

WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

ITA EXECUTIVE BOARD

DATE: 29 JANUARY 2010

AGENDA ITEM NO: 4

SUBJECT: ITA COMMITTEE STRUCTURE PROPOSALS

REPORT OF THE CLERK

1. MATTER FOR CONSIDERATION

- 1.1 To consider a proposed committee framework for the new ITA governance arrangements.

2. INTRODUCTION

- 2.1 At its meeting held on 20 November 2009, the ITA took a decision to introduce interim governance arrangements in line with the ITA's submission to the City Region Leaders to meet the objectives of the Local Transport Act 2008.
- 2.2 An important step in moving towards stronger governance is the establishment of an 8 member Executive Board. One of the Executive Board's initial main functions will be to develop a future committee structure and revisit members' allowances to reflect any changes arising from their proposals prior to the ITA's Annual Meeting to be held on 25 June 2010.
- 2.3 The current ITA committee structure comprises of Working Groups, District Liaison Groups and Passenger Consultative Committees. Under the new arrangements it is proposed that the working group element will be subject to substantial change and be replaced with a scrutiny function together with appropriate West Yorkshire Liaison Committees for each of the 5 districts. The Audit and Governance Committee and Standards Committee will continue in their present format to comply with legislation and it is proposed to retain the Local Transport Plan Steering Group in its current format. It is the intention to also retain the Passenger Consultative Committees as it is acknowledged that these play an important role and act as a form of public consultation providing information, advice and views to the Authority.

Scrutiny Committees

- 2.4 One of the key areas of a strong governance scheme is for the introduction of a robust scrutiny procedure. In order to achieve this function it is proposed to establish three Scrutiny Committees. These, together with the Audit and Governance Committee, would oversee the work carried out by each of Metro's three directorates, Passenger Services, Corporate Services and Development.
- 2.5 It is proposed that the Scrutiny Committees and the Audit and Governance Committee will consist of 8 members each, based on the legal requirement to retain political balance and will meet every 3 months. However in respect of the 3 Scrutiny Committees, there should be some flexibility to vary this arrangement depending on the workload of the Committee. It is the intention that membership of these Committees comprises the remaining 14 members who do not sit on the Executive Board. Similar scrutiny arrangements are in place at each of the 5 District Councils. The 4 committees will provide 32 places and therefore, by having 8 members per committee, each of the 14 members will have a minimum of two committees to serve on. This will equate to 8 meetings a year for each member in addition to the other Committees (full ITA meetings, District Liaison Committees and Passenger Consultative Committees) for which all members will be able to attend.

District Liaison Committees

- 2.6 It has been acknowledged for some time that strengthened liaison with the five West Yorkshire districts has been necessary. This was reflected in Atkins' final report and the issue has also been highlighted by District Audit.
- 2.7 The prime functions of District Liaison Committees would be to assume the roles of the current Liaison Groups together with strategic policy issues which affect the whole county (bus quality contracts, concessionary fares scheme etc) and individual district related issues.
- 2.8 The District Liaison Committees will be chaired by the District Spokesperson and it is proposed that they meet every 3 months in their respective districts, with the option for them to be held on the same day as the Passenger Consultative Committees. It is also the view that Passenger Consultative Committees continue to be chaired by the District Spokespersons. However this arrangement could have implications for members and officers having to spend full days at meetings.
- 2.9 It is suggested that the committees comprise of ITA members from the respective District together with portfolio members nominated by the District. This would ensure that that all ITA members are fully briefed

and included within their own District's discussions. It is however acknowledged that by implementing this arrangement there would be a discrepancy between the number of ITA members sitting on each Committee. Consideration also needs to be given to the number of portfolio positions afforded to each District.

2.10 Members need to consider the following options:

- Hold both the District Liaison Committee and Passenger Consultative Committee meetings on the same day.
- Retain the current arrangements for Passenger Consultative Committees ie. hold them all within the same week and arrange for the 5 District Liaison Committees to be held over the remaining two months before the cycle then repeats itself eg. PCC meetings in mid January, with the District Liaison Committees being held one per week during February and March.
- Alternatively, taking into consideration the onerous time which would be placed on members and officers, members may wish to consider having just one Liaison Committee involving all 5 Districts every 3 months and chaired by the ITA Chair.
- A combination of the two approaches by holding District Liaison Committees every 3 months and an annual policy meeting involving all five districts.

ITA Executive Board

2.11 It has already been approved that the ITA Executive Board will comprise 8 members who will carry out the main business of the Authority. An 8 member Executive Board must reflect the political balance in West Yorkshire. It is proposed that membership includes the Chair, Deputy Chair and Shadow Chair of the ITA. The remaining 5 places should be allocated in a way which ensures political balance following the outcome of the local elections. There is a legal requirement to appoint from amongst the wider ITA membership a spokesperson for each District. It would seem appropriate in the future for the District Spokespersons to fill the 5 remaining places on the Executive Board who may possibly then chair the District Liaison Committees. By ensuring District Spokesperson appointments were in accordance with political balance, appropriate liaison between the political parties should deliver representation from each District. If this cannot be achieved, then an alternative arrangement will have to be implemented solely based on the legal requirement to have political balance. It may be considered appropriate to introduce lead member/portfolio roles for specific responsibilities.

2.12 The Chair of the ITA will chair the meetings of the Executive Board which will be held on a monthly basis (where possible, the last Friday of the month) excluding May and August. It is proposed that substitute members be allowed to attend the meetings in the absence of any full Board members. This could be on the basis of:

- A substitute member from their respective party; or
- Each party nominate alternate members (this particular arrangement has been adopted by several local councils).

2.13 The ITA Executive Board meetings will be open to the public and the minutes and agendas published on the Authority's website.

2.14 Full ITA meetings will be reduced to a minimum of two per year – one in February to set the levy and one in June to undertake the business of the Annual Meeting. Other meetings/seminars will be arranged if and when necessary.

Local Transport Plan Steering Group

2.15 The current arrangements with regard to the Local Transport Plan Steering Group have proved an effective mechanism to oversee and guide the process of preparing and managing the development and implementation of West Yorkshire Local Transport Plans. It is therefore proposed to continue with these arrangements at the present time with meetings being chaired by the Deputy Chair of the Authority.

Standards Committee

2.16 Under the Local Government Act 2000 the Authority has to appoint a Standards Committee. It is therefore proposed to continue with the current arrangements. Meetings are chaired by an independent member.

Passenger Consultative Committees

2.17 As previously mentioned in paragraph 2.3 above, it is the intention to retain the Passenger Consultative Committees, which meet every three months, at the present time. Meetings will continue to be chaired by the District Spokespersons.

Members' Allowances

2.18 If members are minded to agree a new committee structure, it will be necessary to undertake a comprehensive review of the Members' Allowance Scheme. It is proposed that the review be carried out by officers and overseen by the ITA's Standards Committee who would then make a formal recommendation to ITA's Annual Meeting in June 2010.

- 2.19 The proposed committee structure allows for all members to be actively involved and play an important and fulfilling role in ensuring that all aspects of the new scrutiny/liaison committees are carried out. Therefore in recognition of this it would seem appropriate that consideration be given to increasing the basic allowance.
- 2.20 Should the above proposals for the committee structure be accepted, it would provide for 12 SRA payments as follows:

Chair)	
Deputy Chair)	Also members of the
Shadow Chair)	Executive Board
District Spokespersons x 5)	

Scrutiny Chairs x 3

Chair of Audit & Governance

3. RECOMMENDATIONS

- 3.1 That the ITA Executive Board agree a committee framework for the new ITA governance arrangements.
- 3.2 That the ITA Executive Board be asked to consider the following:

ITA Executive Board

- (a) That the ITA Executive Board meet every month excluding May and August.
- (b) That the future composition of the ITA Executive Board be comprised of the Chair, Deputy Chair, Shadow Chair and the five District Spokespersons.
- (c) That with regard to substitute members, the ITA Executive Board be asked to agree one of the following options:

Option 1 – to provide a substitute member from their respective Party

Option 2 – for each party to nominate alternate members at the Annual Meeting

District Liaison Committees

- (d) That consideration be given to the District Council representation on the Liaison Committees.
- (e) That meetings be held quarterly.

- (f) That consideration be given to the following options:
 - Option 1 – holding five individual Liaison Committees each quarter.
 - Option 2 – holding one large Liaison Committee each quarter.
- (g) That, subject to agreement of (f) above, the ITA Executive Board be asked to agree the schedule of meetings as outlined in paragraph 2.10 of the submitted report.

Scrutiny Committees

- (h) That the ITA Executive Board agree to 8 members on each Scrutiny Committee.
 - (i) That, in principle, the Scrutiny Committees meet on a quarterly basis, with the Chairs having discretion to amend the schedule depending on the Committee's workload.
- 3.3 That, subject to the approval of the committee structure, the ITA Executive Board agree that a review of members' allowances be carried out by officers to be overseen by the ITA's Standards Committee prior to a formal recommendation to the Annual Meeting in June 2010.

Clerk
West Yorkshire Integrated Transport Authority