

**AT MEETING OF THE WEST YORKSHIRE PASSENGER TRANSPORT
AUTHORITY HELD AT WELLINGTON HOUSE
ON FRIDAY 26 SEPTEMBER 2008**

PRESENT: Councillor C Greaves (Chair)

Councillors M Bolt, T Brice, C Campbell, A Carter, D Congreve,
R Downes, E Firth, A Hawkesworth, G Hyde, J Jarosz, S Khan,
M Lyons, G Phelps, A Pinnock, T Swift, P Wadsworth,
G Wainwright, M Walker and A Wallace

26. PTA OF THE YEAR 2008

The Chair reported that the PTA had been awarded the PTA of the Year for the fourth time. He paid tribute to the hard work undertaken by members and staff of both the Authority and Metro.

Councillors R Downes and M Lyons supported the remarks made by the Chair.

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Rhodes and D Robinson

28. DECLARATIONS OF INTEREST

Councillors A Carter and A Hawkesworth declared personal interests in Agenda Item No 23 (Transport Governance Review).

29. MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 27 JUNE 2008

RESOLVED - That the minutes of the meeting of the Authority held on 27 June 2008 be approved and signed by the Chair.

30. MINUTES OF THE PTA SEMINAR FOR NEW MEMBERS HELD ON 2 JULY 2008

RESOLVED - That the minutes of the PTA Seminar held on 2 July 2008 be approved and signed by the Chair.

31. MINUTES OF THE PTA SEMINAR ON TRANSPORT GOVERNANCE HELD ON 9 JULY 2008

RESOLVED - That the minutes of the PTA Seminar held on 9 July 2008 be approved and signed by the Chair.

32. MINUTES OF THE PTA SEMINAR FOR NEW MEMBERS HELD ON 10 JULY 2008

RESOLVED - That the minutes of the PTA Seminar held on 10 July 2008 be approved and signed by the Chair.

33. MINUTES OF THE MEETING OF THE AUDIT & GOVERNANCE COMMITTEE HELD ON 30 JUNE 2008

RESOLVED -

(i) That the minutes of the meeting of the Audit & Governance Committee held on 30 June 2008 be noted.

(ii) That the Labour Group be allocated 1 additional place on the Committee and that Councillor G Phelps be nominated to this position with immediate effect.

34. MINUTES OF THE MEETING OF THE LOCAL TRANSPORT PLAN STEERING GROUP HELD ON 7 JULY 2008

RESOLVED - That the minutes of the meeting of the Local Transport Plan Steering Group held on 7 July 2008 be noted.

35. MINUTES OF THE MEETINGS OF THE TENDERED SERVICES WORKING GROUP HELD ON 9 JULY AND 6 AUGUST 2008

RESOLVED - That the minutes of the meetings of the Tendered Services Working Group held on 9 July and 6 August 2008 be noted.

36. MINUTES OF THE MEETING OF THE FACILITIES WORKING GROUP HELD ON 4 SEPTEMBER 2008

RESOLVED - That the minutes of the meeting of the Facilities Working Group held on 4 September 2008 be noted.

37. MINUTES OF THE MEETINGS OF THE PASSENGER CONSULTATIVE COMMITTEES

RESOLVED -

- (i) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 14 July 2008 be noted.
- (ii) That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 15 July 2008 be noted.
- (iii) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 18 July 2008 be noted.
- (iv) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 23 July 2008 be noted.
- (v) That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 24 July 2008 be noted.
- (vi) That the minutes of the Seminar for Passenger Consultative Committee Members held on 30 July 2008 be noted.

38. MINUTES OF THE MEETING OF THE CONCESSIONARY FARES WORKING GROUP HELD ON 8 SEPTEMBER 2008

RESOLVED - That the minutes of the meeting of the Concessionary Fares Working Group held on 8 September 2008 be noted.

39. MINUTES OF THE MEETING OF THE BUS WORKING GROUP HELD ON 11 SEPTEMBER 2008

With regard to minute 8, Community Transport, Comment was made that in some parts of the UK, including some PTE areas, community transport played a significant role in local public transport provision. It was commented that the government was promoting the use of community transport through the Local Transport Bill. Metro and Yorkshire Forward had jointly commissioned the Community Transport Association to produce an appraisal of the current position and future opportunities to expand the CT sector in West Yorkshire.

RESOLVED -

- (i) That the minutes of the meeting of the Bus Working Group held on 11 September 2008 be noted.

- (ii) That a report be prepared for a future meeting of the Committee setting out options to expand community transport in West Yorkshire and giving examples of good and bad practice in the sector.

40. MINUTES OF THE MEETING OF THE TAXI WORKING GROUP HELD ON 15 SEPTEMBER 2008

With regard to minute 6, Taxi Shelters, comment was made that taxis were becoming one of the main modes of transport for getting people out of the major towns and cities safely and quickly late at night.

Whilst the Authority recognised the obvious benefits of installing bus shelter style shelters for passengers, they stressed that Metro should only act as the procurement agency for Leeds City Council at no cost to the Authority.

Comment was made that officers would continue to hold discussions with Leeds with the intention that Metro would procure, install and maintain the shelter contract. Leeds City Council would then pay Metro a sum to cover all expenditure including full maintenance costs incurred over the life of the shelters.

RESOLVED - That the minutes of the meeting of the Taxi Working Group held on 15 September 2008 be noted.

41. MINUTES OF THE MEETING OF THE HIGHWAYS & TRANSPORT PLANNING LIAISON GROUP HELD ON 16 SEPTEMBER 2008

RESOLVED - That the minutes of the meeting of the Highways and Transport Planning Liaison Group held on 16 September 2008 be noted.

42. CAPITAL PROGRAMME

The Authority considered a report of the Passenger Transport Executive on the release of capital expenditure with regard to the following schemes:

- Upgrade of Metro's CCTV System
- Roadside Information Displays
- Accessbus Vehicles Phase 3
- Accessible Transport Booking & Management System
- Rail Station Improvement Scheme and
- Bus Station Cleaning Machine

Regional Funding Allocation

It was reported that the Regional Transport Board had completed its interim review of the Regional Funding Allocation and that the following four Metro (or joint) schemes had been endorsed:-

- Yorcard
- Leeds Station Southern Access
- East Leeds Parkway
- Leeds City Region Rail Growth

The Committee were advised that work was underway to develop business cases for these schemes which would require DfT approval.

It was reported that Metro was also developing submissions for further schemes based on the City Region Transport Vision and Local Transport Plan priorities.

New Generation Transport (NGT)

The Authority were informed that one of the schemes for which additional monies was being sought was the bus based New Generation Transport Scheme (NGT).

In June 2007, the Regional Transport Board approved £150m for the first phase of NGT in the period up to 2015. In approving the first £150m, the RTB also endorsed the whole project, subject to further funding being available. The overall cost of the three-line network was estimated to be up to £372m depending on the final choice of mode, routes and level of segregation. A submission to the RTB was now being developed for the balance of funds required to deliver NGT.

It was anticipated that a full business case would be submitted in Spring 2009 and initial consultation on the project would commence in November 2008.

RESOLVED -

- (i) That the release of expenditure, as detailed in paragraph 2 of the submitted report, be approved

Scheme	£
CCTV System Upgrade	815,000
Roadside Information Displays	100,000
AccessBus Vehicles Phase 3	1,733,000
Accessible Transport Booking and Management System	234,000
Rail Station Improvement Scheme	73,000
Bus Station Cleaning Machine	9,790

- (ii) That the Regional Funding Allocation process and development of further scheme submissions be noted.

43. TRANSPORT INNOVATION FUND (TIF)

The Authority considered a report of the Passenger Transport Executive seeking approval to expenditure for the development of a potential Transport Innovation Fund bid.

It was reported that within the TIF fund there was specific funding for TIF congestion which was available to authorities who brought forward innovative packages of measures to tackle the most serious congestion problems. The Department of Transport had made 'pump priming' funding available for authorities to undertake development work on the modelling and business cases required for a TIF congestion package. Metro and Leeds City Council had made a joint bid for funding to support work on developing a future transport strategy for Leeds leading to a potential bid in 2010 for full TIF funding. The overall cost of the development work through to a TIF Business Case was estimated at £4.6m split between Metro, Leeds City Council and Yorkshire Forward with 50% government support.

RESOLVED -

- (i) That the award of DfT funding and work programme for the development of a potential TIF scheme be noted.
- (ii) That expenditure of £4,605,000 as set out in paragraph 3 of the submitted report be approved.

44. POLICY UPDATE

The Authority considered a report of the Passenger Transport Executive on the Local Transport Bill and its implications for local bus services, the Transport Governance Review, the Sub National Review, Regional Spatial Strategy and Integrated Regional Framework.

Review of Transport Governance

It was reported that the review was now in its final stage. Atkins Consultants were undertaking the third round of engagement meetings with each individual partner authority and stakeholders. A presentation, and an opportunity for members to discuss the Atkins preferred model, would be considered as a separate item on the agenda.

Sub National Review

The Authority considered the Government's initial outcomes from the White Paper Sub National Review of Economic Development and Regeneration.

A copy of the joint response by the Local Government Yorkshire & Humber and Yorkshire Forward was appended to the report for members' information.

The response from the Region set out proposals for co-ownership of the Single Integrated Regional Strategy (SIRS) process, with the establishment of a new Strategic Leaders Board. The Authority was advised that a number of Boards would be commissioned to input into the development of the SIRS and ensure effective delivery by monitoring and reviewing the SIRS.

The Authority indicated that whilst they supported the general principles of the review they were concerned at proposals that the Chair of the Transport Board would be nominated by the Yorkshire Forward Board.

Members commented that in their opinion transport was being marginalised unlike the other Boards. It was their view that all Boards should be chaired by an elected representative and not by someone who was completely unaccountable.

RESOLVED -

- (i) That the report be noted.
- (ii) That with regard to the Sub National Review, a letter be sent to Local Government Yorkshire & Humber and Yorkshire Forward expressing the Authority's strong view that the Transport Board should be chaired by an accountable elected representative.

45. EXCLUSION OF THE PRESS AND PUBLIC

The Authority considered a recommendation to exclude the press and public from Agenda Items 18, 19, 20, 21 and 22 which contained exempt information as defined in paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Schedule 12A to the Local Government Act 1972.

RESOLVED -

- (i) That, as disclosure of the report would reveal details of the outcome of a commercially sensitive negotiation, the press and public be now excluded from Agenda Item 18.
- (ii) That, as disclosure of the report could prejudice future negotiations on bus station leases, the press and public be now excluded from Agenda Item 19.
- (iii) That, as disclosure of the report could prejudice future negotiations on bus station leases, the press and public be now excluded from Agenda Item 20.

- (iv) That, as disclosure of the report could prejudice future negotiations on bus station leases, the press and public be now excluded from Agenda Item 21.
- (v) That, as disclosure of the report could prejudice future negotiations, the press and public be now excluded from Agenda Item 22.

46. BUDGET UPDATE

The Authority considered a report of the Passenger Transport Executive providing an update on the outcome of discussions with operators regarding concessionary reimbursement arrangements and the impact this had on the budget and three year financial strategy.

The Authority welcomed the agreement which had been reached on concessionary fares reimbursement with First which had effectively fixed 95% of the concessionary budget and now brought a level of certainty to the budget removing the need to make cuts from areas such as tendered services and child concessions.

It was stressed that whilst the agreement had mitigated risks relating to fuel and fare increases, the situation was still volatile particularly as initial indications had suggested a high take up of elderly travel which inevitably would translate to higher payments if that trend continued.

Comment was also made that there was further uncertainty in 2011/12 when the agreement ended and the risk arose that the Authority would not have sufficient funds to meet concessionary travel costs. It was considered that it would be extremely unwise to utilise any reserves at the present time.

In response Councillor Lyons indicated that at the Authority's budget meeting in February reserves had been fixed at £6m on the basis that the Authority was facing a large number of risks. He pointed out that at the time it was his clear understanding that the budget would be revisited in 6 months, or at such time as the Authority had a clearer picture, to consider whether further monies could be used from the reserves to support tendered services. He commented that the continued reduction in tendered services had resulted in many parts of West Yorkshire having a very limited service, particularly in the evenings and at weekends.

RESOLVED - That the report be noted.

47. GRANTING OF A NEW LEASE TO RIPPLEGLEN AT LEEDS BUS STATION

The Authority considered a report of the Passenger Transport Executive on the proposed terms for the granting of a new lease in respect of the Newsagents unit at Leeds Bus Station and a surrender of the current lease.

RESOLVED -

- (i) That approval be given to the granting of a new 10 year lease to Rippleglen, subject to the terms outlined in paragraph 3 of the submitted report, and a surrender of the current lease due to expire on 28 September 2010 on completion of the new lease.
- (ii) That the Passenger Transport Executive be authorised to complete the necessary documentation.

48. GRANTING OF A NEW LEASE TO ACIS AT CROW NEST LANE

The Authority considered a report of the Passenger Transport Executive on the proposed terms for the granting of a new lease to ACIS in respect of office, storage and car parking space at Crow Nest Lane.

RESOLVED -

- (i) That approval be given to the granting of a new 5 years lease to ACIS, subject to the terms outlined in paragraph 3 of the submitted report.
- (ii) That the Passenger Transport Executive be authorised to complete the necessary documentation.

49. GRANTING OF A NEW LEASE TO CENTREBUS AT HUDDERSFIELD BUS STATION

The Authority considered a report of the Passenger Transport Executive on the proposed terms for the granting of a new lease to Centrebus in respect of a crew rest room at Huddersfield Bus Station.

RESOLVED -

- (i) That approval be given to the granting of a new 5 years lease to Centrebus, subject to the terms outlined in paragraph 3 of the submitted report.
- (ii) That the Passenger Transport Executive be authorised to complete the necessary documentation.

50. BUS FACILITIES

The Authority considered a report of the Passenger Transport Executive on improved bus facilities in Heckmondwike town centre.

RESOLVED -

- (i) That the report be noted.
- (ii) That approval be given to the release of a capital contribution of £850,000 towards improved bus facilities in Heckmondwike town centre.

51. PRESENTATION ON TRANSPORT GOVERNANCE REVIEW

Members were given a presentation by Atkins on the initial review of the Stage III Assessment Report which outlined the views and feedback from all partners and stakeholders.

The presentation detailed the preferred model(s) in detail. It was explained by Atkins that this was the final engagement round and that the final report had to be produced by the end of October 2008 and distributed to all partners in November 2008 for comment. It was expected that the preferred governance model would be presented to the Association of West Yorkshire Authorities/ Leaders Board in December 2008.

With regard to the composition of the ITA, members discussed the preferred models and strongly opposed and rejected the option for a 10 member ITA. The Authority unanimously agreed that there would be a democratic issue in that 10 councillors could not represent the political and population make up of the 5 districts. They also indicated that a reduced membership would lead to an ITA made up of Council Leaders and Cabinet Members. They reiterated the view that they would not have sufficient time, bearing in mind the demands placed on them in their existing roles to perform the additional duties in an effective and efficient manner. The nominated deputy, whilst providing cover for the portfolio holder might prove to be a regular attendee and therefore obviate or negate the benefits of portfolio representation. The Authority also expressed reservations with regard to voting rights particularly the 'weighted' vote by population.

The Authority indicated that whilst supporting the development of external scrutiny arrangements they should be in addition to appropriate internal scrutiny measures similar to the District Council's scrutiny procedures.

WYPTA Proposed Governance Arrangements

Prior to discussing Authority's preferred model, Members questioned who Atkins had consulted at District level. From making their own enquiries back at their districts, they believed that only a very small percentage of Councillors had been questioned and therefore was not a true reflection of the views of the majority thinking.

The Authority commented that they were strongly of the view that a membership of 22 was their preferred model. They reiterated that they believed that it was important for the Districts to nominate members to the ITA who could solely dedicate their time to transport issues. The Authority commented that the membership of 22 would enable proper reflection of both population and political make-up of the District Councils.

They also supported the formation of an Executive of the ITA in order that an efficient and speedier decision making process could be achieved, although they stressed that the make-up of the committee needed further consideration.

In the case where members of the ITA were already Portfolio/Cabinet members of their respective District Councils they should not be appointed to the role of ITA Executive Member; this would ensure that the ITA representative was always additional to the existing structure giving the capacity and focus required. Furthermore, the ITA Executive Member would lead an enhanced new liaison arrangement between the ITA and District Council and act as their District Spokesperson. It was also agreed that each District would have a Transport Liaison Group chaired by the relevant member attending the ITA Executive.

It was also commented that the ITA members not involved in the Executive of the ITA would provide a valuable scrutiny role and also undertake delegated responsibility through ITA Working Groups similar to the current working group arrangements within the PTA. Members were also clear that external scrutiny at West Yorkshire or City Region level would be welcomed. They believed that an internal scrutiny mechanism was crucial in order that knowledgeable members of the wider ITA would be able to scrutinise the Executive in the same way that the District Councils scrutiny committees perform in relation to their own executive arrangements.

The Authority expressed concern that the review's very tight timescales did not allow sufficient detailed work to be undertaken and therefore stressed the need for an extension of the December deadline into the new year. They also requested that the PTA model should have equal prominence in the preparation of the final document which should be referred back to a meeting of the Authority prior to it being referred to the Association of West Yorkshire Authorities Leaders meeting.

RESOLVED -

- (i)** That a letter signed by the leaders of all 3 political groups be sent to the West Yorkshire political group leaders setting out the PTA's preferred governance model for West Yorkshire ITA.
- (ii)** That a final report be considered at a future meeting of the Authority and if necessary a special meeting be arranged to discuss the final report prior to the document being referred to the AWYA Leaders meeting.

- (iii)** That the timescales for the review be extended to allow further work to be undertaken.
- (iv)** That the WYPTA model be given equal prominence when the final document was prepared by Atkins Consultants.