



Please ask for: Louise Hawkins
Telephone: 01482 613140
Fax: 01482 614804
Email: Louise.Hawkins@hullandeastyorkshire.gov.uk
Text phone: 01482 300349
Date: Thursday, 20 November 2025

Dear Member,

HEY Combined Authority

The next meeting of the **HEY Combined Authority** will be held at **11:00** on **Friday, 28 November 2025** in **Aura Innovation Centre, Bridgehead Business Park, Hessle.**

The Agenda for the meeting is attached and reports are enclosed where relevant.

Please Note: It is likely that the public, (including the Press) will be excluded from the meeting during discussions of exempt items since they involve the possible disclosure of exempt information as describe in Schedule 12A of the Local Government Act 1972.

Yours faithfully,

A handwritten signature in black ink, appearing to read "L. Hawkins".

Democratic Services Officer



Town Clerk Services, Hull City Council,
The Guildhall, Alfred Gelder Street, Hull, HU1 2AA

Hull and East Yorkshire Combined Authority

To: **Membership:**

Luke Campbell, Mayor of Hull and East Yorkshire
Councillors Ross (Hull City Council)
Councillor Dad (Hull City Council)
Councillors Handley (East Riding of Yorkshire Council)
Councillor Tucker (East Riding of Yorkshire Council)
Jonathan Evison, Humberside Police and Crime Commissioner
Jason Speedy, Chair of HEY Business Board
Jayne Adamson, Chair of HEY Skills Board

Officers:

HEY Combined Authority

Alan Menzies, Interim Chief Executive
Tony Maione, Interim Monitoring Officer
Julian Neilson, Interim Finance Director
Louise Hawkins, Democratic Services Officer (x3)

For Information:

Reference Library (public set)

HEY Combined Authority

11:00 on Friday, 28 November 2025

Aura Innovation Centre, Bridgehead Business Park, Hessle

A G E N D A

PROCEDURAL ITEMS

1 Apologies

To receive apologies for those Members who are unable to attend the meeting.

2 Declarations of Interest

To remind Members of the need to record the existence and nature of any Personal and Discloseable Pecuniary interest in items on the agenda, in accordance with the Member Code of Conduct.

3 Minutes of the meeting held on 22 October 2025

7 - 16

To review the minutes as a true and correct record.

4 Announcements from the Mayor

To receive announcements from the Mayor.

5 Public Questions

There will be a period of up to 30 minutes during which members of the Authority will answer questions put by members of the public on matters for which the Combined Authority has a responsibility.

Any person or organisation wishing to put a question should contact Louise Hawkins, Democratic Services Officer for guidance on the procedure.

6 Reports from the Overview and Scrutiny Committee and any other Committee of the Combined Authority

To receive a report from the Overview and Scrutiny Committee.

NON-EXEMPT ITEMS

7	HEYCA Pay and Grading Framework	17 - 32
----------	--	----------------

The purpose of the Report is to gain approval to implement the pay and grading framework aligned to the National Joint Council pay spines for HEYCA.

8	HEYCA HR Policy Framework	33 - 58
----------	----------------------------------	----------------

The purpose of this report is to request approval of the policy review schedule and current completed policies by the Executive Board to enable HEYCA to implement them immediately.

9	Combined Authority Investment	59 - 68
----------	--------------------------------------	----------------

This report provides an update on the development of the Strategic Investment Framework.

10	Notification of Intent – Principle for Bus Grant Funding Allocations and Delegated Authority 2026/27	69 - 74
-----------	---	----------------

This report asks the Board to agree how the Hull and East Yorkshire Combined Authority (HEYCA) will manage and pass on the Department for Transport's (DfT) Bus Grant and Delegated Authority for 2026/27.

11	Budget Outlook 2025-26	75 - 78
-----------	-------------------------------	----------------

The purpose of this report is to inform the Executive Board of the forecast financial position for 2025-26.

12	Hull and East Yorkshire Combined Authority and the Armed Forces Covenant, the Care Leavers Covenant and the White Ribbon Agreement	79 - 84
-----------	---	----------------

This report is to seek approval for the Hull and East Yorkshire Combined Authority (HEYCA) to formally sign three significant national covenants and pledges — the Armed Forces Covenant, the Care Leavers Covenant, and the White Ribbon Pledge — as part of HEYCA's commitment to community wellbeing, equality, and social responsibility.

EXEMPT ITEMS

13 No Exempt Items

THERE ARE NO EXEMPT ITEMS ON THIS AGENDA

OFFICIAL

Hull and East Yorkshire Combined Authority22nd October 2025 10:00amAura, Bridgehead Business Park, HesslePRESENT:-

Mayor Luke Campbell, Councillors Dad, Handley, Ross, and Tucker, J. Evison (Humberside Police and Crime Commissioner), J. Adamson (Hull and East Yorkshire Skills Board Chair) and J. Speedy (Hull and East Yorkshire Business Board Chair).

IN ATTENDANCE:-

A. Menzies (Interim Chief Executive), J. Neilson (Interim Director of Finance), T. Maione (Interim Monitoring Officer), and L. Hawkins (Democratic Services Officer).

M. Heppell (Strategic Director of Human Resources and Organisational Development) minute 42, A. Hallbrook (Strategic Programme Lead - Employability & Health) and (A. Hewitt (Strategic Programme Lead - Employability & Health) minute 43, S. Skelton (Investment Lead) minutes 44, 45 and 46, and W. Dunnet (Transport Lead) minute 47.

APOLOGIES:-

None.

Minute No.	Description/Decision	Action By/Deadline
PROCEDURAL ITEMS		
37.	DECLARATIONS OF INTEREST No declarations of interest were received in relation to the items that follow below.	
38.	MINUTES OF THE HULL AND EAST YORKSHIRE COMBINED AUTHORITY EXECUTIVE BOARD MEETING HELD ON 26TH SEPTEMBER 2025 Agreed – that the minutes of the Hull and East Yorkshire Combined Authority Executive Board held on 26 th September 2025 be approved as a true and correct record.	

OFFICIAL

39.	ANNOUNCEMENTS FROM THE MAYOR The Mayor began by explaining that he attended an Investment event in Birmingham the previous day. It had been a very positive and he had been able to speak directly with the Minister for Investment and they had arranged a meeting. The Mayor then asked the Porfolio Holders to provide an update on the work they had undertaken. Councillor Ross (Skills Portfolio) explained that he had attended meetings with Skills providers and it had been helpful to understand some of their concerns; that he had met with Jayne Adamson to discuss the Skills Board; that he had met with representatives from the Local Skills Improvement Partnership (LSIP) to discuss the gaps in skills and opportunities, and that he had visited a local business which had an onsite Skills Academy. Councillor Handley (Investment) explained that she had also attended the Investment event with the Mayor. She had also met with insurance companies and representatives from the University of Hull to discuss how flooding could be dealt with to ensure that it not prevent investment opportunities. Councillor Dad (Housing) explained that she had not yet met with the relevant officers to discuss her portfolio holder priorities. Councillor Tucker (Transport) explained that he had attended a meeting of Transport for the North (TFN); that during the meeting concerns had been raised about the future funding for TFN and another meeting had been arranged for the following week; that he was attending regular meetings with officers from East Riding of Yorkshire Council and Hull City Council; that one of his priorities was to increase the number of people using buses and it was recognised that journey times needed to be reduced, and that there was a need to ensure that communication and marketing messaging was clear.	
-----	--	--

OFFICIAL

40.	PUBLIC QUESTIONS The Democratic Services Officer confirmed that no public questions had been received.	
41.	REPORTS FROM ANY OTHER COMMITTEE OF THE COMBINED AUTHORITY The Interim Monitoring Officer confirmed that there were no reports to consider.	
42.	HULL AND EAST YORKSHIRE COMBINED AUTHORITY HUMAN RESOURCES POLICY FRAMEWORK The Interim Strategic Director of Human Resources (HR) and Organisational Development (OD) submitted a report that requested approval of Policy Framework and current completed policies by the Executive Board to enable the Combined Authority to implement them immediately. The Board was informed that the Combined Authority had received support from colleagues working at the Integrated Care Board (ICB) in drafting the policies and that there would a number of policies to be agreed at the next meeting in November 2025. Moved by Councillor Tucker and seconded by Councillor Ross a. That the Executive Board approves the attached draft policy framework for adoption by the Combined Authority along with the timeframes for adoption of individual policies; b. That the Executive Board note that the following policies have been approved as an officer decision and adopted by the Combined Authority: • Health and Safety Policy • Display Screen Equipment Policy • Fire Safety Policy • First Aid at Work Policy • Manual Handling Policy • Corporate Complaints Policy, and	

OFFICIAL

	c. That the Executive Board approves the attached draft Human Resources policies for adoption by the Combined Authority, namely: • Disciplinary • Grievance • Bullying and Harassment • Annual Leave. Motion carried.	
43.	HULL & EAST YORKSHIRE LOCAL GET BRITAIN WORKING PLAN – EDITION 1 The Strategic Programme Lead - Employability & Health submitted a report which sought approval of the Draft Get Hull and East Yorkshire Working Plan (Edition 1). The Board was informed that the draft plan would be developed over the Autumn and Winter; that there were a number of labour market challenges that needed to be addressed which included long term sickness, a disproportionate number of woman who economically inactive relating to unpaid care, low paid employment which provided a disincentive to work, and a high level of young people Not in Employment, Education or Training (NEET); that the capacity of businesses to support individuals in getting into work needed to be looked at; that there were a number of specific health issues affecting individuals across the region which was affecting their ability to work; that it had been acknowledged that the end of UKSPF funding was a risk, and that projects that had been funded using fixed term funding would be reviewed to identify what initiatives had worked well. A discussion took place and members of the Board commented on the exceptional work that had taken place in producing the draft Local Get Britain Working Plan; It was suggested that the plan should be considered by the Overview and Scrutiny Committee; that any further amendments to the draft plan would need to be circulated to the Board; that the Trailblazer project was a good idea however 18 months seemed a significant amount of	

OFFICIAL

	time to be out of work and whether there was anyway the Combined Authority could intervene sooner; that the input of the LSIP would be critical and that the growth themes needed to be shared with the Chamber of Commerce. Moved by Councillor Tucker and seconded by Councillor Ross a. That the Board approves the draft Get Hull & East Yorkshire Working Plan (Edition 1) as the area's formal response to the Government's requirement for each combined authority or upper - tier area to publish a Local Get Britain Working Plan (LGBWP); b. That the Agrees its submission to Government, subject to joint sign-off by, the Humber and North Yorkshire Integrated Care Board, the Department for Work and Pensions and Hull & East Yorkshire Mayoral Combined Authority; c. That the Board agrees to delegate authority to the Interim Chief Executive & Head of Paid Service, to approve any final amendments prior to the plan's formal submission in mid-November 2025; d. That work commences immediately on the preparation of Hull & East Yorkshire Local Get Britain Working Plan – Edition 2 which will integrate the findings of the Hull and East Yorkshire Local Growth Plan, Hull and East Yorkshire Work and Skills Plan alongside a detailed action plan for the delivery of the initial priorities outlined in Edition 1, and e. That the HEYCA Overview and Scrutiny Committee is asked to include the Get Hull & East Yorkshire Working Plan on its work programme. Motion carried.	
--	--	--

OFFICIAL

	<u>Reasons for Recommendations</u> HEYCA is required by Government to produce a LGBWP by the end of September 2025. Due to the circumstances and timing pertaining to the setting up and staffing of the Hull and East Yorkshire Combined Authority an extension has been provided to HEYCA until mid-November 2025 to publish its Get Hull and East Yorkshire Working Plan.	
44.	LOCAL GROWTH PLAN DEVELOPMENT: STAGE 1 CONSULTATION The Investment Lead submitted a report which outlined the overall approach and current activity to developing a Local Growth Plan for Hull and East Yorkshire Combined Authority through an initial stage 1 consultation. The Board was informed that it would soon be a requirement for Combined Authorities to produce a Local Growth Plan; that the Combined Authority would undertake a consultation exercise to seek comments and views; that it was important to have a Growth Plan which worked for the whole economy; that the Policy Sprint group would be reconvened, and that the regional economic assessment work would continue. Agreed – that the Board note the contents of the report and approves the approach outlined. <u>Reasons for Recommendations</u> All Mayoral Combined Authorities are required to produce a Local Growth Plan. The Board is requested to approve the approach including the suggested stage 1 consultation in order that this work can progress to necessary timescales.	Investment Lead
45.	COMBINED AUTHORITY INVESTMENT The Investment Lead submitted a report which provides an update on the development of the Strategic Investment Framework, outlining the work underway and progress on each of the workstreams. Agreed – that the report be deferred to a future meeting of the Board.	

OFFICIAL

46.	BUSINESS CASE FOR HULL AND EAST YORKSHIRE COMMUNITY INVESTMENT FUND The interim Director of Finance submitted a report which presented the business case for the establishment of a Community Investment Fund (CIF) by the Hull and East Yorkshire Combined Authority (HEYCA). Members were informed that the creation of the CIF had been noted by the Board at its meeting in September 2025; that the Business Case appended to the report identified the preferred option to the deliver the fund, and that the fine detail in delivering the fund needed to be worked through. Members commented that they were keen to progress the fund and they did not want to put obstacles in the way of funds being awarded. The Interim Director of Finance explained that the second recommendation of the report addressed the issues in relation progressing the introduction and delivery of the fund at pace. Members queried how the fund would be administered and who would sit on the panel. The Board was informed that the Combined Authority would use the existing grant management resource within East Riding of Yorkshire Council. A grants panel would be created for higher value applications and lower value applications would be dealt with at officer level. A discussion took place around governance and the need for processes to be clear and transparent; the types of applications that could be considered and who could apply to the fund, and that a simple application process was required. The Board was informed that individuals and group would be eligible to pally for funding; that the Combined Authority would look at how un-constituted groups could apply for lower level grants; that businesses for profit would not be eligible to apply; that an outreach service in relation to bid writing would be offered to applicants; that the fund would only award one off grants to applicants; that the success of the fund would be reviewed if it was to continue in future years.	
-----	--	--

OFFICIAL

	Agreed – - That the Board Endorses Option 4 as the recommended option to deliver the Community Investment Fund; - That the Board delegates decisions on the final design of the Fund to the Chief Executive, and - That the Board notes that the Combined Authority will seek to make initial funding allocations through existing governance in the coming months, with the Fund due to be fully operational in January 2026. <u>Reasons for Recommendations</u> - The options analysis set out in the business case demonstrates that a HEYCA-led grants programme is the option best able to deliver the objectives of the Community Investment Fund. This model offers the strongest alignment with the HEYCA Gameplan, provides the clearest route to visible neighbourhood-level outcomes and ensures that decision-making remains firmly within the Combined Authority and in compliance with its assurance framework. When tested against the eight evaluation criteria in the business case, the HEYCA-led scheme achieved the highest overall score of the four options. - The fund will be fully operational from January 2026 following a mobilisation period from November 2025. During this period the detailed operating arrangements, including the governance requirements for each threshold, will be finalised in consultation with local partners. Any refinements identified through stakeholder engagement or early learning will be incorporated before the first funding round. During this period it would also be possible to make a small number of	
--	--	--

OFFICIAL

	initial awards using existing HEYCA processes and governance.	
47.	ADOPTION OF THE KEY ROUTE NETWORK FOR HULL AND EAST YORKSHIRE The Interim Chief Executive Officer and Head of Paid Services submitted a report which presented the final Key Route Network (KRN) for Hull and East Yorkshire. The Board was informed that Combined Authorities were required to establish a KRN; that early approval of the KRN was taken by the Hull and East Riding Unitary Leader's Board in July 2024, and that the constituent local authorities would continue to manage the highways. Agreed – a. That the Board confirms the KRN routes necessary to support the Combined Authority's transport ambitions, which will in time be set out in the MCA Strategic Transport Framework; b. That the Board recognises that the KRN will guide future funding decisions, particularly for major transport infrastructure projects; c. That the Board endorses the establishment of a MCA Transport Group to provide strategic oversight and ensure transparent and consistent funding management and Operational Group to support the MCA Transport Group, and d. That the Board delegates authority to the Interim Chief Executive to carry out all actions necessary to implement the recommendations in this report.	
48.	EXCLUSION OF THE PRESS AND PUBLIC Agreed - that, in accordance with the provisions of Section 100(A)(4) of the Local Government Act, 1972, the public (including the Press) be excluded from the meeting for the following item of business, minute 49 on the grounds that it involves the likely	

OFFICIAL

OFFICIAL

	disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A of the Act information relating to the financial and business affairs of any particular person (including the authority holding that information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	
49.	UPDATE FROM EMPLOYMENT PANEL The Interim Monitoring Officer provided the Board with an update following the meeting of the Employment Panel held on 25th September 2025. Agreed – that the Board notes that Mr A. Menzies has been appointed as Interim Chief Executive and Head of Paid Service for a period of 12 months with the option to extend if required.	

OFFICIAL



**Report to the Hull and East Yorkshire Combined Authority
Executive Board**

28 November 2025

HEYCA PAY AND GRADING FRAMEWORK

Report of the Interim Strategic Director of HR and OD

Report Status:

This item is not exempt

This is a key decision.

1. Purpose of the Report and Summary

- 1.1 The purpose of the Report is to gain approval to implement the pay and grading framework aligned to the National Joint Council pay spines for HEYCA.
- 1.2 The draft pay and grading framework gives a structured approach to enable job vacancies to be evaluated and paid at a fair, transparent and appropriate level for the role. It is proposed that there are 8 grades ranging from entry level posts to executives, with 5 pay points within each grade. Salaries range from £24,796 to £170,000.

2. Recommendations

- 2.1 That the Combined Authority Executive Board:

Approve the Pay and Grading Framework for implementation in the Combined Authority, with a review period of 12 months to enable amendments to be made should they be needed.

3. Background

- 3.1 The draft pay and grading framework attached at appendix 1 has been developed using the National Joint Council spine points as a basis for pay.

- 3.2 The Framework has 8 defined grades ranging from entry level posts to Executive director level (including Chief Executive). Grades have been benchmarked to ensure competitiveness for recruiting appropriately skilled and experienced staff.
- 3.3 Each grade has 5 defined pay points for pay progression, which will be offered on an annual basis subject to satisfactory performance.
- 3.4 New starters will be appointed at the first point on the scale in normal circumstances. Incremental credit can be applied for relevant previous experience. This will be on the basis of one incremental point for every two years of relevant experience. Authority to apply incremental credit should be sought from HR.
- 3.5 Grades 1 to 5 map to NJC pay points 3 to 59. The NJC have removed pay points 1 and 2.
- 3.6 The proposed framework is compliant with the National Living Wage and if approved, the CA will be able to seek accreditation as a Living Wage Employer.

4. **Issues for Consideration**

- 4.1 The implementation of a pay and grading framework is necessary to give structure and clarity in terms of salary.
- 4.2 The proposed framework is consistent with the approach taken by other public sector bodies and provides boundaries on salaries.

5. **Options and Risk Assessment**

- 5.1 Officers considered the use of six tiers within the grading structure but did not believe that this was a workable approach as it reduced flexibility. Similarly, a tiered system with numerous levels, similar to that employed by the constituent authorities was also considered. A more streamlined and flexible option was preferred due to the size and scale of the CA.
- 5.2 Adopting this framework would be low risk for the CA as it complies with all relevant legislation and gives a clear and bounded system for officers to use whilst recruiting to the CA's new structures.

6. **Human Resources Advice and Implications**

- 5.3 Adoption of this framework gives clarity and fairness in the recruitment and promotion of staff and is in line with national and local guidelines.

6. **Equalities Advice and Implications**

- 6.1 The adoption of clear and transparent framework which can be applied to all staff regardless of protected characteristic will help to prevent discrimination and support equitable recruitment and remuneration.

7. **Legal Implications and Statutory Officer Comments**

- 7.1 The proposed Framework uses a recognised and tested methodology for the evaluation of roles within the CA. This reduces the risk of successful Equal Pay claims against the CA.

8. **Financial Implications and Statutory Officer comments**

- 8.1 The proposed framework aligns with the national pay framework determined by the National Joint Council (NJC) for Local Government Services. It has been benchmarked to confirm that it represents comparative rates of pay by other local authorities in the region, including mayoral combined authorities. The wider financial implications will be subject to the approval of the organisation structure.

Miriam Heppell, Interim Strategic Director of HR and OD

Contact Officers:

Miriam.Heppell@hullandeastyorkshire.gov.uk

Officer Interests:

None

Appendices:

The HEYCA Pay and Grading Framework

Background Documents:

HEYCA Pay and Grading Framework

Version 0.2
October 2025



Hull and East Yorkshire
Combined Authority

Hull and East Yorkshire Pay and Grading Framework

- We are aiming to design a reward structure that has fair and transparent base pay, uses in-band progression to motivate without frequent regrading and is simple, equitable and flexible enough to evolve over time.
- The Reward structure will be aligned to the National Joint Council (NJC) pay scales to provide a fair, transparent and widely accepted structure.
- The NJC pay spine runs from SCP 2 (24,413 to SCP 43 (£54,495). For senior roles above SCP43 many councils and combined authorities use local pay scales.
- To keep the structure healthy a reasonable compression ratio between the top and bottom:
 - Chief Executive to Grade 1 ratio: No more than 7.5:1
 - Grade 6 to Grade 5: ~1.3-~1.5x
 - This helps with fairness and public perception
- Annual increases – will be applied in line with the NJC and JNC national offer

Hull and East Yorkshire Pay and Grading Framework

- Organisation Design Principle – Eight tiers of roles
- Basic structure of the eight tiers:
 1. Entry-Level / Administrative Roles
 2. Business Support Roles
 3. Officer Roles
 4. Lead Officer / Team Leader Roles
 5. Management Roles
 6. Head of Service Roles
 7. Senior Management / Service / Programme Directors
 8. Executive Leadership (including CEO)

**needs to align to SCP points*

Hull and East Yorkshire Pay and Grading Framework

- Base Pay Banding
 - Broad banding within each Grade with clear progressions steps e.g. 5 increments per grade, allowing for growth without immediate promotion
 - Internal benchmarking – job evaluation to assign roles fairly to each Grade
 - External benchmarking – comparison with similar sized Combined Authorities / Constituent Councils and NJC Spine Points
- Progression Criteria
 - Reward progression within the grade band based on:
 - Appraisal / performance reviews
 - Skills or competency acquisition
 - Time in role
- Non-Financial Rewards
 - Extra annual leave for service milestones
 - Learning and development
 - Secondment opportunities
 - Generous Family Leave

**needs to align to SCP points*

Hull and East Yorkshire Pay and Grading Framework

- Pay Transparency and Communication
 - To help build trust in our new organisation HEYCA will clearly publish:
 - Pay scales
 - Criteria for promotion / band progression
 - Our organisation values that guide reward decisions
- Equity and Inclusion Review
 - Regular reviews will be undertaken to ensure the reward structure is:
 - Free of bias e.g. gender, race, disability
 - Auditable
 - Legally compliant with equal pay legislation

**needs to align to SCP points*

Hull and East Yorkshire Pay and Grading Framework

Typical Jobs	Description of Tier
Entry-Level / Administrative Roles	Process related roles undertaking routine and repetitive tasks / activities. Little planning required.
Business Support Roles	Process related roles but usually with added complexity, either through more complex activities and / or supervision of others. Planning horizon – weekly.
Officer Roles	Many roles will be in this category – providing advice, guidance, services to clients (internal / external) at a practitioner level. Most will need little supervision as the roles follow procedure or precedent. May supervise others. Planning horizon – weekly.
Lead Officer / Team Leader Roles	First level management providing advice, guidance, services to clients (internal / external) at a leadership level. Will manage small teams and lead the implement of projects and plans. Planning horizon – monthly +
Management Roles	Contributes to and supports the translation of strategy into tactical plans and leads the implementation of these plans on a day-to-day level. Planning horizon – 6 months+
Head of Service Roles	Translates strategy into tactical plans and accountable for delivering specific services, strong contribution to strategy development. Planning horizon – 12 months+
Senior Management / Service / Programme Directors	Sets strategic direction with authority. Planning horizon – 3+ years.
Executive Leadership (including CEO)	Accountable for the overall operation of the organisation, setting strategic direction with authority. Includes direct reports to the Chief Executive and may include statutory element e.g. MD / S.73 roles. . Long-term planning horizon – 5+ years.

Hull and East Yorkshire Pay and Grading Framework

**needs to align to SCP points*

Typical Jobs	NJC / JNC	SCP	HEYCA Grade	Salary Range
Entry-Level / Administrative Roles	NJC	SCP 3-11	1	£24,796 – £28,142
Business Support Roles	NJC	SCP 10-24	2	£27,694 – £34,434
Officer Roles	NJC	SCP 23-36	3	£34,434 – £47,181
Lead Officer / Team Leader Roles	NJC	SCP 35 - 42	4	£47,181 – £53,460
Management Roles	NJC	SCP 41 - 59	5	£53,460 – £73,469
Head of Service	JNC Officers	Local Points	6	£73,469 – £90,000
Senior Management / Programme / Service Directors	JNC Officers	Local Points	7	£90,000– £130,000
Executive Leadership (including CEO)	JNC Officers	Spot Salary (Progression through performance appraisal)	8	£130,000 - £170,000

Hull and East Yorkshire Pay and Grading Framework

Salary Band	Pay Points	SCP	Salary	Salary Band	Pay Points	SCP	Salary	Salary Band	Pay Points	SCP	Salary
Entry-Level/ Administrative Roles £24,796 – £28,142 Grade 1	1	3	£ 24,796	Business Support Roles £27,694 – £34,434 Grade 2	4	9	£ 27,254	Officer Roles £34,434 – £47,181 Grade 3	8	23	£ 34,434
	2	5	£ 25,583		5	11	£ 28,142		9	27	£ 38,220
	3	7	£ 26,403		6	16	£ 30,518		10	31	£ 41,771
	4	9	£ 27,254		7	20	£ 32,597		11	34	£ 45,091
	5	11	£ 28,142		8	23	£ 34,434		12	36	£ 47,181

Hull and East Yorkshire Pay and Grading Framework

Salary Band	Pay Points	SCP	Salary	Salary Band	Pay Points	SCP	Salary
Lead Officer / Team Leader Roles £47,181 – £53,460 Grade 4	12	36	£ 47,181	Management Roles £53,460 – £73,469 Grade 5	16	42	£ 53,460
	13	37	£ 48,226		17	44	£ 55,610
	14	39	£ 50,269		18	49	£ 61,429
	15	40	£ 51,356		19	52	£ 65,042
	16	42	£ 53,460		20	59	£ 73,469

Hull and East Yorkshire Pay and Grading Framework

Salary Band	Pay Points	Salary	Salary Band	Pay Points	Salary
Head of Service Roles £73,469 – £90,000 Grade 6	20	£ 73,469	Senior Management / Service / Programme Director Roles £90,000– £130,000 Grade 7	24	£90,000
	21	£ 76,500		25	£100,000
	22	£ 81,000		26	£110,000
	23	£ 85,500		27	£120,000
	24	£ 90,000		28	£130,000

Hull and East Yorkshire Pay and Grading Framework

Salary Band	Pay Points	Salary
Executive roles (including CEO) £130,000 – £170,000 Grade 8	29	£130,000
	30	£140,000
	31	£150,000
	32	£160,000
	34	£170,000



Report to the Hull and East Yorkshire Combined Authority Executive Board

28th November 2025

HEYCA HR Policy Framework

Report of the Interim Strategic Director of HR and OD

Report Status:

This report is not exempt

This is not a key decision

1. Purpose of the report

- 1.1 The purpose of this report is to request approval of the policy review schedule and current completed policies by the Executive Board to enable HEYCA to implement them immediately.

2. Recommendations

- 2.1 That the Executive Board approve the attached draft policy review schedule for adoption by the Combined Authority along with the timeframes for adoption of individual policies.
- 2.2 That the Executive Board approve the attached draft HR policies for adoption by the Combined Authority, namely:

- Other Leave (including Maternity leave, Paternity Leave, Adoption leave, Bereavement leave, Jury Service leave and Family leave)
- Absence Management
- Recruitment and Selection
- Travel, Accommodation and Subsistence

3. Background

- 3.1 The establishment of the Hull and East Yorkshire Mayoral Combined Authority (the MCA) is a legal requirement of the devolution deal agreed by Kingston upon Hull City Council and East Riding of Yorkshire Council with the UK Government in September 2024.
- 3.2 The MCA is a separate legal entity to the two councils, holding its own budget and it will employ its own staff. It is essential that robust and clear employment policies are in place, in line with employment legislation and best practice to provide a safe, legal and well led environment for staff.
- 3.3 The MCA maintains robust and transparent decision-making to support public accountability. It has established a constitution and adopted a Corporate Governance Code and Framework which aligns with best practice guidance and is based on six core principles of good governance - including transparency, accountability and integrity.

4. Policy Framework Priorities

- 4.1 Work has been undertaken to prioritise requirements of the MCA during its start-up phase, considering relevant legislative and MCA Constitutional requirements, as well as general system rules and process expectations.
- 4.2 A number of key areas are already covered by the Constitution and are therefore deprioritised accordingly.
- 4.3 Members will remember that the first tranche of policies were approved at the October Board meeting. This report brings forward the next tranche that have been completed.

5. Other Considerations

- 5.1 Members will note that references are made in these HR policies to Trade Unions. As HEYCA does not yet have any substantive staff, there is not yet a Trade Union Recognition and Partnership Agreement in place. This will be remedied and a report will be brought to a future meeting.
- 5.2 Members will similarly note that references are also made in these HR policies to Occupational Health Services. These services are also not yet in place for HEYCA. A procurement process is currently being run to remedy this gap and will be formalised through the normal mechanisms.

6. Next Steps

6.1 Over the coming months, members can expect to see a series of policies being brought to the Executive Board for authorisation, with an ultimate aim of a full compliment of relevant policies within 6 months.

6.2 It is expected that the following policies will be brought before the Board in January 2026:

- Menopause Policy
- Flexible Working Policy
- Redundancy Policy
- Domestic Abuse Policy
- Learning and Development Policy
- Retirement Policy
- Relocation Policy
- Substance Misuse Policy
- Work Experience
- Managing Work Performance

7. Legal Implications and Statutory Officer Comments

7.1 The recommendations in this report align with relevant applicable best practice and regulation.

8. Financial Implications and Statutory Officer Comments

8.1 The recommended policies within this report accord with the authority's financial regulations and they are reasonable and appropriate from a financial perspective.

Miriam Heppell, Interim Strategic Director of HR and OD

Contact Officers:

Miriam.heppell@hullandeastyorkshire.gov.uk

Tony.maione@hullandeastyorkshire.gov.uk

Officer Interests:

None

Appendices:

- Policy Review Schedule

- Other Leave (including Maternity leave, Paternity Leave, Adoption leave, Bereavement leave, Jury Service leave and Family leave)
- Absence Management
- Managing Work Performance
- Recruitment and Selection
- Work Experience
- Expenses

Background Documents:

RECRUITMENT AND INDUCTION POLICY

Authorship:	Strategic Director of HR & OD (Interim)
Committee Approved:	Executive Board
Approved date:	28/11/2025
Equality Impact Assessment:	11/2025
Target Audience:	Hull and East Yorkshire Combined Authority Employees
Policy Number:	HEYAM 1
Version Number:	v1.1

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.

AMENDMENTS

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approving body	Approval date	Date published on website
1.1	Strategic Director of HR & OD (Interim)	New Policy	Executive Board	28/11/2025	N/A

Contents

1	Introduction	4
2	Purpose and Scope	4
3	Principles	4
4	Roles and Responsibilities	5
4.1	Chief Executive (Head of Paid Service)	5
4.2	Executive Directors and Other Directors	6
4.3	Recruiting Managers	6
5	Recruitment Process	6
5.1	Pre-Recruitment Checklist	6
5.2	Recruitment to Temporary Vacancies	6
5.3	Ringfencing of a Vacancy	7
5.4	Advertising a Vacancy	7
5.5	Selection Process	7
5.6	Pre-Employment Checks	7
5.7	Withdrawal of an Offer of Employment	8
5.8	Probation Period and Induction	8
6	Impact Assessments	8
6.1	Equality	8

1 Introduction

1.1 Hull and East Riding of Yorkshire Combined Authority (the "Combined Authority") is committed to attracting, selecting and retaining the best talent to deliver high-quality and effective services to local residents.

1.2 The Recruitment and Induction Policy sets out the process for recruitment and selection which enables the Combined Authority to respond in a fair, transparent, flexible and agile manner to changing workforce needs, while remaining compliant with legal, equality and diversity requirements and reflecting the communities it serves.

2 Purpose and Scope

2.1 The purpose of this policy is to set out a clear, consistent and transparent framework for recruiting and inducing employees to the Combined Authority. It aims to:

- Ensure recruitment and induction processes support the Combined Authority's vision and workforce planning needs
- Promote fairness, equality and diversity in all recruitment activities
- Enable agile and flexible approaches to attract and retain talent, including the ability to appoint to permanent or fixed-term roles through approved recruitment agencies where appropriate
- Provide guidance to managers and staff on their responsibilities throughout the recruitment and induction process
- Ensure compliance with all relevant legislation, safeguarding requirements and best practice standards.

2.2 This Policy applies to all employees of the Combined Authority, including those on temporary or fixed-term contracts. It applies to those recruited directly or via approved recruitment agencies, as well as internal transfers and promotions.

3 Principles

3.1 The following principles underpin the Combined Authority's approach to recruitment and induction:

- *Agility and Flexibility* - Recruitment processes will adapt to organisational needs, including expedited routes for critical roles
- *Equality and Diversity* • All candidates will be treated fairly under the Equality Act 2010. Additionally, applicants leaving care will be treated as if this is a protected characteristic legally.
- *Merit-Based Selection* • Appointments will be based on skills, experience and suitability
- *Transparency* • Clear documentation and audit trails will be kept for all decisions
- *Safeguarding* • Compliance with safer recruitment standards for roles potentially involving vulnerable groups
- *Localism* • The Combined Authority exists to create a more prosperous Hull and East Riding of Yorkshire for everyone who lives here. Emphasis will therefore be placed on candidates demonstrating a clear understanding of and commitment to these local areas.

3.2 The Combined Authority also endeavours to be an equal opportunities employer and has taken measures to ensure that any opportunity for discrimination during the recruitment process is minimised. Personal information is removed from application forms prior to short listing and is used for monitoring purposes only. The Combined Authority will also ensure that objective selection criteria are used, the decision-making process is recorded and it can be demonstrated that appointments are made on merit. It also is committed to guaranteeing that all applicants who meet the essential criteria and identify as having a disability will receive an interview.

3.3 Data is held and destroyed in line with data protection legislation. Only information essential to the recruitment decision and employment contract will be obtained and will be kept in accordance with relevant legislative provisions.

4 Roles and Responsibilities

4.1 Chief Executive (Head of Paid Service)

The Chief Executive (Head of Paid Service) is responsible for:

- Establishing and maintaining this Policy
- Ensuring the fair and equitable application of this policy

4.2 Executive Directors and Other Directors

Executive Directors and other directors have responsibility for embedding this Policy within their respective areas, ensuring its requirements are adhered to. Approval to recruit to a vacancy must also be given by the Executive Director under whose department the vacancy arises and subject to the confirmation of alignment to strategic workforce planning and budgetary controls.

4.3 Recruiting Managers

Recruiting Managers are responsible for:

- Gaining authorisation from the relevant Executive Director to recruit to a vacancy
- Preparing full details of the vacancy, e.g. draft advertisement, job description and person specification in consultation with the specialist HR advisor, as appropriate
- Arranging interview dates and interview panel members
- Conducting interviews and providing feedback to candidates
- Providing details of successful candidates to the specialist HR advisor
- Recruiting staff by applying the full requirements of this Policy, including but not limited to, the aspects relating to equality of opportunity and fairness, and documenting decisions accordingly.

5 Recruitment Process

5.1 Pre-Recruitment Checklist

The following checklist should be completed and confirmed with the relevant Executive Director, prior to commencing a formal recruitment process:

- Have the duties for the new (or existing) vacancy been reviewed and confirmed?
- Can the work alternatively be reasonably absorbed by re-organising existing resources?
- Has skill mix been considered as an alternative to recruitment?
- Has the rationale for a permanent or temporary appointment to the vacancy been confirmed?
- Is the vacancy suitable to be covered by a temporary secondment?
- Have the terms and conditions for appointment been established in advance?

5.2 Recruitment to Temporary Vacancies

The recruitment and selection principles set out in this Policy apply equally where a vacancy arises on a temporary basis, such as in the case of long-term sickness cover or maternity leave. In such circumstances, initial consideration would be given to internal secondment or temporary promotion wherever possible to cover the temporary vacancy, subject to the business needs of the organisation.

Utilisation of commercial agency staff may also be considered as an alternative to a full recruitment process to a temporary vacancy, where this is deemed to be more cost effective on a case-by-case basis. The Combined Authority reserves the right to appoint to substantive roles following a period of successful agency placement, where this best meets the business needs of the organisation. No such cases should be considered without the prior approval of the Strategic Director of HR & OD (interim) or another Executive Director in their absence.

5.3 Ringfencing of a Vacancy

The ringfencing of a vacancy would only normally apply where other Combined Authority permanent posts have been designated "at risk" and the vacancy is judged to represent suitable alternative employment for one or more of the displaced staff. Specialist HR advice must be sought in such circumstances however the shortlisting may be limited, in the first instance, to displaced staff who meet the essential criteria for the vacancy.

5.4 Advertising a Vacancy

All Combined Authority vacancies will be advertised internally. In addition, where additional external advertising is deemed necessary and approved by the relevant Executive Director or Director, the recruiting manager should establish the most efficient and effective method of advertising, having due regard to factors such as the seniority or specialist nature of the role. A clear value for money rationale for external advertising must be established in advance in all instances.

The Combined Authority may also choose to participate, from time to time, in a local clearing house arrangements / knowledge and skills pools with other local government or public sector agencies. Vacancies will also be advertised through this mechanism, where established and in operation.

5.5 Selection Process

All those involved in the shortlisting and / or recruitment interview must ensure that they focus on the essential requirements of the job and skills needed to perform it effectively. They must also follow any shortlisting and interview guidance that the Combined Authority may issue from time to time. As a minimum, written notes must be kept that record the systematic assessment of each candidate and rationale for the appointment decision.

5.6 Pre-Employment Checks

Satisfactory checks against the following must be completed prior to the offering of an employment contract to the successful candidate:

- verification of identity
- medical clearance
- receipt of satisfactory references
- proof of right to work checks
- evidence of satisfactory Disclosure and Barring Service (DBS) certificate (where required for the role)
- proof of relevant qualifications and professional registration (where these are necessary for the role appointed to)

5.7 Withdrawal of an Offer of Employment

The Combined Authority reserves the right, after careful consideration, to withdraw the provisional offer of employment. Specialist HR advice must be sought in advance in such circumstances and the clear grounds explained and rescinding of the employment offer made in writing to the candidate. Such circumstances are typically rare but could include unsatisfactory references or a failure against other pre-employment checks.

5.8 Probationary Period and Induction*

A contractual probationary period provides an opportunity for both the employee and the Combined Authority to assess suitability for the role. It ensures performance, conduct, and cultural fit meet organisational standards before confirming permanent employment.

The standard Combined Authority probationary period is 6 months. This may be extended by a further 3 months where performance requires further review.

It is the responsibility of line managers to provide clear objectives, feedback and support to new employees and new employees' responsibility to engage with induction, training, and performance expectations.

Should performance or conduct remain unsatisfactory after reasonable support and extension, employment may be terminated following due process within the probationary period, with one week's notice from either party.

The successful completion of the probationary period is also conditional on successful completion of the Combined Authority induction requirements, which may include core induction on the organisation's values, policies and compliance, together with role-specific induction such as team objectives, systems and processes and health and safety.

** The Employment Rights Bill is currently nearing the final stages of Parliamentary approval prior to Royal Assent. It sets out a new statutory probation period, the precise length of which is presently subject to consultation. Employers retain the ability to maintain contractual probationary terms over and above the statutory rights set out in the Bill. The Combined Authority will review its current probation terms to ensure that they remain consistent with the Bill, once it is placed on the Statute Book.*

6 Impact Assessments

6.1 Equality

○

Hull and East Yorkshire Combined Authority is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are placed at a disadvantage over others.

It is required that an assessment be carried out on a new policy that is likely to impact on staff, visitors, contractors, citizens or anyone else involved in the business of the Combined Authority.

Potential adverse impact on any protected group identified through such assessment will be monitored as part of the routine work to monitor compliance with the policy.

TRAVEL, ACCOMODATION, SUBSISTENCE AND OTHER EXPENSES POLICY

Authorship:	Strategic Director of HR & OD (Interim)
Committee Approved:	Executive Board
Approved date:	28/11/2025
Equality Impact Assessment:	11/2025
Target Audience:	Hull and East Yorkshire Combined Authority Employees
Policy Number:	HEYCA T&S 1
Version Number:	v1.1

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

AMENDMENTS

Amendments to the policy may be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approving body	Approval date	Date published on website
1.1	Strategic Director of HR & OD (Interim)	New Policy	Executive Board	28/11/2025	N/A

Contents

1	Introduction	4
2	Purpose and Scope	4
3	Principles	4
4	Travel Expenses	5
4.1.1	Public Transport	5
4.1.2.	Mileage Allowance	5
4.1.3	Insurance	6
4.1.4	Mileage Calculations	6
4.1.5	Other Costs	6
5	Subsistence	6
5.1	Meal Allowances	6
5.2	Overnight accommodation and expenses	7
6	Impact Assessments	7
6.1	Equality	7

1 Introduction and Purpose

Hull and East Yorkshire Combined Authority (the Combined Authority) is committed to providing a high quality and productive work environment that supports the delivery of its principles and promotes the wellbeing of its staff. This includes adopting and maintaining a comprehensive suite of staff and human resource policies.

It is recognised that employees may necessarily incur travel, accommodation, subsistence or other legitimate expenses whilst carrying out Combined Authority duties. This Policy sets out the framework for reimbursable expenses.

2 Purpose and Scope

The purpose of the Policy is to establish the scope and rates of reimbursable costs and expenses incurred when carrying out legitimate Combined Authority business, whilst also ensuring that:

- All employees have a clear and consistent understanding of the Combined Authority's policy for business travel and expenses
- Employees use the most cost-effective method of travel for a reasonable level of service and comfort.
- The Combined Authority secures the maximum value for money from public resources.

The Policy applies to all employees who are employed by the Combined Authority. This includes employees on temporary contracts and fixed term contracts. Staff who are seconded from other employing organisations, agency workers or contractors (workers engaged through 'employment intermediaries') should refer to their own employer policies.

This Policy does not apply to Members of the Combined Authority. They should refer to the relevant Member's expense policy (Combined Authority or Constituent Council, as appropriate).

3 Principles

The Combined Authority has adopted the National Joint Council (NJC) for Local Government Services' National Agreement terms for travel, subsistence and other associated expenses (otherwise known as the Green Book) – the principal elements of which are set out below. It may however, in due course, enter into locally negotiated agreement for travel and subsistence arrangements.

The NJC Agreement defines such expenses as,

“Employees necessarily incurring additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced, in accordance with local arrangements”.

All Combined Authority staff are responsible for complying with this Policy and any associated guidelines. All employees submitting claims through this Policy must maintain, as necessary, the following:

- Receipts
- Details of the business purpose and duration of travel
- Mileage logs (for mileage expenses)

They have a responsibility to transport themselves to and from their normal place of work at the required time and will not be reimbursed mileage for their home to work travel, unless claiming excess travel where such circumstances apply.

All staff will use the most cost effective, efficient and appropriate means of transport when travelling on official business and will be reimbursed at the appropriate and agreed rate. The Combined Authority assumes no obligation to reimburse employees for expenses that do not comply with this policy or which have not been appropriately authorised. Employees are not entitled to claim back travel or subsistence claims through petty cash under any circumstances.

Where in operation, overnight accommodation or travel should be booked in advance through approved channels or preferred suppliers.

Employees who do not comply with this Policy and any related guidance may be subject to:

- Delay or withholding of reimbursement, or
- Disciplinary action in line with the Combined Authority's Disciplinary Policy and procedure.

4 Travel Expenses

4.1.1 Public Transport: Expenses will be reimbursed at standard (second class) rates.

4.1.2 Mileage Allowance: A rate per mile travelled will be payable for use of private vehicles for work purposes, based on NJC approved rates. These rates align with His Majesty's Revenue and Custom's (HMRC's) approved mileage rates, which are currently as follows:

- *Cars and vans:* 45p per mile for the first 10,000 miles, then 25p per mile thereafter
- *Motorcycles:* 24p per mile
- *Bicycles:* 20p per mile
- An additional payment of 5p per passenger, per business mile, can be claimed for carrying fellow employees in a car or van on journeys which are also work journeys for them.

For further information, including current rates, please visit the HMRC site at:

<https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

4.1.3 Insurance

Employees using private cars for business purposes must have appropriate business insurance included on their car insurance policy, including indemnifying the employer against all third-party claims (including those concerning passengers) arising out of the use of their vehicle for carrying out the business of their employer. It is the employee's responsibility to check their policy includes appropriate business insurance.

4.1.4 Mileage Calculations

All employees claiming business mileage costs must maintain an official record of their journey giving full details of each journey, the reason for the journey and the names of any official passengers. Mileage claims should be restricted to the shortest and most direct routes possible for journeys undertaken.

Where an employee makes an official journey involving a diversion from their normal home to work journey, the mileage reimbursed will be the difference between the mileage incurred and the employee's normal home to work mileage.

All mileage claimed in the course of an employee's work will be subject to a deduction of the normal home to work and work to home mileage, as appropriate.

A deduction will be made if an employee incurs work mileage on a particular day but does not visit their work base. The deduction is the actual mileage the employee would have incurred if they had travelled directly from home to base and return.

Employees who use their own transport (including lease car) to travel outside the Council's boundaries and who are away from home overnight are required to deduct one amount of home to work/work to home private mileage from their claim for each day or part day thereof of their official journey.

4.1.5 Other Costs: Parking fees, tolls and other necessary travel-related expenses may be reimbursed at face-value cost. All such claims must be accompanied by a receipt.

5 Subsistence

5.1 Meal allowances - Combined Authority employees may claim the following meal allowances when away from their normal place of work on official duties in the circumstances stipulated below:

Allowance	Qualifying Criteria	Amount (£)
Breakfast	The employee has an absence of more than four hours and leaves home before 6.00am	6
One meal absence *	Continuous absence from usual workplace for between 5 and 7.5 hours	15

Two meal absence *	Continuous absence from usual workplace for more than 7.5 hours	25
--------------------	---	----

* All such claims must be accompanied by a receipt. The allowance will not be paid where a suitable meal is provided at the location where the employee is working from.

5.2 **Overnight accommodation and expenses**

The Combined Authority will reimburse (or approve) the reasonable cost of overnight hotel accommodation where overnight stays are necessary when carrying out Combined Authority business (typically where an employee spends two or more continuous days working at a location more than two hours commute from their home or base – whichever is the closest).

Reasonable hotel costs are reimbursed (or approved) at the HMRC Benchmark Rates (2025) for Overnight Hotel Accommodation, as follows:

Category	Qualifying Criteria	Amount (£)
Accommodation – London *	Located within the M25 boundary	Up to 165 per person, per night, inclusive of VAT
Accommodation – Rest of UK *	Located outside the M25 boundary	Up to 145 per person, per night, inclusive of VAT
Incidental Overnight Expenses	Incidental costs incurred during overnight stays, including: - Business-related phone calls - Parking - Other minor expenses	Up to 25 per person, per night

* In exceptional circumstances, higher rates may be approved should suitable accommodation not be available within the benchmark limits. **All** accommodation at a higher rate than the specified allowance **must** be authorised in advance by the Chief Executive (Head of Paid Service) or another Executive Director in their absence.

6 **Impact Assessments**

6.1 **Equality**

Hull and East Yorkshire Combined Authority is committed to creating an environment where everyone is treated equitably and the potential for discrimination is identified and mitigated. It aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are placed at a disadvantage over others.

It is required that an assessment be carried out on a new policy that is likely to impact on staff, visitors, contractors, citizens or anyone else involved in the business of the Combined Authority.

Potential adverse impact on any protected group identified through such assessment will be monitored as part of the routine work to monitor compliance with the policy.

POLICY	HEYCA POLICY NUMBER	APPROVAL DATE / PLANNED COMMITTEE DATE	REVIEW SCHEDULE	ACCOUNTABLE DIRECTOR / AUTHORSHIP
Display Screen Equipment Policy	HEYCA DSA 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
Manual Handling Policy	HEYCA MH 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
Health & Safety Policy	HEYCA H&S 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
First Aid at Work Policy	HEYCA FAaW 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
Fire Safety Policy	HEYCA FS 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
Corporate Complaints Policy	HEYCA CC 1	22/10/2025	Biennially or when legal changes require update	Strategic Director of Legal & Governance and Monitoring Officer (interim)
Annual Leave Policy	HEYCA A/L 1	22/10/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Bullying and Harassment Policy	HEYCA B&H 1	22/10/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)

Disciplinary Policy	HEYCA Disc 1	22/10/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Grievance Policy	HEYCA Griev1	22/10/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Absence Management	HEYCA Abs M 1	28/11/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Other Leave (including Maternity leave, Paternity Leave, Adoption leave, Bereavement leave, Jury Service leave and Family leave)	HEYCA Leave 1	28/11/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Managing Work Performance	HEYCA Man WP 1	30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Recruitment and Selection	HEYCA Rec / Sel	28/11/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Work Experience	HEYCA WE 1	30/01/26	12 Months initially, then biennially or when legal	Strategic Director of HR & OD (Interim)

			changes require update	
Travel, Accommodation and Subsistence Policy	HEYCA Exp 1	28/11/2025	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Menopause Policy	HEYCA Meno1	30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Flexible Working Policy	HEYCA FW1	30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Redundancy Policy	HEYCA Red1	30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Domestic Abuse Policy		30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Learning and Development Policy		30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Retirement Policy		30/01/26	12 Months initially, then biennially or when legal changes	Strategic Director of HR & OD (Interim)

			require update	
Relocation Policy		30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)
Substance Misuse Policy		30/01/26	12 Months initially, then biennially or when legal changes require update	Strategic Director of HR & OD (Interim)



Report to the HEYCA Executive Board

28 November 2025

Combined Authority Investment

Report of the Strategic Lead – Investment

Report Status:

This item is not exempt

Therefore exempt reasons are not applicable

This is a non-key decision.

1. Purpose of the Report and Summary

- 1.1 The report provides an update on the development of the Strategic Investment Framework, outlining the work underway and progress on each of the workstreams. It is proposed that an Investment Board is put in place as an advisory board, as envisaged in the adopted HEYCA Portfolio arrangements, to oversee the Strategic Investment Framework and Investment Pipeline.

2. Recommendations

- 2.1 It is recommended that the HEYCA Board
- i. Note the update on work to establish core HEYCA investment capabilities.
 - ii. Agree to establish a HEYCA Investment Board, as envisaged in the adopted Portfolio Arrangements, and an Independent Advisory Panel, in line with the Terms of Reference enclosed at Appendix 1 and Appendix 2.
 - iii. Delegate final decisions on membership to the Portfolio Holder for Investment, in consultation with the Mayor, the Portfolio Holder for Skills, and the Chief Executive.

- iv. To instruct the Monitoring Officer to make the minimum amendments necessary, if any, to the Combined Authority's Constitution, the Single Assurance Framework and any other element of the Governance Framework to implement the recommendations in this report, if approved.

3. **Reasons for Recommendations**

- 3.1 Executive Board members, at their meeting on 25 July 2025, agreed the report, *Allocation of Portfolios 2025/26*.

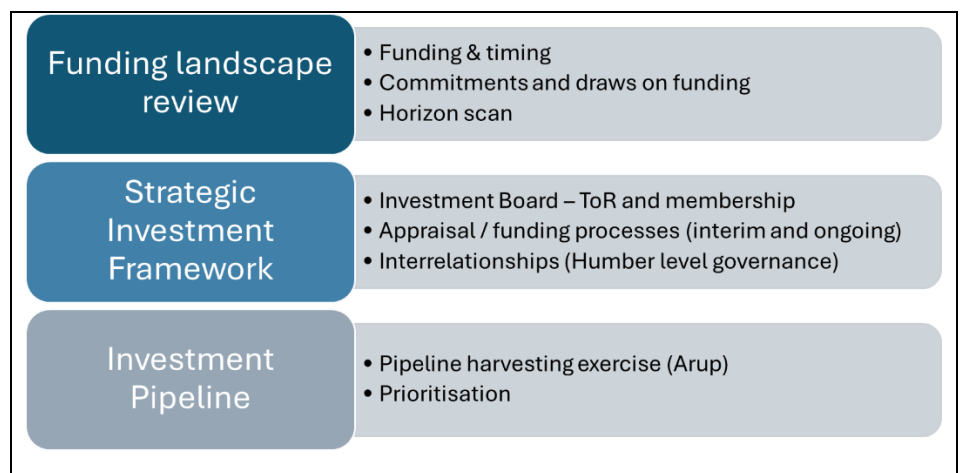
That report set out the arrangements for each Portfolio including, at paragraph 16(c) (p.28), that the Investment Portfolio Holder, Cllr Handley, would “*Convene and Chair an Investment Board to make recommendations to the HEYCA Board*”.

Accordingly, this report sets out, at Appendix 1, terms of reference for an Investment Board, including an outline of intended membership.

4. **Background**

- 4.1 A programme of work is underway to create the core investment capabilities for the Hull and East Yorkshire Mayoral Combined Authority, including a pipeline of projects and structures and governance necessary for robust, evidence-based decision making.

Three workstreams are in place as outlined in the graphic below.



Work is progressing in each area.

Funding Landscape Review

The review consolidates understanding of the different HEYCA funding streams and analyses these by portfolio. The review also seeks to identify existing and future commitments and other potential draws on this funding, to inform future HEYCA financial strategy.

This paper is in the final stages of development.

Strategic Investment Framework

The Strategic Investment Framework will set out the principles and processes that govern how investment decisions are made by HEYCA. It ensures that investment decisions are consistent, transparent and aligned with HEYCA priorities.

The Framework will set out:

- The scope of available and aligned funds
- How decisions will ensure investments are strategically aligned with HEYCA priorities
- Governance and accountability arrangements (including the Investment Board as proposed in section 5 below)
- Investment principles and prioritisation criteria
- Investment appraisal processes and lifecycle
- An approach to monitoring and evaluation

Investment Pipeline

Work is underway to collate investment opportunities across the region and start the process of high-level appraisal and pipeline prioritisation. The work is being undertaken on a phased basis, initially including HEYCA, constituent local authorities and other strategic public sector partners.

The pipeline will be prioritised based on strategic alignment, alongside consideration of stage of development, size, risk and other factors. The Investment Pipeline will be considered by the Investment Board on an on-going basis, both to identify and prioritise investments that can be recommended to the HEYCA

Board, and to recommend a strategic pipeline for inclusion in the Local Growth Plan, and other related strategic investment matters.

Board Members will also wish to note that HEYCA are due to be represented at the National Investment Summit hosted by the Chancellor of the Exchequer on 21 October. A verbal update can be provided at the meeting if helpful.

5. **HEYCA Investment Board**

- 5.1 The HEYCA Investment Board is proposed as an Advisory Board to the HEYCA Board which will recommend investment decisions for approval by the HEYCA Board.
- 5.2 The Investment Board will oversee the investment pipeline and review proposals and business cases through the project lifecycle in line with the HEYCA Single Assurance Framework. It will also consider strategic matters related to investment, where helpful, and other funding decisions in line with external funding conditions and other requirements, but does not duplicate or replace the role of the Business Board in providing HEYCA with input from a broad business voice.
- 5.3 A recommended Terms of Reference for the Investment Board, and an approach to Membership, are provided at Appendix 1 for Board Approval.
- 5.4 Because the Combined Authority's funding landscape is still evolving, the scope of the Investment Board is flexible and will be determined on an on-going basis by the HEYCA Board.
- 5.5 The initial focus of the Investment Board is expected to be the flexible investment fund, and it may in future consider the Local Growth Fund (announced at the Spending Review) as well as future funding for regeneration, community development and other matters. Any Portfolio Holder has the right to attend the Investment Board when it considers funds in the scope of their Portfolio. It is expected that funding for core transport and skills activity would not be in scope for the Investment Board.
- 5.6 The Investment Board will be supported by an Investment Advisory Panel. A recommended Terms of Reference for the Investment Advisory Panel, and an approach to Membership, are provided at Appendix 2 for Board Approval.

Subject to Board approval, the next steps will involve:

- 5.7
- The Portfolio Holder for Investment will confirm the Membership of the Investment Board and the Investment Advisory Panel, having consulted with the Mayor, Cllr Ross and the Chief Executive.
 - A first meeting of the Investment Board will be held as soon as practical, at which the Members will agree their Terms of Reference, receive a briefing on key HEYCA priorities and the strategic investment landscape for the region, and consider any investment items for recommendation as necessary.
 - Subsequent meetings will be held as required and will prioritise making investment recommendations to the HEYCA Board to make best use of available funds.

6. **Equalities Impact Information**

- 6.1 Although there are no direct equalities impacts arising from this report, the agreement of the proposed Investment Board Terms of Reference will help to ensure that the HEYCA investment funds are deployed in a way that does not lead to any adverse equalities.

7. **Options and Risk Assessment**

- 7.1 To endorse the proposed Investment Board Terms of Reference. An Investment Board will support the development of a strong pipeline of investment opportunities and consistent and ambitious investment decision making, encouraging strategic investments that will bring sustainable and long-term economic benefits to the area. While comments and feedback are sought and welcome, there is a risk that significant or material change will not help to realise the same anticipated level of benefit.
- 7.2 Should the Board conclude to not endorse the proposed Investment Board Terms of Reference as set out in the report, this could lead to more ad-hoc investments coming forward with little or no long-term benefit. It could give a negative message to investors and stakeholders and ultimately impact the Combined Authority's reputation. It will also increase the direct workload of the HEYCA Board and limit specialist independent input.

8. **Legal Implications and Statutory Officer Comments**

- 8.1 The recommendations in this report, if approved, create an Independent Advisory Panel and a HEYCA Investment Board. The

recommendations align with previous decisions of Executive Board on 25 July 2025 Allocation of Portfolios 2025/26 as noted and include enabling recommendations. The annexes to this report are initial terms of reference for the two bodies proposed to be created. These are considered to be appropriate governance documents to enable progress and can be reviewed periodically.

9. **Financial Implications and Statutory Officer comments**

- 9.1 There are no direct financial implications arising from the recommendations within this report. Establishment of the governance framework will enable the decision making to allocate funding towards investment priorities going forward.

Contact Officers:

Julian Nelson – Interim Director of Finance

Officer Interests:

None

Appendices:

Appendix 1: Hull and East Yorkshire Combined Authority Investment Board Terms of Reference

Appendix 2: Hull and East Yorkshire Combined Authority Investment Advisory Panel Terms of Reference

Background Documents: none

Appendix 1. Hull and East Yorkshire Combined Authority Investment Board

Terms of Reference

1. Purpose

The Investment Board is an advisory committee to the Hull and East Yorkshire Combined Authority Board and the Mayor. It provides advice and guidance on investment matters in support of the exercise of Combined Authority and Mayoral functions.

2. Scope

Investment decisions in relation to all Combined Authority funding are in scope:

- where an investment decision is required in relation to investment proposals made in accordance with the HEYCA Single Assurance Framework, and
- unless a decision is made to apply alternative arrangements by the HEYCA Board.

Any Portfolio Holder has the right to attend the Investment Board when it considers funds in the scope of their Portfolio.

It is expected that funding for core transport and skills activity would not be in scope for the Investment Board.

3. Functions

The Investment Board will provide the following functions and will advise the Combined Authority Board accordingly:

- To review proposals, business cases and appraisals for investments in line with the Combined Authority Single Assurance Framework and make appropriate challenges
- To make recommendations to the Combined Authority Board on investment decisions
- To make recommendations for conditions to any funding decision to the Combined Authority Board (in all cases minimum conditions should specify the Availability Period, Conditions to Drawdown of Funds, Conditions for withdrawal of support and terms of clawback, change control)
- To propose the monitoring and evaluation approach related to any funding decision and to have the ability to delegate oversight of this function where appropriate
- To review and make recommendations for delegation of Combined Authority funds to constituent authorities and recommend associated necessary conditions
- To periodically review the Combined Authority investment pipeline, advising the Combined Authority Board on (re)prioritisation to align the investment portfolio with investment needs and priorities

In addition, the Board may be consulted from time to time of matters of investment strategy and policy.

It should be noted that, notwithstanding the identified role of the Investment Board to make recommendations on these matters, it may be that on occasion, the Combined Authority

Board has reason to take necessary investment decisions for in-scope matters, without reference to the Investment Board, which is acceptable provided those decisions are taken in line with the constitution and Single Assurance Framework.

The Board may appoint one or more sub-groups, in addition to the Investment Advisory Panel, for the purpose of discharging any of the Board's functions.

4. Membership

[To be determined in line with proposed delegation]

5. Frequency

The board shall meet monthly, or other frequency, as required.

6. Quorum

[To be determined in line with proposed delegation]

7. Conflicts of interest

All Members must declare any actual, potential, or perceived conflicts of interest at the earliest opportunity and in advance of the relevant item of business. The Chair shall determine the appropriate action, which may include the Member's withdrawal from discussion or decision-making on the matter. All declarations and actions taken shall be recorded in the minutes in accordance with the Authority's Code of Conduct and relevant legislation.

For the avoidance of doubt, any Elected Councillors on the Board do not need to recuse themselves from consideration of items related to investments in the Local Authority area of which they are a Member but should recuse themselves from items related to investments in their Ward, or which they have a conflict in the usual manner.

8. Remuneration

Membership of the Board is not remunerated. Members may claim reimbursement of reasonable expenses incurred in the course of their duties, in line with the Authority's approved policies.

9. Review

To be reviewed periodically, including on an annual basis by the Investment Board and Combined Authority Board.

Appendix 2: Hull and East Yorkshire Combined Authority Investment Advisory Panel

Terms of Reference

1. Purpose

The Investment Advisory Panel is a sub-group of the HEYCA Investment Board.

It exists to provide independent professional advice to support the Hull and East Yorkshire Combined Authority Investment Board to make investment recommendations to the Hull and East Yorkshire Combined Authority Board.

Investment Advisory Panel meetings will routinely consider commercially sensitive and commercially confidential information and are therefore held in private session.

2. Scope

Advice from the Panel will be requested from the Investment Board as required, with a working assumption that as a minimum, matters of substantial and / or commercial significance will routinely be considered by the Panel.

The Investment Advisory Panel does not enjoy a right of initiative.

3. Functions

The Investment Advisory Panel will:

- Support the development of high-quality investment proposals, business cases and appraisals by offering rigorous professional advice and feedback in line with the Combined Authority Single Assurance Framework.
- Ensure appropriate peer review, independent due diligence and, where necessary, external project appraisal is provided to enable robust decision making
- To make recommendations to the Hull and East Yorkshire Investment Board, including providing advice on:
 - conditions to be included as part of any funding decision to the Combined Authority Board (In all cases minimum conditions should specify the Availability Period, Conditions to Drawdown of Funds, Conditions for withdrawal of support and terms of clawback, change control); and
 - the monitoring and evaluation criteria related to any funding decision
- To oversee monitoring and evaluation of investment decisions where delegated to the Panel or as required.
- Where requested, to advise the Investment Board on other matters as directed.

4. Membership and advisory input

[To be determined in line with proposed delegation]

5. Frequency

The panel shall meet monthly in advance of meetings of the HEYCA Investment Board, or other frequency, as required.

6. Quorum

[To be determined in line with proposed delegation]

7. Conflicts of interest

All panel members must declare any actual, potential, or perceived conflicts of interest at the earliest opportunity and in advance of the relevant item of business. The Chair shall determine the appropriate action, which may include the member's withdrawal from discussion or decision-making on the matter. All declarations and actions taken shall be recorded in the minutes in accordance with the Authority's Code of Conduct and relevant legislation.

8. Remuneration

Membership of the Board is not remunerated. Officers may claim reimbursement of reasonable expenses incurred in the course of their duties, in line with the Authority's approved policies.

9. Review

To be reviewed periodically, including on an annual basis by the Investment Board and Combined Authority Board.



Report to the Hull and East Yorkshire Combined Authority Executive Board

28 November 2025

Notification of Intent – Principle for Bus Grant Funding Allocations and Delegated Authority 2026/27

Report of the Chief Executive Officer and Head of Paid Services

Report Status:

Public Item

This is a non-key decision.

Forward Plan reference:

1. Purpose of the Report and Summary

- 1.1 This report asks the Board to agree how the Hull and East Yorkshire Combined Authority (HEYCA) will manage and pass on the Department for Transport's (DfT) Bus Grant and Delegated Authority for 2026/27.
- 1.2 It sets out how the Combined Authority will act as the accountable body, while delegating day-to-day delivery of local bus service support to Hull City Council and East Riding of Yorkshire Council. The approach ensures early clarity for constituent authorities, transparent financial management, and continuity of services while longer-term delivery models are developed.

It also shows how this approach supports the Mayor's ambitions for transport: improving access, inclusion and connectivity, and ensuring that public transport helps drive investment and growth across the region.

2. Recommendations

It is recommended that the Board:

- 2.1 Agree that DfT Bus Grant funding for 2026/27 will be received by HEYCA as the accountable body, and delegated subject to mutual agreement of spending plans and allocations.
To note: It is anticipated that allocations will be received on a proportional basis by the constituent authorities. Should the Department for Transport (DfT) issue a consolidated block bus grant, the distribution of funds will be undertaken in accordance with the 2025/26 allocation formula applied by the DfT.
- 2.2

- 2.3 Approve that this delegation will be governed through a formal agreement under Section 101 of the Local Government Act 1972, setting out roles, responsibilities and assurance requirements.

- 2.4 Confirm that all Bus Grant expenditure must align with the Mayor's transport ambitions to:
- Improve access and connectivity;
 - Ensure inclusive, reliable and affordable transport links;
 - Increase long-term investment in sustainable public transport; and
 - Support other Mayoral priorities including housing, jobs, skills and the environment.

Delegate authority to the Chief Executive, in consultation with the Section 73 Officer and Portfolio Holder, to confirm allocations and sign the delegation agreements once DfT confirms the 2026/27 funding amount. A decision which is expected by December 2025.

3. **Background / Reasons for Recommendations**

- 3.1 Since 2022/23, DfT has provided Bus Service Improvement Plan (BSIP) funding to support local bus services. From 2025/26, this has been rolled into a single Bus Grant managed through Mayoral Combined Authorities.
- 3.2 HEYCA will receive the funding directly from DfT and passport it to Hull City Council and East Riding of Yorkshire Council. DfT may not confirm the 2026/27 allocation until December 2025, so early approval of this principle is vital to allow both authorities to plan bus contracts for April 2026.
- 3.3 This decision will ensure:
- Continuity of service through delegation to experienced local teams.
 - Arrangements are in line with Section 101 agreements, which define responsibilities and assurance.
 - Shared management of financial and operational risks.
- 3.4 This approach is intended to focus on partnership and readiness for enhanced partnership options which are currently undergoing a consultation. It also uses learning from other MCA bodies such as York and North Yorkshire who have developed a similar process to ensure continuity of service.

4. **Issues for Consideration**

- 4.1 The Mayor's Ambition for Transport

The Mayor's ambition for transport is to be a key enabler of regional growth, connecting communities, improving daily lives and reducing inequality by supporting all of his core portfolios in investment, housing, skills and health. The Bus Grant will contribute by:

- Providing accessible and affordable transport to jobs, education and services.

- Supporting inclusion in rural and coastal communities.
- Encouraging investment in modern, low-emission buses.
- Strengthening integration between bus, rail and active travel.

4.2 How the Funding Will Be Managed

HEYCA will receive the Bus Grant and manage it under the following arrangements:

- Accountable body – HEYCA holds and distributes the funding and ensures compliance with DfT conditions.
- Delegated delivery – Funds are delegated to Hull City Council and East Riding of Yorkshire Council under a formal Section 101 Agreement.
- Joint governance – The established Transport Officer Group will oversee spending plans and risks.
- Joint reporting – Quarterly performance and financial returns will be submitted to DfT jointly.
- Publicity – All communications will use consistent “Hull and East Yorkshire” branding.

5. Equalities Impact Information / Risk analysis

5.1	Risk	Impact	Mitigation
	Delay in DfT confirmation	May delay bus contract renewals	Early Board approval allows constituent councils to plan tenders; interim funding flexibility retained
	Lower-than-expected allocation	Potential reduction in supported services	Joint reprioritisation of routes and fare schemes; contingency in local budgets
	Inadequate reporting or compliance	Risk of clawback or reputational damage	Section 101 agreements to define audit and reporting standards
	Misalignment with Mayoral priorities	Inconsistent outcomes or investment	Joint review and Mayoral sign-off of delivery plans
	Governance breakdown	Duplication or accountability issues	Quarterly governance meetings with joint officer representation

Residual risk: Low to Moderate, reflecting dependencies on DfT timetable and assurance processes.

6. **Options and Risk Assessment**

In developing the approach for the Bus Grant funding for 2026/27, the officers of the MCA, Hull and East Riding of Yorkshire considered several alternative options for Bus Grant Funding.

6.1 **Option 1: MCA retention and direct management**

HEY MCA could have held and managed the funding centrally. This was rejected as the MCA does not yet have the powers or delivery structures to manage local bus operations, and doing so would have duplicated existing council processes and delayed delivery.

6.2 **Option 2: MCA-led investment programme**

Pooling the grant into a single MCA programme was considered. This was rejected because the funding is intended to support existing local services, not new initiatives. Centralising it would have limited flexibility and risked breaching grant conditions tied to each council area.

6.3 **Option 3: Direct commissioning by the MCA**

Using the grant to commission services directly was ruled out as the MCA does not yet have statutory powers or procurement frameworks to act as a transport authority.

6.4 **Option 4: Joint delivery model**

A shared MCA–council delivery model was considered but rejected due to short timescales and added administrative complexity.

7. **Legal Implications and Statutory Officer Comments**

7.1 The Combined Authority may delegate the exercise of its transport functions under **Section 101(1) of the Local Government Act 1972**.

7.2 The delegation does not remove accountability from HEYCA; rather, it allows constituent authorities to act on its behalf for defined purposes.

7.3 Each delegation agreement will specify:

- The scope of functions delegated;
- Assurance, monitoring and reporting duties;
- Financial management and audit provisions; and
- The right of HEYCA to amend or withdraw delegation if conditions are breached.

7.4 Legal Services will prepare a standard form of agreement for both authorities, ensuring consistency with YNYCA precedent and DfT grant conditions.

8. **Financial Implications and Statutory Officer comments**

- 8.1 2025/26 Governance Principle
In May 2025, the Board agreed the principle of passing on transport funding to constituent councils for 2025/26 (pages 137–143 of the May 2025 Board papers). That decision made HEYCA the accountable body for transport funding, with delivery through local councils.
- 8.2 This report is an evolution of that approach, applying it to the 2026/27 Bus Grant with clearer arrangements for joint reporting, publicity and alignment within the Mayor’s transport ambitions.

Contact Officers:

Will Dunnett, Interim Strategic Transport Advisor
Will.Dunnett@hullandeastyorkshire.gov.uk



Report to: Hull & East Yorkshire Combined Authority

Date: 28 November 2025

Budget Outlook 2025-26

Report of the interim Director of Finance (Section 73 Officer)

1. Purpose of the Report and Summary

- 1.1. The purpose of this report is to inform the Executive Board of the forecast financial position for 2025-26.
- 1.2. The 2025-26 revenue budget is forecast to outturn with a surplus of £0.7m, following the recommendation within this report. The 2025-26 capital budget for 2025-26 is £56.4m. With the exception of the Investment Fund capital budget of £4.7m, capital budgets will be distributed to the constituent councils to fund agreed spending plans.

2. Recommendations

- 2.1. It is recommended that the Executive Board approves the transfer of any surplus on the Investment Fund budget at outturn to an Investment Fund earmarked reserve.

3. Revenue Budget 2025-26

- 3.1. The forecast outturn position for 2025-26 is a surplus of £0.7m, based on information available as at 30 September 2025 and after the recommendation within this report. The following table details the original budget, revised budget, actuals to 30 September 2025, and the full year forecast (outturn).

2025-26

	Current Budget	Actual to 30 September 2025	Full Year Forecast	Forecast Variance to Revised Budget
	£m	£m	£m	£m
<u>EXPENDITURE</u>				
Operational Costs				
Employee Costs	2.198	0.877	1.840	- 0.358
Members allowances and expenses	0.191	0.037	0.191	-
Travel & subsistence	0.043	0.012	0.036	- 0.007
Communications	0.025	0.001	0.025	-
Corporate Services via SLAs	0.626	0.039	0.626	-
Mayoral Election Costs	1.352	1.352	1.352	-
Supplies and Services	0.316	0.220	0.316	-
Insurance	0.010	0.008	0.010	-
Premises	0.110	0.045	0.110	-
Contingency	-	-	-	-
Total Operational Costs	4.871	2.591	4.506	- 0.365
Investment Programme				
Investment Fund	5.708	-	-	- 5.708
UK Shared Prosperity Fund	7.021	-	7.021	-
Consolidated Active Travel Fund	0.449	-	0.449	-
Rural England Shared Prosperity Fund	0.540	-	0.540	-
Community Investment Fund	1.000	-	1.000	-
Total Operational Costs	14.718	-	9.010	- 5.708
TOTAL EXPENDITURE	19.589	2.591	13.516	- 6.073
<u>INCOME</u>				
Government Grants				
Capacity Fund	- 2.000	- 2.000	- 2.000	-
Investment Fund	- 8.670	- 8.670	- 8.670	-
UK Shared Prosperity Fund	- 6.534	- 6.534	- 6.534	-
Consolidated Active Travel Fund	- 0.449	-	- 0.449	-
DfT - Local Transport Resource Funding	- 0.634	- 0.317	- 0.634	-
MHCLG - NI Contributions Grant	- 0.140	- 0.070	- 0.140	-
DWP - Get Britain Working	- 0.100	- 0.100	- 0.100	-
Rural England Shared Prosperity Fund	- 0.540	- 0.540	- 0.540	-
Other Government Grants	-	-	-	-
Investment income	- 0.522	- 0.424	- 0.809	- 0.287
TOTAL INCOME	- 19.589	- 18.655	- 19.876	- 0.287
NET (SURPLUS) / DEFICIT BEFORE TRANSFERS TO RESERVES	-	- 16.064	- 6.360	- 6.360
Transfer to Reserves	-	-	5.708	5.708
NET (SURPLUS) / DEFICIT	-	- 16.064	- 0.652	- 0.652

- 3.2. The employees costs budget is forecast to outturn with a surplus of £0.4m due to reductions in agency staffing costs.
- 3.3. The Investment Programme is currently forecast to outturn with a surplus of £5.7m. Alongside other favourable budget variances, the overall revenue budget is forecast to outturn with a surplus of £6.4m before transfers to reserves. It is recommended that the surplus on the Investment Fund budget at outturn is transferred to an Investment Fund earmarked reserve.
- 3.4. In summary, it is forecast that HEYCA will contain its revenue costs within the funding resources available for 2025-26 and is forecast to outturn with a surplus of £0.7m, following the recommendation within this report.

4. Capital Budget 2025-26

- 4.1. The current capital budget for 2025-26 is £56.369m and consists of the following capital grants receivable by HEYCA in 2025/26:
- Local Transport Grant – £15.631m
 - Integrated Transport Block – £3.900m
 - Shared Prosperity Fund – £2.877m
 - Investment Fund – £4.670m
 - Highways Maintenance Block - £26.497m
 - Mayoral Renewables Fund – £1.450m
 - Consolidated Active Travel Fund - £1.344m
- 4.2. It should be noted that the supplementary budget for the Mayoral Renewables Fund approved by the Executive Board on 26 September, has been added to the capital budget rather than the revenue budget, following confirmation of the funding status.
- 4.3. With the exception of the Investment Fund, the capital budgets will be distributed to the constituent councils to fund agreed spending plans. Currently, no plans have been made to deploy the capital element of the Investment Fund.

5. Treasury Management

- 5.1. Treasury management is the management of the authority's borrowing, investments and cash flows, its banking, money market and capital market transactions, the effective control of the risks associated with those activities, and the pursuit of optimum performance consistent with those risks.
- 5.2. East Riding of Yorkshire Council's Finance team is undertaking treasury management for HEYCA with oversight by the Section 73 Officer and in accordance with the treasury management policy and strategy agreed by the Executive Board at its meeting on 5 March 2025.
- 5.3. The interest earned to date on cash balances invested on HEYCA's behalf is £0.424m with an average interest rate of 4.4%. The forecast investment income for the year is £0.809m. The forecast over-achievement of the budget is due to cash balances remaining at a higher level for a longer period than previously forecast.

6. Legal Implications

- 6.1. The Combined Authority is required to agree a balanced budget annually and to monitor that budget throughout the year. In addition, there is a fiduciary duty not to waste public resources, to secure value for money and ensure that good financial governance arrangements are in place.

7. Financial Implications

- 7.1. The financial implications are set out in the body of the report.

Julian Neilson
Interim Director of Finance (Section 73 Officer)

Contact Officers:

Julian Neilson, Interim Director of Finance (Section S73 Officer)
Georgina Bristow, Deputy Section 73 Officer

Background Papers:

None



Report to the Executive Board

28 November 2025

**Hull and East Yorkshire Combined Authority and the Armed Forces Covenant,
the Care Leavers Covenant and the White Ribbon Agreement**

Report of the Interim Chief Executive

Report Status:

This item is not exempt

This is a non-key decision.

1. Purpose of the Report and Summary

- 1.1 To seek approval for the Hull and East Yorkshire Combined Authority (HEYCA) to formally sign three significant national covenants and pledges — the Armed Forces Covenant, the Care Leavers Covenant, and the White Ribbon Pledge — as part of HEYCA's commitment to community wellbeing, equality, and social responsibility.
- 1.2 By signing these covenants, HEYCA will demonstrate leadership and a shared commitment with its constituent councils to:
- Support and recognise the sacrifices of service personnel and veterans.
 - Provide equitable opportunities and long-term support for young people leaving care.
 - Take an active stand in preventing violence against women and girls.

These actions will strengthen HEYCA's regional partnerships, align it with national and local good practice, and enhance its reputation as a values-driven, socially responsible organisation.

2. Recommendations

- 2.1 The Board is asked to:

- 2.1.1 Approve the Mayor's signature, on behalf of HEYCA, (1) the Armed Forces Covenant; (2) Care Leavers Covenant and (3) White Ribbon Pledge;
- 2.1.2 Delegate to the Head of Paid Service the appointment of a Champion for each Covenant or Accreditation;
- 2.1.3 Work in partnership with HEYCA's constituent authorities and other partners to further the causes covered by each of these covenants and to report progress periodically to Executive Board;
- 2.1.4 Delegate to the Head of Paid Service all actions necessary to implement the foregoing recommendations.

3. **Reasons for Recommendations**

- 3.1 Signing the Covenants at the Combined Authority level will help reinforce HEYCA's role in regional leadership by demonstrating support, along with enabling more strategic coordination across the constituent authorities and partners. Both Hull City Council and East Riding of Yorkshire Council are already signatories to all three covenants. By joining, HEYCA demonstrates alignment with constituent authorities and provides a collective approach, coordination, and visibility.
- 3.2 In addition, signing reinforces HEYCA's commitment to equal treatment, respect and fairness for everyone. It enhances community trust by showing proactive support for key social causes, which can result in economic benefits.
- 3.3 Although HEYCA is not currently legally obliged under the Armed Forces Act 2021, entering the Armed Forces Covenant as recommended positions HEYCA ahead of potential legislative developments expanding Covenant duties. Government has announced plans to extend the duty (from the current housing, education and healthcare) to include more policy areas (social care, employment and transport) which will mean HEYCA will be required to give due regard to the Covenant's principles in any event.

4. **Background**

- 4.1 The Armed Forces Covenant is a national pledge that those who serve or have served in the Armed Forces, and their families, should be treated fairly and not face disadvantage in accessing public and commercial services. The Covenant is underpinned by the Armed Forces Act 2021, which places a legal duty on public bodies, including local authorities, to pay due regard to its principles in areas such as housing, healthcare, and education. The Constituent Councils have demonstrated strong commitments to the Covenant through their respective Armed Forces and Veterans Charters and Community Covenant Delivery Groups.

- 4.2 Care Leavers Covenant is a national initiative in England which aims to support care leavers aged 16 to 25 as they transition to independent living, providing structured support. It allows for the public, private and the voluntary sectors to pledge support to support young people leaving the care system as they navigate their way into adulthood. Both Constituent Councils actively support the Care Leavers Covenant by providing practical help and support. Their joint initiatives aim to improve opportunities, independence, and wellbeing for young people leaving care across the region
- 4.3 The White Ribbon Pledge is a movement that aims to end men's violence against women and girls. The White Ribbon organisation offers both supporter and accreditation programmes to support organisations to develop positive cultures within their workforces. The Constituent Councils and other partners are both actively engaged in the White Ribbon Campaign raising awareness and integrating policy and training in workplaces.

5. **Issues for Consideration**

- 5.1 Many public sector organisations are signatories to the Armed Covenants, including Combined Authorities in other regions. The following outlines what is required from each of the three proposed signatories:
- 5.1.1 Armed Forces Covenant – A public pledge to treat service personnel, veterans, and families fairly through delivering the recommendations in this report.
- 5.1.2 Care Leavers Covenant – A national initiative to improve life chances for care leavers (16–25). This enables HEYCA to publicly sign the Covenant, appoint a Care Leaver Champion and coordinate with councils and employers.
- 5.1.3 White Ribbon Pledge – A commitment to end violence against women and girls through prevention, education, and culture change.

6. **Equalities Impact Information**

- 6.1 There are no negative equalities impacts arising from the report.

7. **Options and Risk Assessment**

- 7.1 Option 1 – Sign all three Covenants or Pledges (Recommended): This demonstrates comprehensive social leadership and alignment with the constituent authorities. The benefits of signing include strong civic reputation, partnership alignment, and national recognition.

- 7.2 Option 2 – Sign one or two only: Allows a phased rollout but misses full alignment and recognition.
- 7.3 Option 3 – Do not sign at this stage: No immediate resource commitment but risks reputational disadvantage regionally and nationally.

8. **Legal Implications and Statutory Officer Comments**

- 8.1 There are no current legal implications arising from the recommendations in this report.

9. **Financial Implications and Statutory Officer comments**

- 9.1 There are no direct financial implications arising from the recommendations in this report.

Alan Menzies
Interim Chief Executive and Head of Paid Service

Contact Officers:

Deb.gray@hullandeastyorkshire.gov.uk

Officer Interests: None

Appendices: None

Background Documents: None

OFFICIAL

