borough must follow its own constitution. The draft functions and rules of procedure attached at Appendix 1 indicate that such a borough will only appoint one of its elected members to serve on the WLEPB.

- 5.4.11. Sections 100A to 100D of the 1972 Act, in relation to admission to meetings, access to agendas, reports, background papers, minutes and other documents will apply to the WLEPB. Where an authority's executive functions are being exercised jointly, the executive function remains the responsibility of that authority's executive for the purpose of the overview and scrutiny requirements. See section 9E, 9EB and 9F of the 2000 Act.

5.5. **Risk Management**

- 5.5.1. The proposal to establish the WLEPB as a formal legal joint committee is significant step in terms of formalising joint work in relation to the economic prosperity agenda in West London.
- 5.5.2. The proposal to establish a WLEPB has been arrived at through discussions during the December 2014, February 2015 and March 2015 meetings of the West London Alliance Leaders Board. Individual West London Alliance councils have also individually endorsed the functions and procedure rules over summer and autumn 2015.
- 5.5.3. These discussions have been focused in part on evaluation of options for formalising governance arrangements around West London Alliance member authorities' aspirations for economic growth and prosperity.
- 5.5.4. Appendix 1 set out the proposals for the functions the WLEPB will perform , the process and procedure for taking decisions relating to those functions, and how the decision making process will operate (e.g. in terms of how votes are taken on decisions if necessary).
- 5.5.5. The WLEPB will incorporate a risk management approach to its oversight of delivery of the West London Vision for Growth. The performance management framework for the Vision for Growth will include a log of key risks; performance reports to the WLEPB will enable member authorities to focus on any emerging issues.]
- 5.5.6. The secretariat and strategic support for the WLEPB will undertake to enable members of the WLEPB to carry out an appropriate risk assessment of decisions, at an appropriate stage of the decision-making process

5.6. **Equalities and Diversity**

- 5.6.1. There are no implications for equalities, human rights and community cohesion arising directly from this report, as the report is not seeking decision on a specific programme of activity. However, it is set out in this report that the WLEPB will focus on delivery of the WLA Vision for Growth, which has a strong focus on improving the skills, employability and

prosperity of groups across West London including those who would fall into categories of vulnerability which would also place them within groups with “protected characteristics” in the Equality Act 2010.

- 5.6.2. As and when the WLEPB takes decisions, an appropriate assessment of impact on equalities and human rights will be carried out.

6. BACKGROUND PAPERS

- 6.1 None



APPENDIX ONE

JOINT COMMITTEE OF THE BOROUGHES OF BARNET, BRENT, EALING, HARROW AND HOUNSLOW (KNOWN AS “WEST LONDON ECONOMIC PROSPERITY BOARD”)

Functions and Procedure Rules

1. Purpose of the Joint Committee

- 1.1 The London Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow (“the Participating Boroughs”) have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000, and under the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- 1.2 The Joint Committee shall be known as **‘WEST LONDON ECONOMIC PROSPERITY BOARD.’**
- 1.3 The Joint Committee’s role and purpose on behalf of the Participating Boroughs relates to ensuring appropriate, effective and formal governance is in place for the purposes of delivering the West London Vision for Growth and advancing Participating Boroughs’ aspirations for greater economic prosperity in West London, including promoting “the Economic Prosperity Agenda”, in partnership with employers, representatives from regional and central government, and education and skills providers.
- 1.4 The purpose of the Joint Committee will be collaboration and mutual co-operation and the fact that some functions will be discharged jointly by way of the Joint Committee does not prohibit any of the Participating Boroughs from promoting economic wellbeing in their own areas independently from the Joint Committee.
- 1.5 The Joint Committee is not a self-standing legal entity but is part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the Joint Committee must be made by all of the Participating Boroughs.
- 1.6 These Procedure Rules govern the conduct of meetings of the Joint Committee.

2. Definitions

- 2.1 Any reference to “Access to Information legislation” shall mean Part V and VA of the Local Government Act 1972 (as amended) and, to the extent that they are applicable, to the Openness of Local Government Bodies Regulations 2014 (as amended) and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended).
- 2.2 Any reference to “executive”, “executive arrangements”, “executive function” or “committee system” has the meaning given by Part 1A of the Local Government Act 2000.

3. Functions

- 3.1 The Joint Committee will discharge on behalf of the Participating Boroughs the functions listed below related to promoting economic prosperity in West London:
 - 3.1.1 Making funding applications and/or bids to external bodies, in relation to economic prosperity for the benefit of the local government areas of the participating local authorities.
 - 3.1.2 Allocating any such funding awards to appropriate projects for the benefit of the local government areas of the participating local authorities, including, where applicable, approving joint procurement.
 - 3.1.3 Seeking to be the recipient of devolved powers and/or funding streams for the local government areas of the participating local authorities, which relate to the economic prosperity agenda.
 - 3.1.4 Exercising any such powers and allocating any such funding.
 - 3.1.5 Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.
 - 3.1.6 Representing the participating authorities in connection with the Greater London Authority, London Councils and the London Enterprise Panel, for the benefit of the local government areas of the participating authorities, in matters relating to the economic prosperity agenda.
 - 3.1.7 Representing the participating local authorities in discussions and negotiations in relation to pan-London matters relating to economic prosperity.
 - 3.1.8 Seeking to influence and align government investment in West London in order to boost economic growth within the local government areas of the participating authorities.
 - 3.1.9 Agreeing and approving any additional governance structures as related to the Joint Committee, or any sub-committees formed by the Joint Committee.
 - 3.1.10 Representing the participating local authorities in discussions and negotiations with the Secretary of State for Communities and Local Government to encourage legislative reform enabling Economic Prosperity Boards, as defined by the Local Democracy, Economic Development and Construction Act 2009 Act, to be established by groups of boroughs in London.
 - 3.1.11 Inviting special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, higher education sector, schools, voluntary sector, and health sector to take an interest in, and/or seek to influence, the business of the committee including by attending meetings and commenting on proposals and documents.
- 3.2 In relation to the Participating Boroughs which operate executive arrangements only executive functions of each borough may be exercised.

4. Membership

- 4.1 The membership will comprise of 5 members with each Participating Borough appointing one person to sit on the Joint Committee as a voting member.
- 4.2 Each Participating Borough will make a suitable appointment in accordance with its own constitutional requirements.
 - 4.2.1 Where a Participating Borough operates executive arrangements, then the appointment of a voting member of the West London EPB will be by the leaders of the executive or by the executive. It is anticipated that, where practicable, the leader of each such executive will be appointed to the West London EPB.
 - 4.2.2 Where a Participating Borough does not operate executive arrangements, the appointment of a voting member of the West London EPB will be in accordance with the Borough's own procedures. It is envisaged that this will usually be one of its senior councillors.
- 4.3 In all cases, the appointed person must be an elected member of the council of the appointing Participating Borough. Appointments will be made for a maximum period not extending beyond each member's remaining term of office as a councillor, and their membership of the Joint Committee will automatically cease if they cease to be an elected member of the appointing Participating Borough.
- 4.4 Members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.
- 4.5 Each Participating Borough will utilise existing mechanisms for substitution as laid down in their own Standing Orders. Continuity of attendance is encouraged.
- 4.6 Where a Participating Borough wishes to withdraw from membership of the Joint Committee this must be indicated in writing to each of the committee members. A six month notice period must be provided.
- 4.7 When a new borough wishes to become a Participating Borough then this may be achieved if agreed by a unanimous vote of all the existing Participating Boroughs.

5. Chair and Vice-Chair

- 5.1 The Chair of the Joint Committee will be appointed for 12 months, and will rotate amongst the Participating Boroughs.
- 5.2 Unless otherwise unanimously agreed by the Joint Committee, each Participating Borough's appointed person will serve as chair for 12 months at a time. Where the incumbent Chair ceases to be a member of the Joint Committee, the individual appointed by the relevant borough as a replacement will serve as Chair for the remainder of the 12 months as chair.

- 5.3 The Joint Committee will also appoint a Vice-Chair from within its membership on an annual basis to preside in the absence of the Chairman. This appointment will also rotate in a similar manner to the Chair.
- 5.4 At its first meeting, the Committee will draw up the rotas for Chair and Vice-Chair respectively.
- 5.5 Where neither the Chair nor Vice-Chair are in attendance, the Joint Committee will appoint a Chair to preside over the meeting.
- 5.6 In the event of any disagreement as the meaning or application of these Rules, the decision of the Chair shall be final.

6. Sub-Committees

- 6.1 The Joint Committee may establish sub-committees to undertake elements of its work if required.

7. Delegation to officers

- 7.1 The Joint Committee may delegate specific functions to officers of any of the Participating Boroughs.
- 7.2 Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other boroughs.
- 7.3 It may also be subject to the requirement for the officer with delegated authority to consult with the Chair of the Joint Committee and the Leaders of the one or more Participating Boroughs before exercising their delegated authority.

8. Administration

- 8.1 Organisational and clerking support for the Joint Committee, and accommodation for meetings, will be provided by the Participating Borough whose representative is Chair unless otherwise agreed by the Joint Committee. The costs of this will be reimbursed by contributions from the other Participating Boroughs as approved by the Joint Committee.

9. Financial matters

- 9.1 The Joint Committee will not have a pre-allocated budget.
- 9.2 When making a decision which has financial consequences, the Joint Committee will follow the relevant provisions of the Financial Procedure Rules of LB Ealing.

10. Agenda management

- 10.1 Subject to 10.2, all prospective items of business for the Joint Committee shall be agreed by a meeting of the Chief Executives of the Participating Boroughs or their representatives.
- 10.2 It will be the responsibility of each report author to ensure that the impacts on all Participating Boroughs are fairly and accurately represented in the report. They may do this either by consulting with the monitoring officer and chief finance officer of each Participating Borough or by some other appropriate method.
- 10.3 In pursuance of their statutory duties, the monitoring officer and/or the chief financial officer of any of the Participating Boroughs may include an item for consideration on the agenda of a meeting of the Joint Committee, and, may require that an extraordinary meeting be called to consider such items.
- 10.4 Each Participating Borough operating executive arrangements will be responsible for considering whether it is necessary [in order to comply with Access to Information legislation regarding the publication of agendas including Forward Plan requirements] to treat prospective decisions as 'key- decisions' and/or have them included in the Forward Plan. Each Participating Borough operating a committee system will apply its local non statutory procedures.

11. Meetings

- 11.1 The Joint Committee will meet as required to fulfil its functions.
- 11.2 A programme of meetings at the start of each Municipal Year will be scheduled and included in the Calendar of Meetings for all Participating Boroughs.
- 11.3 The quorum for a meeting of the Joint Committee shall require at least 4 of the 5 appointed members (or their substitutes) to be present in order to transact the business as advertised on the agenda.
- 11.4 Access to meetings and papers of the Joint Committee by the Press and Public is subject to the Local Government Act 1972 and to the Openness of Local Government Bodies Regulations 2014. The Joint Committee will also have regard to the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012, notwithstanding the fact that its provisions do not strictly apply to the Joint Committee for so long as the committee has any members who are not members of an executive of a Participating Borough.

12. Notice of meetings

- 12.1 On behalf of the Joint Committee, a clerk will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.

12.2 At least five clear working days in advance of a meeting a clerk to the Joint Committee will publish the agenda via the website of clerk's authority and provide the documentation and website link to the Participating Boroughs to enable the information to be published on each Participating Borough's website. "Five Clear Days" does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.

12.3 The clerk to the Joint Committee will arrange for the copying and distribution of papers to all Members of the Committee.

13. Public participation

13.1 Unless considering information classified as 'exempt' or 'confidential' under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.

13.2 Public representations and questions are permitted at meetings of the Joint Committee. Notification must be given in advance of the meeting indicating by 12 noon on the last working day before the meeting the matter to be raised and the agenda item to which it relates. Representatives will be provided with a maximum of 3 minutes to address the Joint Committee.

13.3 The maximum number of speakers allowed per agenda item is 6.

13.4 Where the number of public representations exceed the time / number allowed, a written response will be provided or the representation deferred to the next meeting of the Joint Committee if appropriate.

13.5 The Joint Committee may also invite special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, voluntary sector, and health sector to take an interest in the business of the committee including by attending meetings and commenting on proposals and documents.

13.6 The Chair shall have discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting.

14. Member participation

14.1 Any elected member of the council of any of the Participating Boroughs who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Chair.

15. Business to be transacted

15.1 Standing items for each meeting of the Joint Committee will include the following:

- Apologies for absence
- Declarations of Interest

- Minutes of the Last Meeting
- Provision for public participation
- Substantive items for consideration

15.2 The Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion. The Chair should inform the Members of the Joint Committee prior to allowing the consideration of urgent items.

15.3 An item of business may not be considered at a meeting unless:
(i) A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
(ii) By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

15.4 “Special Circumstances” justifying an item being considered as a matter or urgency will relate to both why the decision could not be made at a meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

16. Extraordinary meetings

16.1 Arrangements may be made following consultation with Chair of the Joint Committee to call an extraordinary meeting of the Joint Committee. The Chair should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.

16.2 The business of an extraordinary meeting shall be only that specified on the agenda.

17. Cancellation of meetings

17.1 Meetings of the Joint Committee may, after consultation with the Chairman, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with the Chairman and appointed members of the Joint Committee in the event that it is necessary for the efficient transaction of business.

18. Rules of debate

18.1 The rules of debate in operation in the Chair’s authority shall apply.

19.. Request for determination of business

19.1 Any member of the Joint Committee may request at any time that:

- The Joint Committee move to vote upon the current item of consideration.
- The item be deferred to the next meeting.

- The item be referred back to a meeting of the Chief Executives of the Participating Boroughs for further consideration
- The meeting be adjourned.

19.2 The Joint Committee will then vote on the request.

20. Urgency procedure

20.1 Where the Chair (following consultation with the appointed Members of the Joint Committee) is of the view that an urgent decision is required in respect of any matter within the Joint Committee's functions and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may request in writing the Chief Executive of each Participating Borough (in line with pre-existing delegations in each Borough's Constitution) to take urgent action as is required within each of the constituent boroughs.

21. Voting

21.1 The Joint Committee's decision making will operate on the basis of mutual cooperation and consent and will take into account the views of the special representatives. It is expected that decisions will be taken on a consensual basis wherever reasonably possible.

21.2 Where a vote is required it will be on the basis of one vote per member and unless a recorded vote is requested, the Chair will take the vote by show of hands.

21.3 Any matter (save for a decision under Rule 4.7 above) shall be decided by a simple majority of those members voting and present. Where there is an equality of votes, the Chair of the meeting shall have a second and casting vote.

21.4 Any two members can request that a recorded vote be taken.

21.5 Where, immediately after a vote is taken at a meeting, if any Member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether the person cast his / her vote for or against the matter or whether he/ she abstained from voting.

22. Minutes

22.1 At the next suitable meeting of the Joint Committee, the Chairman will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes and cannot change or vary decisions taken at a previous meeting as a matter arising out of the minutes.

22.2 Once agreed, the Chairman will sign them.

- 22.3 There will be no item for the approval of minutes of an ordinary Joint Committee meeting on the agenda of an extraordinary meeting.

23. Exclusion of Public and Press

- 23.1 Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.
- 23.2 A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.
- 23.3 If there is a general disturbance making orderly business impossible, the Chairman may adjourn the meeting for as long as he/she thinks is necessary.
- 23.4 Background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.

24. Overview and Scrutiny

- 24.1 Decisions of the Joint Committee which relate to the executive functions of a Participating Borough will be subject to scrutiny and 'call -in' arrangements (or such other arrangements equivalent to call-in that any Participating Borough operating a committee system may have) as would apply locally to a decision made by that Participating Borough acting alone
- 24.2 No decision should be implemented until such time as the call-in period has expired across all of the Participating Boroughs.
- 24.3 Where a decision is called in, arrangements will be made at the earliest opportunity within the Participating Borough where the Call-In had taken place for it to be heard.
- 24.4 Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.

25. Access to minutes and papers after the meeting

- 25.1 On behalf of the Joint Committee, a clerk will make available copies of the following for six years after the meeting:

(i) the minutes of the meeting and records of decisions taken, together with reasons, for all meetings of the Joint Committee, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information.

- (ii) the agenda for the meeting; and
- (iii) reports relating to items when the meeting was open to the public.

26. Amendment of these Rules

- 26.1 These Rules shall be agreed by the Joint Committee at its first meeting. Any amendments shall be made by the Joint Committee following consultation with the monitoring officers of the Participating Boroughs. Note that Rule 3 (Functions) may only be amended following a formal delegation from each of the Participating Boroughs.

27. Background Papers

- 27.1 Every report shall contain a list of those documents relating to the subject matter of the report which in the opinion of the author:
- (i) disclose any facts or matters on which the report or an important part of it is based;
 - (ii) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information and in respect of reports to the Joint Committee, the advice of a political assistant.
- 27.2 Where a copy of a report for a meeting is made available for inspection by the public at the same time the clerk shall make available for inspection
- (i) a copy of the list of background papers for the report
 - (ii) at least one copy of each of the documents included in that list.
- 27.3 The Clerk will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

Appendix 2 – Special Representatives

The contract and procedure rules for the WLEPB set out that there will be a select number of ‘Special Representatives’ invited to attend meetings to ‘influence’ the work of the Board and the West London WLA Leaders, supported by the WLA Growth Directors Board, have been leading the process to identify appropriate special representatives. Suggested Special Representatives are listed in the table below and a draft ‘core narrative’ to support engagement is attached as Appendix 2:

Higher Education Institutes	Mark Gray Pro Vice Chancellor and Director of Knowledge Transfer, Middlesex University
Further Education	West London College Chairs and Principals nominee
Business (large)	John Holland-Kaye Chief Officer Executive of Heathrow & Heathrow Finance PLC
Business Support	Chair of West London Business
Business (small/medium-sized)	Rahul Gokhale Chair of Park Royal Business Group & Board Member of OPDC
Voluntary & Community Sector	Andy Roper Lead Officer for West London Network
DWP/JCP	Jo Kerrison District Manager West London JCP
Health	Clare Parker Accountable Officer for Central London, West London, Hammersmith & Fulham, Hounslow and Ealing (CWHHE) Clinical Commissioning Groups
Greater London Authority	Sir Edward Lister – Deputy Mayor of London for Policy and Planning and Chief operating Officer

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