



AGENDA

Meeting: West London Economic Prosperity Board

Date: Wednesday 21 September 2016

Time: 9.30am – 11.30am

Venue: Room 4, London Councils, 59½ Southwark Street, London, SE1 0AL

Agendas and minutes for the West London Prosperity Board are available on the London Borough of Barnet website via the following link:

<http://barnet.moderngov.co.uk/mgCommitteeDetails.aspx?ID=765>

Members

Councillor Richard Cornelius, LB Barnet (Chairman)
Councillor Muhammed Butt, LB Brent (Vice-Chairman)
Councillor Julian Bell, LB Ealing
Councillor Stephen Cowan, LB Hammersmith and Fulham
Councillor Stephen Curran, LB Hounslow
Councillor Sachin Shah, LB Harrow

Substitute Members

Councillor Theo Dennison, LB Hounslow
Councillor Roxanne Mashari, LB Brent
Councillor Daniel Thomas, LB Barnet
Councillor Keith Ferry, LB Harrow
LB Hammersmith & Fulham – Vacancy
LB Ealing – Vacancy

1. **Minutes of the Previous Meeting** (Pages 1 - 6)
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Update on Actions from the Previous Meeting**

- 5. The London Plan**
- 6. West London Infrastructure Priorities** (Pages 7 - 20)
- 7. Skills Commissioning in West London** (Pages 21 - 28)
- 8. Work and Health Programme** (Pages 29 - 34)
- 9. Functions and Procedure Rules** (Pages 35 – 50)
- 10. West London Economic Prosperity Board Forward Plan** (Pages 51 – 58)
- 11. Any other item(s) the Chairman decides are urgent**
- 12. Motion to Exclude the Press and Public**
- 13. Work and Health Programme (Exempt)** (Pages 59 – 92)
- 14. Any other exempt item(s) the Chairman decides are urgent**

Decisions of the West London Economic Prosperity Board

8 June 2016

Members Present:-

AGENDA ITEM 1

Councillor Richard Cornelius (LB Barnet) (Chairman)

Councillor Muhammed Butt (LB Brent) (Vice-Chairman)

Councillor Julian Bell (LB Ealing)

Councillor Theo Dennison (LB Hounslow)
(substituting for Councillor Stephen
Curran)

Councillor Stephen Cowan (LB
Hammersmith & Fulham)

Councillor Sachin Shah (LB Harrow)

Members In Attendance:-

Councillor Tom Davey (LB Barnet)

Chief Executives:-

John Hooton (LB Barnet)

Mary Harpley (LB Hounslow)

Paul Najsarek (LB Ealing)

1. MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting held on 17 February 2016 be approved as a correct record.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Stephen Curran (LB Hounslow) who has been substituted for by Councillor Theo Dennison (LB Hounslow).

The Board noted that Sachin Shah was the new Leader of LB Harrow and consequently the LB Harrow representative on the Board.

The Board noted that:

- the former Chief Executive of LB Barnet, Andrew Travers, had been replaced by the Interim Chief Executive of LB Barnet, John Hooton; and
- the former Chief Executive of LB Ealing, Martin Smith, had been replaced by the new Chief Executive of LB Ealing, Paul Najsarek.

3. DECLARATIONS OF INTEREST

None.

4. FUNCTIONS AND PROCEDURE RULES

The Committee noted the Functions and Procedure Rules as set out in the agenda.

5. UPDATE ON ACTIONS FROM THE PREVIOUS MEETING

The Board noted that the item on the Housing and Planning Bill had been deferred to a future meeting due to the election of a new Mayor of London.

6. OLD OAK AND PARK ROYAL DEVELOPMENT CORPORATION - PRESENTATION

The Board received a presentation from Victoria Hills, Chief Executive of the Old Oak Common Development Corporation (OPDC) and Michelle Reeves, Head of Socio-economic Regeneration at OPDC on the regeneration of Old Oak and Park Royal.

The Board were advised that the 135 ha Old Oak and Park Royal site was earmarked for major regeneration around the High Speed 2 and Crossrail interchange. The land included in the development site was primarily in public ownership with 97 ha being owned by the Department for Transport, Department for Communities and Local Government or Network Rail. However, the remaining land was in private ownership and the site would need to be acquired as part of the regeneration scheme.

The Board were advised that the project had a projected funding gap and OPDC were currently working with the new Mayor of London on addressing this. OPDC suggested that a way of financing the gap could be to introduce Tax Increment Financing (TIF) to enable the Corporation to borrow against predicted growth in locally raised business rates. The Board were advised that any devolution of business rates would require borough support and input.

Members were advised that the three current priorities for OPDC and the Old Oak and Park Royal were:

1. Developing the Planning Framework – particularly relating to Compulsory Purchase Orders, Community Infrastructure Levy and Section 106;
2. Resolve Land Ownership Issues – achieve in principle agreement to enable establishment of joint venture and early delivery of homes; and
3. Resolve Funding / Financing Issues – discuss options with the Treasury and Mayor of London to deliver the project without TIF or additional borrowing

In relation to the regeneration scheme and priorities, the Board suggested that:

1. The Mayor of London should be encouraged to increase housing density on the site by 5,000 – 10,000 homes;
2. Land in private ownership should be subject to the Compulsory Purchase Order if negotiations to purchase the site were unsuccessful;
3. Homes should be funded via an increase in business rates;
4. Investment in physical and digital (i.e. superfast broadband) infrastructure should be a priority; and
5. The economic plan for West London should be based around the regeneration at Old Oak and Park Royal.

The Board discussed the approach to jobs and skills and emphasised the importance of OPDC having a focus working with schools and colleges to ensure that the opportunities associated with the regeneration of the site were utilised by communities in North West London. OPDC advised that part of the regeneration programme included the development of a skills academy in Old Oak. Members suggested that the Local Plan should include plans for developing the skills base of the local population beyond construction related jobs and include high growth sectors such as technology, digital and environmental services.

RESOLVED that the West London Economic Prosperity Board:

- 1. Requests an update to a future meeting on the detailed proposals relating to the approach to jobs, skills and engagement with schools and colleges as part of the regeneration scheme;**
- 2. Requests that OPDC develop links with West London boroughs and tie in to the West London economic strategy (the West London Vision for Growth) and note that there should be a particular focus on superfast high speed broadband, clean cities initiatives and healthy buildings;**
- 3. Recommend to the Mayor of London that housing density be increased and timings for housing development be accelerated; and**
- 4. Recommend that the Board and OPDC collaborate on options for Tax Increment Financing, Section 106 contributions and business rates to explore ways to address the viability gap for the regeneration scheme.**

7. WEST LONDON VISION FOR GROWTH: ACTION PLAN

Cath Shaw (Growth Director, LB Barnet) presented a report which set out an action plan for delivering the West London Vision for Growth as considered by the Board at its meeting on 17 February 2016 and subsequently developed by Growth Directors with input from Chief Executives. The Board noted that following approval, the Action Plan would proceed to delivery with different strands of activity within it (e.g. Work and Health or Business Rates Devolution) reporting back to the Board individually, with an Annual Report covering overall progress once per year in the future.

In considering the Action Plan the Board made the following points:

- Housing was a top priority for businesses;
- Consideration needed to be given to providing affordable business space in the sub- region;
- Employment in Old Oak should be included in the West London Growth Objectives

RESOLVED that the West London Economic Prosperity Board:

- 1. Approve the West London Vision for Growth Action Plan set out in Appendix 2 to the report of officers;**

2. **Delegate authority to the LB Barnet Commissioning Director for Growth & Development to incorporate the comments and amendments referred to in the preamble above into the Action Plan; and**
3. **Agree for the Action Plan to be published on the West London Alliance website and for the Board to receive a regular annual report setting out progress made in delivering the Plan.**

8. DEVOLVED WEST LONDON ALLIANCE WORK AND HEALTH PROGRAMME

Paul Najsarek, Chief Executive of LB Ealing, presented a report which set out West London proposals for the co-design and co-commissioning of the Work and Health Programme from October 2017.

The Board noted that the funding was estimated to be £10 million and there would be a requirement to enter into a section 31 agreement with the Department for Work and Pensions.

RESOLVED that the West London Economic Prosperity Board:

1. **Note that the Work and Health programme will be co-commissioned with the Department for Work and Pensions at a sub-regional level with the detail of the proposed service being as set out in section 2.2 of the report of officers;**
2. **Agree to work with the Department for Work and Pensions to co-commission the Work and Health Programme in West London and that this will be procured by Ealing on behalf of the West London Boroughs (with involvement of DWP officials);**
3. **Agree that in West London, governance and delivery of the programme will be integrated into the West London Alliance Growth, Jobs and Skills Programme;**
4. **Delegate authority to the LB Ealing Chief Executive, following consultation with LB Ealing's Director of Legal and Democratic Services:**
 - i) **To allow LB Ealing to enter into any agreements with the Department for Work and Pensions on behalf of the other members of the West London Economic Prosperity Board, with the devolved funding to be transferred to LB Ealing to be held on behalf of other members of the Board necessary for the devolved funding to be transferred; and**
 - ii) **To enter into any other agreements required to access additional funding (e.g. ESF)**
5. **Support:**
 - i) **Active involvement of staff from West London boroughs and other local partners to ensure that the Programme is designed and commissioned in line with borough priorities and services, using existing networks and task groups where possible; and**

ii) **Efforts to seek funding applications and make bids to maximise impact of the programme and reach as wide a pool of residents as possible;**

6. **Agree to seek funding applications and make bids; and to commit the West London Alliance boroughs to supporting the programme; and**

7. **Agree that the West London Economic Prosperity Board should review its “Functions and Procedure Rules” to, inter alia, clarify the definition of whether “approving joint procurement” includes decisions to invite Tenders and to Award contracts.**

9. WEST LONDON ECONOMIC PROSPERITY BOARD FORWARD PLAN

RESOLVED that the Board approve the Forward Work Programme subject to:

- **A report on the Housing and Planning Bill be deferred to the September meeting;**
- **A report on revised Functions and Procedure Rules being presented to the September meeting to incorporate the changes referred to in minute item 8 relating to the work and health programme.**

The Chairman requested that officer review the date and location of the next meeting and try and link Board meeting to the West London Leaders meetings scheduled to take place during September.

10. ANY OTHER BUSINESS

None.

11. DATE OF NEXT MEETING

The Board noted the dates of the next meetings as follows:

- **Wednesday, 21 September 2016, 9.30am-11.30am**
- **Wednesday, 7 December 2016, 9.30am-11.30am**

The meeting finished at 11.18 am

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|---|--|
|  | West London Economic Prosperity Board 21 September 2016 |
| Title | Sub-Regional Transport Infrastructure Priorities |
| Report of | Paul Najsarek, Chief Executive LB Ealing |
| Wards | All West London Boroughs |
| Status | Public |
| Urgent | No |
| Enclosures | Appendix 1: Sub-Regional Scale Infrastructure Long List of Options Appendix 2: Borough-Scale Infrastructure Priorities Appendix 3: West London Vision Map (Infrastructure) |
| Officer Contact Details | Luke Ward (WLA Interim Head of Growth, Employment and Skills) 07738 802929 WardLu@ealing.gov.uk |

Summary

On 8 June 2016 the West London Economic Prosperity Board agreed the Vision for Growth Action Plan, which included a focus on identifying a small number of shared priorities relating to transport infrastructure. Accordingly, officer groups have been working to develop a “*long list*” of *potential transport infrastructure priorities* that will allow leaders and senior officers across West London to have a discussion about which ones might be identified as shared priorities, subject to further detailed transport modelling and cost-benefit analysis, and incorporated into Local Plans to form the basis of Lobbying Activity with the GLA, TfL and government. The full long list of transport infrastructure options can be found in Appendix One of this report. A shorter set of proposed priorities (para 1.6) has been extracted from this long list following individual discussions with growth directors.

Recommendations

The Board is requested to:

1. Review the infrastructure “Short List” of recommended schemes set out in para 1.6 of this report as well as the longer list set out in Appendix 1.
2. Suggest which schemes should be either added or removed (up to a maximum of five) to the recommended schemes in 1.6. Agree which schemes reflect shared priorities to be taken forward.
3. Agree the next steps set out in section 4 of this report, which state that following the identification of shared priorities by the West London Economic Prosperity Board (WLEPB) further analysis will be commissioned by Growth Directors to refine proposals, a more detailed programme will be developed by West London planning officers, and the prioritised schemes will be incorporated into the refresh process for WLEPB member Local Plans.

1. WHY THIS REPORT IS NEEDED

- 1.1 At its meeting on 7 June 2015 the West London Economic Prosperity Board (EPB) agreed the Vision for Growth Action Plan, which contained a focus on agreeing and delivering a shared West London agenda relating to infrastructure planning and prioritisation.
- 1.2 Specifically, the EPB agreed that it would identify a small number of shared priorities relating to **transport infrastructure**.
- 1.3 Accordingly, a number of officer groups¹ have been working to develop a “long list” of options for sub-regional transport infrastructure priorities that will allow the EPB to have a discussion about which of these represent truly shared sub-regional priorities that all boroughs can agree will be embedded across all planning activity, for instance through refreshed local plans, a refreshed London Plan, and London Transport Strategy. Recommendations for what will be on the “Short List” of transport priorities are set out in paragraph 1.6 below.
- 1.4 The intention is that by coordinating sub-regional lobbying activity (both political and officer-level) around a smaller number of shared priorities that have a basis in both policy and evidence, there is a higher likelihood that these will secure funding and proceed to delivery phase within a reasonable time frame.
- 1.5 The full list developed by officers can be found in appendix two of this report along with an infrastructure “Vision Map” that was created earlier in the year.

¹ WestTrans, West London Planning Officers Group

- 1.6 The “Short List” of recommended transport schemes that has been distilled from the full list of sub-regional-level options in Appendix One is set out in the table below:

| Scheme | Description | Time period | Priority |
|--|--|--------------------|-----------------|
| Airport Expansion at Heathrow | Agree to adopt a shared position on a third runway | Long | High |
| Orbital passenger rail connecting regeneration schemes | Connecting OPDC, Wembley, Brent Cross and Brentford via Wembley along the current “Dudding Hill” freight line, which would be activated as a passenger line. | Long | High |
| Hangar Lane Junction | Increase capacity of the Hangar Lane junction to improve journey times and reduce orbital congestion | Med | High |

- 1.7 It should be noted that this work on transport infrastructure priorities will sit alongside future West London activity relating to digital infrastructure and the “Smart Cities” agenda, specifically in relation to reducing overall demand for transport capacity using technology e.g. encouraging more flexible ways of working (e.g. at home), driverless cars, drone delivery, and “Road Trains” for freight.
- 1.8 Clearly some of the schemes are contentious (particularly Heathrow) and due consideration needs to be given to the approach and timing of any further discussion about prioritisation to avoid creating political challenges locally, whilst recognising the significant benefits these would bring to West London’s economy.

2. REASONS FOR RECOMMENDATIONS

- 2.1 To develop and articulate a shared West London view and approach to transport infrastructure needs and priorities, in line with the agreed West London vision for growth action plan.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 An alternative would be to have no agreed shared transport infrastructural needs or priorities underpinning the West London vision for growth. This would mean the Board’s expressed aim of developing the sub-regional scope and ambition for collaborative work on sustained economic development and growth in West London.

4. POST DECISION IMPLEMENTATION (APPROACH AND NEXT STEPS)

- 4.1 This item represents the first opportunity that the board has had to discuss shared transport infrastructure priorities. This, combined with the current review of the London Plan and the expected “Fiscal Reset” that was announced by the Chancellor on 1 July 2016, means that there is a window to influence national and London-wide thinking relating to infrastructure investment.
- 4.2 Alongside the identification of actual schemes or projects West London boroughs will need to work to identify the most appropriate pathway that will result in the infrastructure priorities it identifies from the long list to be lobbied for effectively and incorporated into the London plan and the London Transport Strategy.
- 4.3 Fundamentally, the agreement of transport infrastructure priorities requires broad political agreement combined with a consistent approach to lobbying and influencing key stakeholders, including the GLA, TfL, and HM Treasury and Government Departments.
- 4.4 Following agreement of priorities by the EPB the immediate next steps are:
1. September 2016: WLEPB member boroughs **to incorporate prioritised transport schemes into the refresh process for their Local Plans**.
 2. October 2016: West London Transport Officers Group (West Trans) will develop a **detailed programme plan** for delivery of the schemes identified by the WLEPB, including timescales, communications and lobbying, planning, and financing arrangements. To be completed by March 2017.
 3. October 2016: Growth Directors to commission **more detailed economic appraisals of the recommended schemes** (particularly the orbital rail and Hangar Lane proposals) to better understand the economic benefits and viability of each, and to validate their inclusion in local and London-wide planning frameworks
 4. April 2017: Prioritised schemes embedded in to engagement and lobbying activity by members of the WLEPB in order to secure agreement by the GLA, TfL and government.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Agreed priorities will underpin the boroughs’ shared West London vision for growth and action plan; and will inform borough spatial local development frameworks and local plans and associated service business plans towards delivery e.g. economic development strategies and service plans.

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

5.2.1 Any future resource implications will be fully developed and appraised as part of the work being overseen by the growth directors and reported at a future meeting. The Programme Plan development referred to in section 4 above (post-decision implementation) will be undertaken within the existing resources and remit of the planning officers group.

5.3 Legal and Constitutional References

5.3.1 There are no legal powers necessary for this work to continue.

5.3.2 West London Economic Prosperity Board Functions and Procedure Rules section 3.1.8 states that the a function of the Board is: "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

5.4 Risk Management

5.4.1 Risk assessment and management will be conducted as part of the work by directors to develop priorities.

5.5 Equalities and Diversity

5.5.1 Equalities and diversity assessment and management will be conducted as part of the work by directors to develop priorities, and embedded into any specific transport infrastructure schemes prioritised to be taken forward.

5.6 Consultation and Engagement

5.6.1 The West London planning policy officers' group and the West Trans group of transport planners have been consulted on this work, under the auspices of the West London growth directors' board and West London chief executives.

5.7 Insight

5.7.1 Through the involvement of the West London planning policy officers' group and the West Trans group of transport planners this work has drawn on officer expertise and borough planning priorities within existing spatial plans e.g. public local plans.

6. BACKGROUND PAPERS

6.1 None

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Appendix 1: Sub-Regional Scale Infrastructure “Long List” of Options

Possible shared sub-regional priority schemes, which have been derived from Local Plans, West Trans, and West London Housing Officers.

| Scheme | Description | Time period | Sub-regional Priority |
|---|---|-------------|-----------------------|
| Airport Expansion at Heathrow | Agree a shared position on a third runway. | Long | High |
| Orbital passenger rail connecting regeneration schemes | Connecting OPDC, Brent Cross and Brentford via Wembley along the current “Dudding Hill” freight line, which would be activated as a passenger line | Long | High |
| Hangar Lane Junction Works | Increase capacity of the Hangar Lane junction to improve journey times and reduce congestion | Med | High |
| Crossrail Spur to Wembley | Promote HS2 or Cross Rail spur connecting Wembley to OPDC | Med | Med |
| A5 Corridor | improved the functioning and capacity of the A5 as a major part of the capital's infrastructure | Med | Med |
| Tunnelling of A406 | Major upgrade of A406 including tunnelling and widening large sections | Long | Low |
| Tunnelling A406 at New Southgate | Tunnelling this section of the A406 alongside the development of a new Crossrail 2 station at New Southgate | Long | Med |
| Southall Rail Link | Greater connectivity to the borough through investment in strategic rail infrastructure such as Cross rail and HS2 at Old Oak Common by promoting a spur to Wembley | Long | Med |
| Golden Mile | Improved connections between Golden Mile and OPDC, and to Heathrow | Med | Med |
| Cycle Quiet ways | Cycle quiet ways across the whole sub-region | Short | Med |

Sub-regional projects that are already due to be delivered:

| | | | |
|----------------|---|-------|--------|
| Staples corner | Increase capacity of the Staples Corner junction to improve journey times and reduce congestion | Short | Medium |
|----------------|---|-------|--------|

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Appendix 2: Borough-Scale Infrastructure Priorities

Borough-level priorities identified by borough planning lead officers but not considered to be sub-regional options for prioritisation

| Council | Scheme | Description | Time period |
|---------|---|--|-------------|
| Barnet | New Station at Brent Cross | Creation of a major new Thames Link station at Brent Cross Cricklewood | M |
| Barnet | A5 Corridor | Improve the functioning and capacity of the A5 as a major part of the capital's infrastructure | M |
| Barnet | Strategic road bottlenecks | Remove road bottlenecks along the A1, A406 and A5 to improve travel times and boost growth | M |
| Barnet | Crossrail station | Maximise the benefits associated with a possible cross rail 2 station at New Southgate | L |
| Brent | Crossrail spur to Wembley | Greater connectivity through investment in strategic rail infrastructure such as Cross rail and HS2 at Old Oak Common by promoting a spur to Wembley | L |
| Brent | Review of Willesden Junction station | Review of Willesden Junction Station with the OPDC, London Transport and Network Rail to assess potential improvements to capacity | S/M |
| Brent | Support expansion of Heathrow | Continued support and lobbying associated with Heathrow | L |
| Brent | Improve air quality on strategic and local routes | Reduce the need to travel and support non-polluting technologies | S/M |
| Ealing | Cross rail capacity building | £9M access and integration improvements at Ealing Broadway, West Ealing, Hanwell, and Southall stations | L |
| Ealing | Ealing 'mini Holland' | £10M of cycling measures including widespread cycle network, secure parking and Biking Schools Hub | S |
| Ealing | Old Oak Common/North Acton | £47M of measures to integrate development arising from OOC including £10M for North Acton Station improvements | L |
| Ealing | Improve transport links in central Southall | £36M of measures including £15M for South Road Bridge widening, and £6M ped/cycle bridge | M |

| | | | |
|--------------------------|--|--|-----|
| Hammersmith and Fulham | Crossrail 2 | routing of Crossrail 2 via South Fulham | L |
| Hammersmith and Fulham | New OPDC interchange | Major HS2/Crossrail and Great Western Main Line station interchange within the OPDC area | L |
| Hammersmith and Fulham | Hammersmith "Fly-under" | Replace all or parts of the A4 through Hammersmith with a road tunnel | L/M |
| Hammersmith and Fulham | Cycle hire scheme | Extend the Mayor's Hire Bike scheme across the borough | S |
| Hammersmith and Fulham | Cycle paths | Support proposed Thames riverside path/access way and Canal towpath | S |
| Harrow | Harrow on the Hill Step Free Access | Step-free access to Harrow-on-the-Hill Station, along with station improvements and improved / new bus station | M |
| Harrow | Crossrail Extension to Tring | Crossrail extension through Harrow towards Tring | L |
| Harrow | Wealdstone Transport Improvements | Highway improvements to accommodate additional housing arising from Harrow and Wealdstone Housing Zone | M |
| Harrow | M4 – Junction 4 | Improvements to the junction | M |
| Hillingdon* ¹ | Central Line | Extension from Ruislip to West Uxbridge | |
| Hounslow | Brentford - Southall Crossrail link | Connecting Brentford to Crossrail | L |
| Hounslow | Golden Mile | Improved connections between Golden Mile and OPDC | |
| Hounslow | Boston Manor Link rail link | To support work connecting the Borough to Cross Rail | L |
| Hounslow | Overground extension | Overground extension- connection between Hounslow and Willesden Junction via Old Oak Common | L |
| Hounslow | Sothern Rail Access via Feltham | Connect Feltham to the Southern Rail Network improving journey times and accessibility | L |
| Hounslow | Golden Mile | Improve transport connections and travel times around the Golden Mile | M |
| Hounslow | Bedfont Lakes to Heathrow Airport fast rail link | Connect Befont Lakes to Heathrow Airport | L |

¹ Hillingdon are not members of the Economic Prosperity Board

In addition to the lists above, a WL "strategic corridor studies" was undertaken in 2011 to identify issues, barriers and opportunities for improving key orbital movements from primary locations across the sub-region.

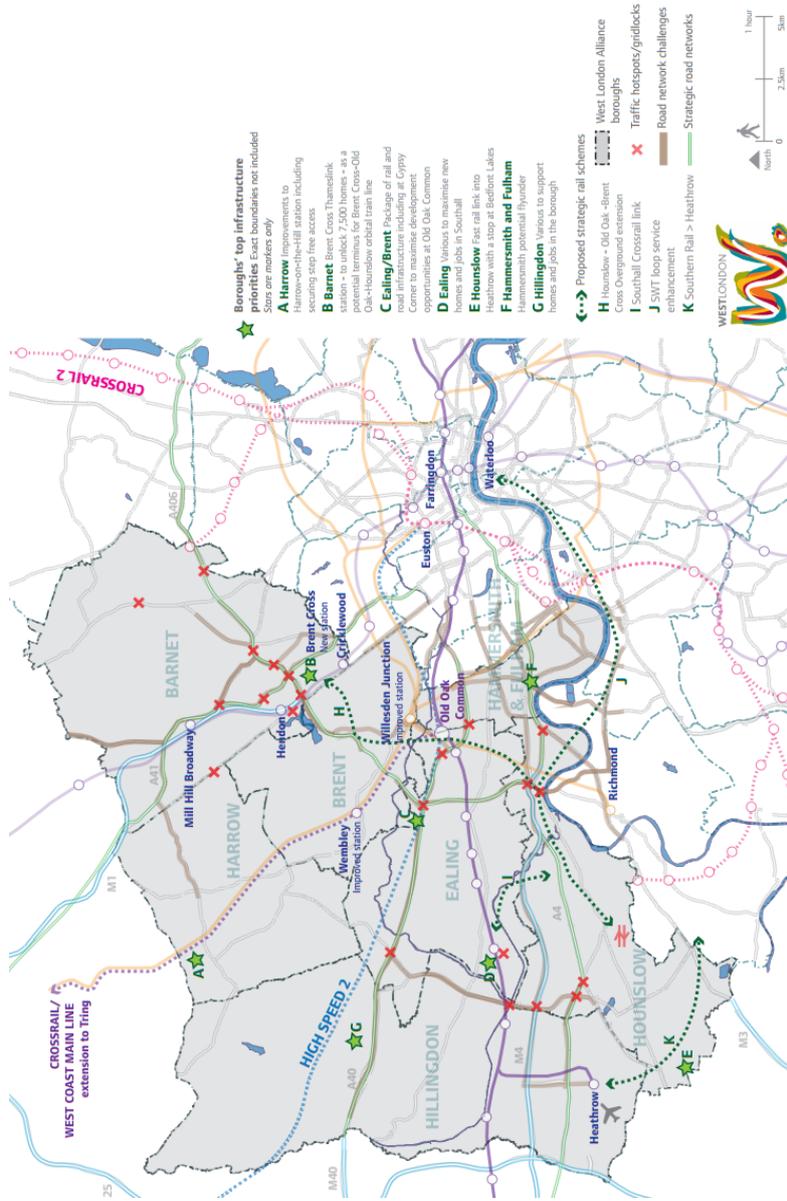
A key outcome of the work was to identify specific actions (e.g. traffic light phasing, junction improvements) could/should be taken forward and prioritised by boroughs.

The opportunities for strategic corridors identified were:

- Heathrow to Harrow
- Hounslow to Kingston
- Ealing to Brent Cross
- Wembley to Ealing
- White City - Hammersmith - Clapham Junction
- Heathrow to Uxbridge

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Appendix 3: West London Vision Map (Infrastructure)



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West London Economic Prosperity Board

21 September 2016

| | |
|--------------------------------|--|
| Title | West London Skills Commissioning |
| Report of | Mary Harpley, Chief Executive LB Hounslow |
| Wards | All |
| Status | Public |
| Urgent | No |
| Enclosures | None |
| Officer Contact Details | Katharine.purser@barnet.gov.uk 02083597728 |

Summary

£330m of the £1.6bn London skills spend is currently spent in West London including £110m for adults likely to be devolved in future years. If West London boroughs are to ensure skills in the West London economy meet demand we must develop appropriate capability to support and influence mayoral and central government decision making and where possible directly control spend. This report sets out **recommendations for the future commissioning of skills provision in West London** including how the conclusions and recommendations of the post-16 area reviews and the strategic review of adult community learning might support any future commissioning arrangements.

Recommendations

The Board is requested to:

1. Agree the establishment of a Skills and Employment Board to develop West London's commissioning intentions, accountable to the West London Economic Prosperity Board.
2. Invite officers to develop more detailed proposals for a West London commissioning function and recommend to the West London Post 16 Education and Training Area Review Steering Group that these proposals are captured in recommendations from the Area Review.
3. Commission a "Task and Finish Group" to consider the findings of the strategic review of Adult Community Learning in London and develop recommendations to be implemented by the Skills and Employment Board.
4. Agree that delegated authority be given to the Chief Executive of LB Hounslow to implement the recommendations in this report in establishing the Skills and Employment Board.

1. WHY THIS REPORT IS NEEDED

- 1.1 £330m of the £1.6bn central government funded London skills spend is currently spent in West London including £110m for adults likely to be devolved potentially from 2018/19 or 2019/20. The Mayor is reinvigorating skills devolution negotiations with a more ambitious proposal suggesting that London Government should have increased influence, if not control, over other areas of skills funding in future years. If West London boroughs are to ensure skills in the West London economy meet local demand we must develop appropriate capability to support and influence mayoral decision making and where possible directly control spend. This should build on the foundation laid by the West London post-16 education and skills area review and the London wide strategic review of Adult Community Learning (ACL) and take account of devolved funding structures. The West London Growth Plan acknowledges this by including a commitment to establish a skills commissioning function in West London.
- 1.2 This report sets out **recommendations for the development of future commissioning of skills provision in West London**. This will be an iterative process as the London skills devolution deal is settled. However, strong capability within and between boroughs to understanding and expressing skills demand and work with providers to meet that will increase the likelihood of greater local control. This report also sets out how the conclusions and recommendations of the Post-16 Area Reviews and the strategic review of Adult Community Learning might support any future commissioning arrangements, both of which are due to conclude by the end of this year.

2. REASONS FOR RECOMMENDATIONS

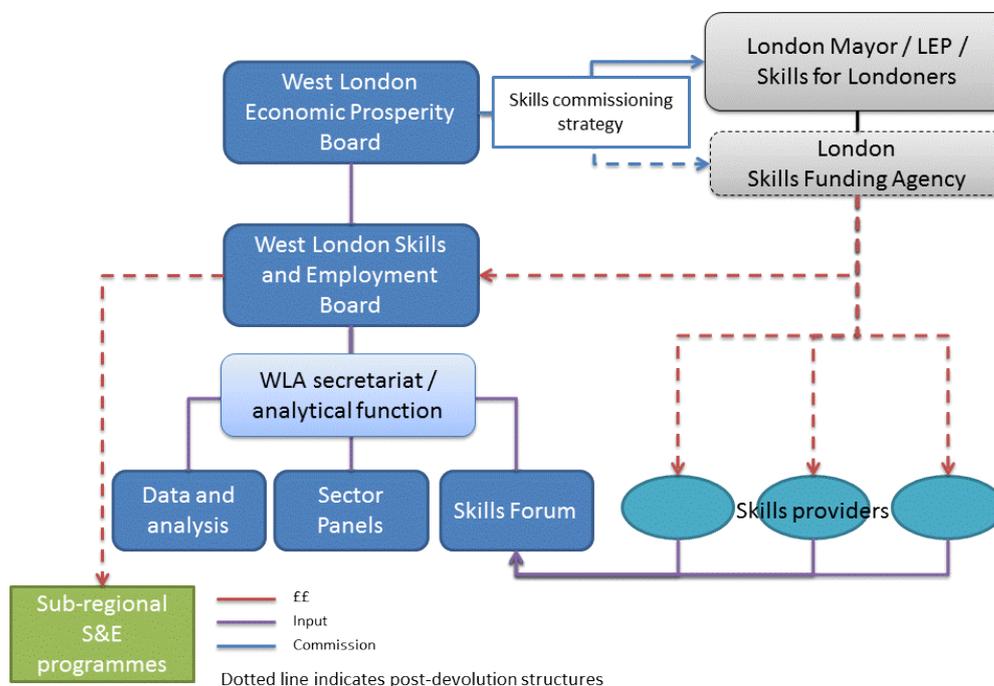
West London Skills Commissioning Intentions

- 2.1 To establish a credible and lasting role in shaping future skills provision, partners in West London will need to agree, develop and oversee their commissioning intentions through the establishment of a **Skills Commissioning Strategy for West London**, probably in three-year cycles. This strategy would inform use of any devolved funding of adult skills in West London (likely to be administered at the London level) and could have a more direct role in setting outcome agreements with local providers annually and holding them to account, in line with the strategy. It should also set the direction for all skills delivery in West London, whether it is funded by central, regional or sub-regional or public funding, employers or individual learners and provide a strategic context for borough spend on skills and employment (for example S106 funding). It will need to influence and respond to the Mayor's skills strategy for London and align with the work of the Mayors Skills for Londoners task force¹.

¹ Skills for Londoners task force will work in concert with the LEP to ensure Londoners have the skills they need to drive growth in the capital. It will consist of business leaders and other employers, alongside the Mayor, London Councils and representatives of HE, FE and schools.

- 2.2 Understanding skills demand and establishing effective routes to meet that demand is highly complex. Skills needs vary at a very low level of detail even within specific sectors. Employers are often not well able to understand and articulate their own skills needs (or build their business around the skills they have), so predictive Labour Market Information is more often drawn from available data about the current number and nature of jobs in the economy and broad forward looking trends in this economic structure. Forecasting is problematic and can't always take into the unknown impact of future possible events (such as a third runway at Heathrow or a British exit from the European Union) and forecasters can be inconsistent dependent on the level of detail. Putting employers, providers and data together with local commissioners and experts will provide a forum to develop a robust strategy using best available information.
- 2.3 A West London skills commissioning function will therefore need:
- 2.3.1 **Strong governance and accountability** structures to ensure appropriate use of public funds and capability to act if strategic objectives are not met.
 - 2.3.2 **Employer and Skills Sector engagement** to bring invaluable insight into the interpretation of and response to local labour market intelligence.
 - 2.3.3 **Data and analytical capability** – to inform decision making – this will include some purchased data and capacity to interpret it as well as local qualitative and quantitative knowledge of regeneration-led and learner demand. All demand will be matched against supply to understand gaps.
 - 2.3.4 **Capacity to coordinate and commission** the function will need to include a secretariat capability to support the board, coordinate input from stakeholders, monitor delivery and in the longer term potentially directly procure provision.

2.4 The diagram below, sets out recommended structure for a skills commissioning function in West London featuring these attributes:



2.5 It is proposed that WLEPB agreed the establishment of a **West London Skills and Employment Board**. The board would be co-chaired by a borough leader and a local business. Membership numbers would be restricted to promote focused discussion and decision making. Indicatively this might involve representation from 2-3 boroughs, 2-3 FE providers and 2-3 local employers. It would be accountable to the WLA Economic Prosperity Board (EPB) and would be tasked with developing and overseeing delivery of the West London Skills Strategy. The Board would inherit strategic responsibility for the implementation of the findings of the West London Area Review and any London-wide findings as they relate to West London. Beyond that, the Board would be able to explore the strategic frameworks for future collaboration between local authorities, employers and the FE sector that go beyond skills planning and may include development of partnerships on apprenticeship, careers and integration with employment services. The nature of the relationship with the Mayor and any pan-London skills commissioning / funding function will need to be developed alongside the detail of any devolution deal. The proposed approach here however mirrors approaches being taken in other parts of London and has been discussed with GLA officers.

2.6 The board would be supported by a **secretariat and analytical function** hosted within the WLA programme office, directed by the board to develop the evidence base, strategy and delivery / monitoring arrangements. This would be achieved through gathering qualitative and quantitative data from the GLA, boroughs, employers, specialist experts and providers and analysing this along with publicly available data. The secretariat could develop and agree

individual outcome agreements with providers operating in the sub-region as well as liaise with any London funding body to ensure local priorities are understood and being met. In the longer term, the function may also need capacity to directly commission / procure provision and could support other areas of the WLA growth agenda.

- 2.7 **Employer input** to the skills commissioning strategy and monitoring process will be secured through **specialist industrial sector panels** comprising of sector employers from key sectors in west London as well as skills planning professionals and local authorities. The panels will interrogate LMI at a more granular level and make recommendations on how to better match skills supply to local demand. We would seek to co-ordinate these with other similar panels in other sub-regions.
- 2.8 In developing the commissioning strategy it will be also important to ensure ongoing dialogue between boroughs and **skills providers**. It is proposed to establish a local **Skills Forum** which would enable inclusive dialogue between all boroughs and key providers in west London. This group would formally review the West London skills commissioning strategy and provide a steer for its on effective delivery. Working groups consisting of specialist delivery experts from within providers (e.g. on SEND and Apprenticeships) as well as key areas such as data, curriculum and estates would feed into this process.

Post-16 Area Review and Strategic Review of ACL Services in London

- 2.9 The on-going post-16 education and skills area review process and separate, but connected, strategic review of Adult Community learning (ACL) in London both establish a foundation for sub-regional work to gather analysis on local skills demand and work with local skills providers to shape delivery. The expected outcome of the Area Review will be fewer, more resilient FE colleges operating in West London with an expectation of close working with the local authorities to ensure what they deliver meets local needs. The skills commissioning arrangements established in West London should therefore be built on that foundation and it is **recommended that the approach set out in this paper should be summarised and proposed for the Post 16 Education and Training Area Review Steering Board to consider in developing its recommendations.**
- 2.10 Emerging findings from the strategic review of Adult Community Learning show that, across London, ACL provision overall is of good quality with high satisfaction, although there is room for improvement in the way ACL services work together and with the FE sector. Duplication, particularly in management and the back office, could also be reduced. Whilst there may be no “burning platform” of poor performance, the changing context of funding, skills devolution and the Area Review do present a pressing case for change. Where services have previously been funded with a protected grant not dependent on delivery, the move to a single Adult Education Budget pot from 2016/17 removes that security and means that colleges are now able to deliver more unaccredited qualifications increasing their ability to compete with (and duplicate) ACL services. The devolution of the Adult Education

Budget to the Mayor from 2018/19 or 2019/20 also means that London Government will have the ability to entirely redefine how Adult Community Learning in London is commissioned and final decision making on this will rest with the Mayor.

- 2.11 The Area Review process has put significant pressure on the college sector in West London to forge alliances which increase financial stability and drive efficiencies across the sector. In line with previous recommendations from the WLEPB to 'opt in' West London ACL services to the Area Review, it is **recommended** that the proposed West London Skills and Employment Board is invited to consider the future of Adult and Community Learning in West London. As a first step, it is recommended **the Economic Prosperity board commission a "task and finish group" to consider the findings of the strategic review of ACL, to develop recommendations to be implemented by the Skills and Employment board.**

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Borough officers considered the following options:

3.1.1 A **joint venture between boroughs and FE providers** with legal status and ability to bid for and distribute skills funding. This is not recommended at this stage given the complexity of the legal structures involved and the uncertainty around how this model could function effectively within the broader skills funding system in London. JVs of this nature are being considered in other areas of the country and it could be considered in future

3.1.2 An **Employer led board** with a remit to commission and disseminate labour market intelligence and identify and deliver interventions to fill gaps. This would provide a strong employer influence over local skills delivery but is not recommended at this stage as it would lack the governance and accountability structures required to direct devolved funds. Employers will feed in to the process via representation on the West London Employment and Skills board and Sector Skills panels.

4. POST DECISION IMPLEMENTATION (APPROACH AND NEXT STEPS)

- 4.1 Revised devolution proposals are being developed with government from early September, although irrespective of this London will have the opportunity to increase influence over skills funding from 2017/18 academic year. The first West London skills commissioning strategy would therefore be most effective if in place by Spring 2017 with the Skills and Employment board being established, at least in shadow, before the end of 2017 calendar year.
- 4.2 Meanwhile it is recommended that delegated authority be given to the Chief Executive of Hounslow to implement the recommendations in this report in establishing the Skills and Employment Board.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The West London Vision for growth and subsequent Growth Strategy both clearly set out ensuring the local supply of skills fits with demand in West London as a priority. The Growth Strategy includes a commitment to establish a skills commissioning function for West London.

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

5.2.1 The establishment of this function will include staffing costs and require data purchased to support Labour Market Intelligence and Analysis. The costs of these proposals will be met from within the existing budgets of the West London Alliance and individual boroughs as, if agreed, they would not fall outside the scope of normal collaborative activity. On-going costs will be dependent on the scope of the function once the London skills devolution deal is finalised and proposals will be developed with the WLA Chief Executives' Board as part of business planning for 2017/18.

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.

5.3.2 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.

5.4 Risk Management

5.4.1 The risks of not engaging developing a skills commissioning function for West London include:

- Failure to influence public sector skills spend in London and West London to meet local need – with likely outcome of skills spend being directly solely by the mayor
- Lack of a co-ordinated approach in investment in skills across west London reducing impact of our individual efforts and spend.
- Outcomes for young people training in schools, FE providers and other skills providers in West London below what they might otherwise be
- Higher levels of unemployment and lower average income across the West London area

5.5 Equalities and Diversity

5.5.1 A locally-led skills commissioning 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 skills delivery in West London. The strategy will seek to be inclusive and address specific priorities of the sub-region including and specific issues identified for particular groups accessing skills training. Full equality impact assessments will be undertaken as the strategy develops.

5.6 Consultation and Engagement

5.6.1 The Post-16 Area Review process has provided a valuable forum for consultation and engagement with local colleges and these proposals will be discussed in detail through this forum. WLA borough officials have also been in consultation with the Greater London Authority and representatives from other sub-regions to ensure structures developed here align with those being developed in other sub-regions and at the London level. It will also be important to engage with other skills providers, learner and employers as the detail of the skills commissioning function and strategy is developed.

5.7 Insight

5.7.1 Through the area review process the west London boroughs are developing their expertise in gathering and analysing local labour market data and analysis. It is proposed that the skills commissioning function build on this experience, purchasing new data on current and project economic structure in west London and drawing in expertise, in term of analytical capacity as well as industry skills experts, as necessary to inform strategic decision making.

| | |
|---|---|
|  | <p>West London Economic Prosperity Board</p> <p>21 September 2016</p> |
| Title | DWP Work and Health Programme |
| Report of | Paul Najsarek, London Borough of Ealing Chief Executive |
| Wards | All West London Boroughs |
| Status | Public |
| Urgent | No |
| Enclosures | Appendix A – Draft Memorandum of Understanding <i>[Exempt item under paragraph 3, Part 1 of Schedule 12A. Local Government Act 1972 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)]</i> |
| Officer Contact Details | Dan Gascoyne, West London Alliance Director, GascoyneD@ealing.gov.uk , 07545 412433 |

| Summary |
|--|
| <p>At the June meeting of the Board, it was agreed to delegate to the Chief Executive of LB Ealing authority to agree the detail of the agreement between the West London Alliance (WLA) and Department for Work and Pensions (DWP) in respect of the Devolution of the Work and Health Programme. At the time there was uncertainty as to who would have financial control.</p> <p>Since the June meeting, the DWP has prepared a [confidential] draft Memorandum of Understanding (MOU) for signature between DWP and London Government that appears to be inconsistent with the devolution agreement in the 2015 Spending Review.</p> <p>The West London Economic Prosperity Board is invited to join with London Government and other sub regional groupings in pan-London negotiations with a view to securing the best outcomes for west London.</p> |

Recommendations

The Board is requested to:

- 1. Confirm that the West London Economic Prosperity Board will enter into negotiations with London Government and Department for Work and Pensions to secure a devolution deal in line with the 2015 Spending Review statement.**
- 2. Agree that the West London Economic Prosperity Board Chairman be requested to contact the chairmen of the other London sub-regions, the Chairman of London Councils and the London Mayor setting out the West London position.**
- 3. Delegate authority to the Chief Executive of LB Ealing to engage with West London boroughs, other London sub-regional groupings, the Greater London Assembly and London Councils to agree a better deal.**
- 4. Encourage on-going engagement with the Department for Work and Pensions to influence the Work and Health Programme in order to drive local integration with other services and drive out better performance within the constraints of any commissioning arrangements finally put in place.**

1. WHY THIS REPORT IS NEEDED

- 1.1 As part of the Spending Review in November 2015, the government committed to jointly commissioning and designing the Work and Health Programme with London government.
- 1.2 The proposed devolution of the Work and Health Programme was presented to the West London Economic Prosperity Board (WLEPB) at its last meeting on Wednesday, 8 June 2016 with the agreement between the Department for Work and Pensions (DWP) and London Government attached as an appendix to the papers for the June WLEPB meeting in draft form at that stage.
- 1.3 For the Programme to go ahead based on four London contract package areas, the London Borough of Ealing, on behalf of the West London Alliance (WLA) boroughs, would need to sign-up to a legally binding Memorandum of Understanding (MoU) setting out the respective obligations of the DWP and WLA, for the period covering the procurement of the Work and Health service-delivery partner, up to the point of contract signature, estimated to be summer 2017.
- 1.4 However, a draft MoU issued on 12th August, indicated that DWP has a different understanding from London Government about the nature of a devolved Work and Health Programme.
- 1.5 Negotiations are underway to address this during September.

- 1.6 The purpose of this report is to seek agreement from the WLEPB that no agreement will be signed with DWP unless and until progress with the conditions listed in section 2 is achieved.

2. REASONS FOR RECOMMENDATIONS

- 2.1 A number of issues are being explored across London as key to the agreement with DWP, to bring it closer to the intent within the 2015 Spending Review statement, including: the respective roles and responsibilities of DWP and London; how DWP funding will be spent and governed (c. £55m over four years); match funding with European Social Fund (or equivalent post-Brexit); leadership on procurement issues; the importance of retaining four sub-regional Contract Package Areas; clarity over areas of flexibility from the national programme; access to performance data and overall governance and communications.
- 2.2 These issues and others will be part of the negotiations between London and DWP.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Signing the draft MoU as currently proposed. This would not meet the expectations of WLA boroughs either in terms of specific discussion and agreement already held by WLEPB on the expectations of the Work and Health Programme, nor in terms of the wider functions of the Joint Committee in terms of securing devolved powers and responsibilities. This may also undermine the collective London position, limit future opportunities for further devolution and lead to poorer outcomes than could be achieved through a devolved approach.

4. POST DECISION IMPLEMENTATION (APPROACH AND NEXT STEPS)

- 4.1 WLEPB Chairman to contact Leaders / Chairman of the other London sub-regions, the Chairman of London Councils and the London Mayor setting out the West London position.
- 4.2 Officers to continue to engage with other London sub regional groupings, Greater London Assembly and London Councils to secure a better deal in line with the conditions in Section 2.
- 4.3 Delegate authority to the LB Ealing Chief Executive to enter into agreement with DWP and London Government once negotiations have concluded.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 Agreed priorities will underpin the boroughs' shared West London Vision for Growth and Action Plan.

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

5.2.1 The recommendations of this report concern the collective position of the WLEPB boroughs on the DWP Work & Health Programme, for example, in terms of trying to secure sufficient resources, input into the tendering process and performance management. There are no specific financial implications at this point.

5.3 Legal and Constitutional References

5.3.1 As the WLEPB is not a legal entity then it has to nominate a borough to enter in to the agreement on behalf of the other boroughs.

5.3.2 The Functions and Procedure Rules for the West London Economic Prosperity Board include the following functions:

- 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.
- 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.
- 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.
- Exercising any such powers and allocating any such funding.
- 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.
- 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.

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

5.4 Risk Management

- 5.4.1 A locally led approach offers significant levels of additionality but does require local government to bear increased financial, reputational and political risk to make this a reality.

5.5 Equalities and Diversity

- 5.5.1 A locally commissioned Work and Health programme will provide services to unemployed people with Health conditions; a EIA has been completed and no equalities issues have been identified.

5.6 Consultation and Engagement

- 5.6.1 West London chief executives have been engaged in developing the recommendations in this paper in consultation with London Government and the other London sub regions.

5.7 Insight

- 5.7.1 N/A

6. BACKGROUND PAPERS

- 6.1 None.

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West London Economic Prosperity Board

21 September 2016

| | |
|--------------------------------|---|
| Title | West London Economic Prosperity Board: Functions and Procedure Rules Update |
| Report of | Andrew Charlwood, Head of Governance, LB Barnet |
| Status | Public |
| Urgent | No |
| Enclosures | Appendix 1: Functions and Procedure Rules Appendix 2: Special Representatives |
| Officer Contact Details | Andrew Charlwood, andrew.charlwood@barnet.gov.uk , 020 8359 2014 |

Recommendations

1. The Board is requested to approve the updated Functions and Procedure Rules for the West London Economic Prosperity Board (Appendix 1) and Special Representatives (Appendix 2)
2. In accordance with Rule 4.7 that the Board agrees that LB Hammersmith & Fulham becomes a member of the West London Economic Prosperity Board.

1. WHY THIS REPORT IS NEEDED

1. Reason for Decision and Options Considered

1.1. During 2015 and 2016 six of the seven boroughs in the West London sub-region (Barnet, Brent, Ealing, Hammersmith & Fulham, Hillingdon, Harrow and Hounslow):

- Passed resolutions to participate in the West London Economic Prosperity Board (WLEPB);
- Adopted the Functions and Procedure Rules of Board; and
- Introduced local 'call-in' arrangements to enable individual boroughs retain a right to challenge decisions of the Board.

The only borough within the sub-region not participating is LB Hillingdon.

- 1.2. In accordance with Section 26 of the Functions and Procedure Rules, when the WLEPB met for the first time on 13 November 2016 the Functions and Procedure Rules were formally agreed. The Board has now met on three occasions and some minor updates are required to the Functions and Procedure Rules in relation to:
 - Including LB Hammersmith & Fulham who passed a resolution to participate in May 2016;
 - Clarifying wording in relation to the allocation and management of funding awards received on behalf of the Board;
 - Amending the rules relating to quorum to reduce the quorum to three and provide up to 30 minutes for the meeting to become quorate (rather than 15 minutes provided for in the LB Barnet Constitution); and
 - Agreeing that the provisions relating to Special Representatives be amended to refer to organisations rather than specific named individuals to give the Board greater flexibility in relation to the specific work streams and the participants in those.
- 1.3. Section 26 of the Functions and Procedure Rules requires that “Any amendments shall be made by the Joint Committee following consultation with the monitoring officers of the Participating Boroughs.” In accordance with this requirement, the proposed revisions were circulated to the Democratic Services leads at the participating boroughs for comment prior to the publication of this report.

2. REASONS FOR RECOMMENDATIONS

- 2.1. As set out in section 1 above.

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 and will be included on the agenda for each meeting of the Board for reference purposes.

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. Revising Section 3 of the Functions and Procedure Rules provides clarification about how external funding will be managed under the direction of the Board.

5.3. Social Value

5.3.1 N/A

5.4. Legal and Constitutional References

5.4.1. West London Economic Prosperity Board, Functions and Procedure Rules, Section 26.1 states that: "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." Although there is a proposal to amend the wording of Rule 3.1.2, there is no substantive amendment of the Rule as the proposed wording now reflects what in practice could be achieved under the Rule.

5.5. Risk Management

5.5.1. N/A

5.6. Equalities and Diversity

5.6.1. N/A

6. BACKGROUND PAPERS

6.1 West London Economic Prosperity Board, 13 November 2015, Economic Prosperity Board Functions and Procedure Rules:
<https://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=765&MId=8536&Ver=4>

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**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, [Hammersmith & Fulham](#), 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 [Providing direction to a nominated lead borough on the allocation](#) ~~Allocating of~~ 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~~ [the approach to the procurement to be undertaken by the lead borough.](#)
- 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 [and Quorum](#)**

4.1 The membership will comprise of [5-6](#) 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.

[4.8 The quorum for the Joint Committee is three members. If the Joint Committee is not quorate it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed until a quorum is achieved. If no quorum is achieved after 30 minutes has elapsed, the clerk will advise those present that no business can be transacted and the meeting will be cancelled.](#)

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.~~

11.4.3 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:
- Minutes of the Last Meeting
 - Apologies for absence
 - Declarations of Interest
 - 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 of 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.

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, Imperial College Middlesex University University of West London Brunel University |
| Further Education | West London College Chairs and Principals nominee |
| Business (large) | John Holland-Kaye Chief Officer Executive of Heathrow & Heathrow Finance PLC Heathrow Airport Business Leaders |
| 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 Job Centre Plus |
| Health | Clare Parker Accountable Officer for Central London, West London, Hammersmith & Fulham, Hounslow and Ealing (CWHHE) Representatives from West London Clinical Commissioning Groups |
| Greater London Authority | Sir Edward Lister – Deputy Mayor of London for Policy and Planning and Chief operating Officer Deputy Mayor for Planning Deputy Mayor for Housing and Residential Development Deputy Mayor for Business Deputy Mayor for Transport |

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West London Economic Prosperity Board

21 September 2016

| | |
|--------------------------------|--|
| Title | Forward Plan of the West London Economic Prosperity Board |
| Report of | Dan Gascoyne, West London Alliance Director |
| Status | Public |
| Urgent | No |
| Enclosures | Appendix 1: Economic Prosperity Board Forward Plan |
| Officer Contact Details | <p>Luke Ward, WLA Interim Head of Growth, Employment and Skills, wardlu@ealing.gov.uk, 07738 802 929</p> <p>Andrew Charlwood, Head of Governance, LB Barnet, andrew.charlwood@barnet.gov.uk, 020 8359 2014</p> |

Summary

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

Recommendations

1. The Board note the Forward Plan set out in Appendix 1.
2. The Board 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 that the Board plans its work and makes 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 N/A

4. POST DECISION IMPLEMENTATION

- 4.1 The Forward Plan will be maintained by the Economic Prosperity Board host authority (LB Barnet from November 2015 to May 2017) and will be developed in consultation with Growth Directors, Chief Executives and the West London Alliance Director.

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 None in the context of this report. Resource implications will be dealt with for individual items considered for the Economic Prosperity Board.

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. Any liabilities associated with the Committee will be allocated equally 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

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**West London Economic
Prosperity Board Work
Programme**

September 2016

21 September 2016

| Title | Description | Owner |
|--|--|--|
| Update on Actions from the Previous Meeting | <i>To receive verbal updates on: i) Post 16 Education and Training Area Review; and ii) Employment and Skills Devolution in West London</i> | Chairman |
| The London Plan | <i>Discussion future priorities relating to planning, skills and regeneration</i> | Jules Pipe, Deputy Mayor for Planning, Skills and Regeneration |
| Sub-Regional Skills Commissioning | <i>To discuss approach to support increased supply of housing across West London</i> | Mary Harpley |
| West London Infrastructure Priorities | <i>Identify shared sub-regional infrastructure priorities to be incorporated into lobbying activity with the Greater London Authority and Transport for London.</i> | Paul Nasjarek |
| Work and Health Programme | <i>To agree next Steps on delivering the Work and Health Programme</i> | Dan Gascoyne |
| Functions and Procedure Rules Update | <i>Review Functions and Procedure Rules to clarify responsibilities relating to: i) procurement and the allocation of shared funds; and ii) plus minor amendments relating to timing, location, quorum, etc.</i> | Chairman |
| West London Economic Prosperity Board Forward Plan | <i>For review and approval by the Board</i> | All |

7 December 2016

| | | |
|--|--|--|
| Heathrow Airport | <i>External speaker – to discuss growth opportunities associated with Heathrow Airport</i> | John Holland-Kaye, Chief Executive of Heathrow Airport |
| West London Jobs and Skills Programmes - Transformation Pilots | <i>Initial evaluation of the Working People, Working Places; Skills Escalator; and Opportunities for Young People programmes</i> | Growth Director - TBC |
| Housing Supply in West London | <i>To agree proposals to increase the long-term supply of housing in West London</i> | Growth Director TBC |
| Business Rates Devolution | <i>To agree the West London Position and approach to Business Rates Devolution</i> | TBC |
| West London Mental Health & Employment Trailblazer | <i>Early evaluation of programme performance and implementation update</i> | TBC |
| Employment & Skills Devolution in West London | <i>Progress on the design and joint commissioning of employment support and the devolution of the Adult Education Budget</i> | Cath Shaw (LB Barnet) |
| Economic Prosperity Board Forward Plan | <i>For review and approval by the Board</i> | Chair of Growth Directors - TBC |

| Items to be allocated | | |
|--|------------|---------------|
| Proposal for Delivering Work and Health Programme | <i>TBC</i> | TBC |
| Skills Devolution, including a West London Skills Function | <i>TBC</i> | TBC |
| West London Inwards Investment Strategy | <i>TBC</i> | Brendon Walsh |
| Opportunities Arising from the One Public Estate programme | <i>TBC</i> | TBC |
| Housing Devolution | <i>TBC</i> | TBC |
| Vision for Growth Annual Report | <i>TBC</i> | TBC |

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

AGENDA ITEM 13

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