

## **AGENDA ITEM NO: 6**

### **WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY AT A MEETING OF THE BUSINESS IMPROVEMENT GROUP HELD AT WELLINGTON HOUSE ON FRIDAY 10 FEBRUARY 2006**

**PRESENT:** Councillor J Prestage (Chair)

Councillors D Blackburn, C Greaves, J Jarosz, C Townley and  
P Wadsworth

#### **14. APOLOGIES FOR ABSENCE**

No apologies were received.

#### **15. DECLARATIONS OF INTEREST**

There were no personal or prejudicial interests declared by members at the meeting.

#### **16. MINUTES**

Further to minute 9, WYTESA Project Update, it was reported that three operators had agreed to contribute to the funding of the post of WYTESA Manager and a seminar would be arranged for PTA members on the Driver Academy at the earliest opportunity. Members were advised that Barry Sheerman MP, Chair of the Select Committee on Education, had agreed to launch the module on a national basis in the House of Commons, possibly during April 2006.

**RESOLVED** - That the minutes of the meeting of the Group held on 9 December 2005 be approved.

#### **17. METROPLAN UPDATE**

The Group considered a report of the Passenger Transport Executive on the timescales for the production of MetroPlan 2006/07 and a summary of MetroPlan performance data.

Members had previously requested a short summary which highlighted performance for a number of key indicators and targets. Metro would investigate the possibility of providing a break down of the data for Realtime requests into Districts and year by year comparative data.

It was reported that work was in progress for MetroPlan 2006/07 and the Review of MetroPlan 2005/06 and they would be considered at a future meeting of the Group.

**RESOLVED -**

- (a) That the report be noted.
- (b) That MetroPlan 2006/07 and the 2005/06 Review be brought to a future meeting of the Business Improvement Group.

**18. PRODUCTION OF THE 2006 BEST VALUE PUBLICATIONS**

The Group considered a report of the Passenger Transport Executive on the proposals for the publication of the Best Value Summary Information and the 2006/07 Best Value Performance Plan.

Members considered the Best Value Summary Information for 2006. It was noted that in 2005 the information had been included in Metro's Directions publication. However it was proposed that for 2006, it would be published on the Internet and promoted through adverts in the local press. It was suggested that an "all points e-mail" could be sent to organisations including hospitals, universities and schools and that the adverts could highlight that the summary had been produced electronically in order to be environmentally friendly and save money.

It was noted that a draft of Metro's Best Value Performance Plan 2006/07 would be prepared for the Group's consideration in April 2006. The final draft would be presented to the PTA for approval and the Plan would then be printed and distributed to all stakeholders by the end of June 2006.

**RESOLVED -**

- (a) That the proposals for the publication of the Best Value Summary Information be approved.
- (b) That the format and timescales for the production of the Best Value Performance Plan 2006/07 be approved.

**19. BUSINESS CONTINUITY REVIEW**

The Group considered a report of the Passenger Transport Executive on the issues arising following a review of Metro's business continuity arrangements.

Members were advised of the key findings of the Business Impact Analysis study. It was noted that following a review of the reports at Metro's Risk Management Group, further work would be undertaken to develop improved solutions to enable continuation of the critical service elements of Education

Transport, Accessbus and Metroline. Work area recovery site options would also be investigated and a more detailed incident management plan developed. An action plan would be prepared for a future meeting.

**RESOLVED** - That progress with the review of Metro's business continuity arrangements be noted.

## **20. ICT STRATEGY AND BVPI 157 PROGRESS REPORT**

The Group considered a report of the Passenger Transport Executive on progress with the implementation of Metro's ICT Strategy and BVPI 157.

The Group noted that at the end of 2005, Metro had 88% of its services available electronically. It was noted that it would not be possible to achieve 100% because of barriers such as the requirement for proof of age and residency for certain products. If the barriers were excluded, the figure would be 91%. It was expected that all services would be available online by the end of March 2006 with the exception of online sales as the business case had yet to be established for the project.

Members were advised that during January 2006 there had been over a million hits on the website, with on-line timetables and leaflets proving very popular.

The effective use of Section 106 agreements was raised where it was reported that the Planning Committee at Bradford MC had recently approved a scheme subject to the developer resiting affected bus stops and providing realtime information as part of their plans. Comment was made that it would be beneficial for a meeting to be held to discuss Section 106 agreements with all local authorities, including Planning Committees.

**RESOLVED** - That progress with the implementation of the ICT Strategy and BVPI 157 be noted.