

WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

STANDING ORDERS

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STANDING ORDERS

The provisions of these Standing Orders shall apply subject to the provisions of the Local Government Acts 1972 and 1985.

1. DEFINITIONS

Unless the context otherwise requires, the following expressions shall have the meanings respectively given to them below:

- (a) "Appointed Members Committee" means a sub committee of the ITA Executive Board of the Joint Authority appointed under and for the purposes of paragraph 8 of Schedule 1 of these Standing Orders.
- (b) "Audit and Governance Committee" means the committee appointed by the Joint Authority under paragraph 34 of these Standing Orders.
- (c) "Clear working day" means any day except Saturday or Sunday or a Public Holiday and excludes the date of the notice and the date of the meeting.
- (d) "Clerk" means the person appointed pursuant to section 34(8) of the Local Government Act 1985.
- (e) "District Liaison Committees" means the committees of the Joint Authority appointed under paragraph 31 of these Standing Orders.
- (f) "District Spokesperson" means the person appointed by the Authority to carry out the functions required under s41 Local Government Act 1985.
- (g) "ITA Executive Board" means the executive committee of the Joint Authority to which the provisions of Schedule 1 of these Standing Orders shall apply.
- (h) "Joint Authority" means the West Yorkshire Integrated Transport Authority.
- (i) "Local Transport Plan Committee" means the committee of the Joint Authority appointed under paragraph 33 of these Standing Orders.

- (j) "Monitoring Officer" means the person appointed pursuant to and for the purposes of Section 5 of the Local Government and Housing Act 1989 and the Local Government Act 2000.
- (k) "Non Executive Committee" means any committee or sub-committee appointed by the Joint Authority except the ITA Executive Board and an Appointed Members Committee.
- (l) "Officer" means any officer who services the Joint Authority or the West Yorkshire Passenger Transport Executive and who as a matter of operational practice is primarily responsible for or involved with the subject under discussion, whether as an employee of the Joint Authority or the West Yorkshire Passenger Transport Executive.
- (m) "Passenger Consultative Committees" means the committees of the Joint Authority appointed under paragraph 32 of these Standing orders.
- (n) "Related" in relation to members and officers has the same meaning as "a member of your family" set out in the Introduction to the Members' Code of Conduct.
- (o) "The Scrutiny Committees" means the committees appointed in accordance with paragraph 30 of these Standing Orders.
- (p) "The Shadow Chair" means the leader of the main opposition group represented on the Joint Authority.
- (q) "The Standards Committee" means the committee of the Joint Authority appointed for the purposes of the Standards Committee (England) Regulations 2008 in accordance with paragraph 29 of these Standing Orders.

2. INTERPRETATION

- (1) The ruling of the Chair as to the interpretation of any of these Standing Orders or on any question of procedure not provided for by these Standing Orders shall be final.
- (2) The provisions of these Standing Orders shall apply to the Joint Authority as a whole and all of its members but Schedule 1 (The Standing Orders of the ITA Executive Board) shall apply to the ITA Executive Board only.
- (3) For the avoidance of doubt Schedule 1 shall form part of these Standing Orders.
- (4) The membership of all committees constituted under these Standing Orders by the Joint Authority shall unless stated otherwise be constituted and maintained in accordance with the requirements for political balance pursuant to the Local Government and Housing Act 1989.

3. MEETINGS

- (1) The first meeting of the Joint Authority after the ordinary elections of councillors each municipal year shall be the Annual Meeting of the Joint Authority and shall be held as soon as possible after the Annual Meetings of the constituent Councils and in any case not earlier than 1 March and not later than 30 June, or such other date as may be provided by law.
- (2) The Joint Authority shall, between each Annual Meeting, hold at least one other meeting on such day and at such time as they may determine for:-
 - (a) approval and setting of the annual Levy pursuant to the Local Government Finance Act 1988 and the Transport Levying Bodies Regulations 1992; and
 - (b) any other matter which falls to the Joint Authority to determine.
- (3) Subject to the following sub-paragraphs all other business of the Joint Authority shall so far as lawfully possible within the provisions of the Local Government Act 1972 be delegated to the ITA Executive Board pursuant to Schedule 1 of these Standing Orders.
- (4) An Extraordinary Meeting of the Joint Authority may be convened at any time by the Clerk upon the instructions of the Chair.
- (5) Meetings of the Joint Authority shall be held at such places as the Joint Authority or, in the case of urgency, the Clerk in consultation with the Chair, may direct.
- (6) All proceedings of the Joint Authority shall be open to the press and public subject to the powers and grounds of exclusion thereof under the Local Government Act 1972 and Schedule 12 thereto.

4. NOTICE OF MEETINGS AND AGENDA

- (1) At least 5 clear working days before any meeting of the Joint Authority (excluding the date of the notice and date of the meeting) :-
 - (a) notice of the time and place of the intended meeting shall be published at the offices of the Joint Authority and such other place as is fixed for the meeting of the Joint Authority.
 - (b) a summons to attend the meeting, specifying the business proposed to be transacted thereat, shall be left at or sent by post to the address designated by each member.
 - (c) copies of the summons shall be made available for inspection by members of the public.

- (2) Lack of service on a member of the Joint Authority of the summons referred to in paragraph 4 (1) (b) above shall not affect the validity of a meeting of the Joint Authority.
- (3) The Agenda for all meetings of the Joint Authority and items of business to be conducted thereat shall be set by the Chair and the Clerk and in accordance with these Standing Orders.
- (4) A member of the Joint Authority may require a particular item of business to be discussed at an ordinary meeting of the Joint Authority subject to at least 10 clear working days' notice of such intention being given to the Clerk in writing, signed by the member concerned and specifying the business to be discussed. The Clerk shall set out in the notice of every such meeting the items of business requested by members in the order in which they have been received unless the member or members concerned has indicated in writing that an item should be discussed at a later meeting or has since withdrawn the item. If the member is not present at the meeting when an item of which they have given notice comes up for discussion, this item shall, unless the Chair decides otherwise, be treated as withdrawn and shall not be raised again without fresh notice.
- (5) Except in the case of business required by these Standing Orders to be transacted at a meeting of the Joint Authority and other business brought before the meeting as a matter of urgency and of which the Clerk shall have prior notice and which the Chair considers should be discussed at the meeting, no business shall be transacted at a meeting of the Joint Authority other than that specified in the summons relating thereto.
- (6) At any time during a meeting of the Joint Authority, the Chair may direct that an item of business or part thereof (other than one requested by a member pursuant to paragraph 4(4)) shall be withdrawn and no consideration of that item shall take place at the meeting.
- (7) The Monitoring Officer or the Chief Financial Officer may, in pursuance of their statutory duties and in consultation with the Clerk, include an item on the agenda of any meeting of the Joint Authority or the ITA Executive Board and may require the Clerk to convene a meeting for such a purpose.

5. APPOINTMENTS OF THE CHAIR AND DEPUTY CHAIR

- (1) At the opening of each Annual Meeting the incumbent Chair shall ask the Clerk to invite nominations for the office of Chair of the Joint Authority. The Joint Authority shall then elect a Chair.
- (2) The Chair of the Joint Authority shall then invite nominations from its members for the office of Deputy Chair. The Joint Authority shall then elect a Deputy Chair.

6. APPOINTMENT OF THE ITA EXECUTIVE BOARD

Following the election of the Chair and Deputy Chair the Joint Authority shall appoint the members of the ITA Executive Board having regard to the appointment of the 5 District Spokespersons. Schedule 1 of these Standing Orders shall apply to the ITA Executive Board.

7. APPOINTMENT OF THE DISTRICT SPOKESPERSONS

The intention of the Joint Authority is to elect the 5 District Spokespersons so far as possible from the ITA Executive Board, however, to the extent that this can not be achieved, pursuant to the requirement for political balance, the Joint Authority shall elect District Spokespersons from the remaining members of the Joint Authority ensuring the respective districts are each represented.

8. OFFICES OF THE CHAIR, DEPUTY CHAIR AND DISTRICT SPOKESPERSONS

- (1) The appointment of the Chair, Deputy Chair and District Spokespersons shall continue until the election of a successor to each post at the next Annual Meeting. For the avoidance of doubt, this procedure will not remove the requirement under the Local Government Act 1985 for the member entitled to preside at the annual meeting pursuant to these Standing Orders to exercise a casting vote in accordance with sub-paragraph 8(4) below.
- (2) On a vacancy arising in the office of Chair or Deputy Chair for whatever reason, the Clerk will convene an Extraordinary Meeting of the Joint Authority for the purpose of electing a replacement for the remainder of the year in which such vacancy occurred.
- (3) On a vacancy arising in the office of a District Spokesperson for any reason the Chair shall procure that the business of appointing a replacement is raised as swiftly as reasonably practicable at such meeting of the Joint Authority, the ITA Executive Board or of an Appointed Members Committee as the Chair shall deem appropriate.
- (4) In the case of an equality of votes in respect of the appointment of a Chair, Deputy Chair or District Spokesperson of the Joint Authority, the person presiding at the meeting shall give a casting vote in addition to any other vote they may have.
- (5) In the appointment of the District Spokespersons the Joint Authority shall have regard to the provisions of Schedule 1 of these Standing Orders and the provisions governing the constitution of the ITA Executive Board.

9. MEMBERSHIP OF THE JOINT AUTHORITY

Each member of the Joint Authority shall be a representative of the Council by whom they shall have been appointed, and shall continue in office as a member of the Joint Authority in accordance with Sections 31-32 of the Local Government Act 1985.

10. CHAIR OF MEETINGS

- (1) At each meeting of the Joint Authority the Chair, if present, shall preside.
- (2) If the Chair is absent from a meeting of the Joint Authority the Deputy Chair, if present, shall preside.
- (3) If both the Chair and Deputy Chair of the Joint Authority are absent from a meeting of the Joint Authority, the Clerk shall invite members of the Joint Authority present to select another member of the Joint Authority to preside at the meeting until such time as the Chair or Deputy Chair joins the meeting.
- (4) Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting.

11. QUORUM

- (1) No business shall be transacted at any meeting of the Joint Authority unless at least a quarter (6) of its members are present provided that if more than one third of the whole number of members of the Joint Authority becomes disqualified at the same time, the quorum shall be determined in accordance with the provisions of the Local Government Act 1972, Schedule 12, paragraph 45.
- (2) If during any meeting of the Joint Authority the Chair, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair.

12. CONSIDERATION OF ITEMS OF BUSINESS

- (1) Subject to Standing Orders 13, 14 and 15 below, the following rules shall apply.
- (2) All other items of business dealt with at a meeting of the Joint Authority shall be introduced by the Chair who may then invite an Officer to explain the item.
- (3) Members shall then be given an opportunity to speak on the item, the order being decided by the Chair.

- (4) Unless the Chair shall otherwise determine, each member shall speak only once on each agenda item, with a final right of reply being available to the Leader (or their nominee) of each political group at the end of the debate.
- (5) Once each member who wishes to speak has done so, the Chair shall move the item which, if seconded, shall be voted upon.

13. STATUTORY DUTY OF THE JOINT AUTHORITY

The members of the Joint Authority shall have regard to their statutory duty to seek and have regard to the advice of the Passenger Transport Executive in accordance with section 9A of the Transport Act 1968.

14. AMENDMENTS

- (1) If a member wishes to seek an amendment to the recommendations, he/she may, when exercising his/her right to speak on the item pursuant to Standing Order 12(3), explain why he/she wishes an amendment to be made and move that a vote be taken on the amendment.
- (2) If the request for a deferment is supported by a majority of votes, the item shall be deferred and no further discussion of it shall take place at the meeting.

15. MEMBERS' ITEMS

- (1) An item of business requested by a member pursuant to Standing Order 4(4) shall be introduced by the member who gave notice of it.
- (2) The Chair shall then give the Clerk (in person or through another Officer present at the meeting) an opportunity to comment on the item.
- (3) Other members shall then be given an opportunity to speak on the item, the order being decided by the Chair.
- (4) Unless the Chair shall otherwise determine, and subject to sub-paragraph 15(5), each member shall speak only once on the item, with a final right of reply being available to the Leader (or their nominee) of each political group at the end of the debate.
- (5) When all members who wish to speak pursuant to sub-paragraph 15(3) have done so, the member who requested the item shall then have a right of reply.
- (6) The Chair shall move the item which, if seconded, shall be voted upon.

16. ORDER OF BUSINESS

At every meeting of the Joint Authority the order of business shall be to select a person to preside if the Chair and Deputy Chair are absent and thereafter shall be in accordance with the order specified in the notice of the meeting, except that such order may be varied -

- (a) by the Chair at his/her discretion, or
- (b) on a request agreed to by the Joint Authority.

17. MINUTES

- (1) No discussion shall take place upon the minutes except upon their accuracy. At each meeting of the Authority, the minutes of the previous meeting if agreed will be signed by the Chair.
- (2) At any meeting of the Joint Authority members may ask questions arising from the minutes but cannot amend any decision.

18. DISCUSSION AFFECTING OFFICERS

If any question arises at a meeting of the Joint Authority as to the appointment, promotion, dismissal, salary, pension or conditions of service, or as to the conduct of any Officer such question shall not be the subject of discussion until the Joint Authority has decided whether or not the power of exclusion of the public under Schedule 12A to the Local Government Act 1972 shall be exercised.

19. VOTING

- (1) The mode of voting at meetings of the Joint Authority shall be by show of hands unless the Joint Authority decide in any particular case to vote by ballot.
- (2) In the case of an equality of votes the Chair of the meeting of the Joint Authority shall have a casting vote in addition to any other vote he/she may have.
- (3) Where more than two persons are nominated for any appointment to be filled by the Joint Authority and of the votes given there is not an overall majority in favour of one person the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.
- (4) Any member not supporting a resolution may request that his/her dissent be recorded.

20. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS

All members of the Joint Authority shall comply with the requirements of the Joint Authority's Code of Conduct for Members in respect of the registration of personal interests and the provisions relating to declaring the same and withdrawing from meetings.

21. INTEREST OF OFFICERS IN CONTRACTS

The Clerk shall keep a record of particulars of any notice given by an officer of the Joint Authority under Section 117 of the Local Government Act 1972, of a pecuniary interest in a contract, which record shall be open during office hours for inspection by any member of the Joint Authority and shall otherwise comply with the requirements of the Joint Authority's Code of Conduct for Officers.

22. CANVASSING OF AND RECOMMENDATION BY MEMBERS

- (1) Canvassing of members of the Joint Authority directly or indirectly for any appointment under the control of the Joint Authority shall disqualify the candidate concerned for the appointment.
- (2) A member of the Joint Authority shall not solicit for any person any appointment under the control of the Joint Authority but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for submission to the Joint Authority with an application for employment.

23. RELATIVES OF MEMBERS OR OFFICERS

A candidate for any appointment under the control of the Joint Authority who knows that he/she is related to any member or officer of the Joint Authority shall when making application, disclose that relationship to the officer to whom the application for appointment is required to be submitted. A candidate who fails to disclose such relationship will be disqualified from the appointment and if appointed, shall be liable to dismissal without notice. Every member or officer of the Joint Authority shall disclose to the officer concerned any relationship known to him/her to exist between himself/herself and any person whom he/she knows is a candidate for appointment with the Joint Authority. The officer concerned shall report to the Joint Authority any such disclosures made to him/her.

24. APPEALS AND DISCIPLINARY HEARINGS

An officer shall not be represented by a member of the Joint Authority at any staff appeal or disciplinary hearing.

25. INSPECTION OF MINUTES AND DOCUMENTS

Without prejudice to any rights which arise as an elector or member of the public a member of the Joint Authority may, for the purpose of his/her duty as such member, but not otherwise, on application to the Clerk, inspect the minutes of the Joint Authority and any document which has been considered by the Joint Authority, and shall on request be supplied for the like purposes with a copy of such a document. Provided that a member shall not knowingly call for a copy of any document relating to a matter in which he/she has a personal interest as defined in the Joint Authority's Code of Conduct for Members, and that this Standing Order shall not preclude the Clerk from declining to allow inspection of any document which is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.

26. DISTURBANCES AT MEETINGS

- (1) If a member of the public interrupts the proceedings of any meeting, the Chair shall warn that person. If the interruption continues, the Chair shall order the person's removal from the meeting room. In the case of a general disturbance in any part of the meeting room open to the public, the Chair shall order that part to be cleared.
- (2) If at any meeting any member, in the opinion of the Chair, indulges in misconduct by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, offensively, or by willfully obstructing the business of the Joint Authority, the Chair or any other member may move "That the member named be not further heard" and the motion, if seconded, will be put and voted upon without discussion.
- (3) If the member named continues the misconduct after a motion under paragraph 26(2) has been carried, the Chair shall either move "That the member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting for such period as the Chair shall consider expedient.

27. VARIATION AND REVOCATION OF STANDING ORDERS

Any addition to, variation or revocation of these Standing Orders (including those of the ITA Executive Board within Schedule 1 of these Standing Orders) must be approved by a majority of the Joint Authority having had regard to but not being bound by any recommendations that may have been made to the Joint Authority by the Audit and Governance Committee.

28. SUSPENSION OF STANDING ORDERS

Any Standing Order may be suspended at a meeting of the Joint Authority where such suspension is moved as regards any business at the meeting and approved

by a majority of the members of the Joint Authority at the meeting.

29. STANDARDS COMMITTEE

- (1) The Joint Authority shall, at each Annual Meeting, appoint the Standards Committee and its Chair. The political balance requirements of the Local Government and Housing Act 1989 do not apply to the composition of the Standards Committee.
- (2) The Standards Committee shall be appointed for the purposes of and pursuant to the Standards Committee (England) Regulations 2008 and shall comprise 6 members of the Joint Authority and 3 independent members.
- (3) The principal functions of the Standards Committee shall be approved by the Joint Authority at its Annual Meeting and are set out in Schedule 2 of these Standing Orders.
- (4) The Standards Committee shall meet at least once in each year.
- (5) Where a casual vacancy occurs in the position of Chair of the Standards Committee, the meeting of the ITA Executive Board or the meeting of the Joint Authority (whichever is soonest) next following the vacancy occurring (as the case may be), shall appoint the new Chair of the Standards Committee from the membership of the Joint Authority.
- (6) The quorum for the Standards Committee shall be at least 50% (5) persons at least one of whom shall be an independent person.
- (7) Any member of the Standards Committees, (other than the independent members) may appoint any other member of the Joint Authority to attend and act on their behalf at a meeting of the Standards Committee which they are unable to attend and shall have notified the Clerk accordingly before the relevant meeting.
- (8) The minutes shall be reported for noting to a future meeting of the ITA Executive Board.

30. SCRUTINY COMMITTEES

- (1) The Joint Authority shall, at each Annual Meeting, appoint the two Scrutiny Committees and their respective Chairs. Each Scrutiny Committee shall comprise seven members of the Joint Authority (who may not be members of the ITA Executive Board).
- (2) The principal functions of the Scrutiny Committee (Bus Services) and the Scrutiny Committee (Integrated Transport) shall be approved by the

Joint Authority at its Annual Meeting and are set out in Schedule 2 of these Standing Orders.

- (3) The Scrutiny Committees shall each meet at least four times per year, discounting any Calling In Meetings that may be called.
- (4) The quorum for all meetings of the Scrutiny Committees shall be at least 50% (4) of the members of the committee.
- (5) Where a casual vacancy occurs in the position of Chair of a Scrutiny Committee, the meeting of the ITA Executive Board or the meeting of the Joint Authority (which ever is soonest) next following the vacancy occurring (as the case may be), shall appoint the new Chair of the Scrutiny Committee (not being a member of the ITA Executive Board) from the membership of the Joint Authority.
- (6) Any member of the Scrutiny Committees may appoint any other member of the Authority (not being a member of the ITA Executive Board) to attend and act on their behalf at a meeting of the Scrutiny Committee which they are unable to attend and shall have notified the Clerk accordingly before the relevant meeting.
- (7) The Chair of any Scrutiny Committee may attend any meeting of the ITA Executive Board to present any recommendations that the Scrutiny Committee considers should be brought to the attention of the ITA Executive Board and which has been minuted accordingly and notified to the Clerk in advance as if it were a member's item under Standing Order 4(4).

Calling In of Decisions of the Executive Board

- (8) On receipt of the summary of decisions of the ITA Executive Board, where members of a Scrutiny Committee reasonably consider the matter to be of material importance or serious concern to the business of the Joint Authority, they may "call in" any such decision falling within their remit for consideration by a meeting of that Scrutiny Committee (a "Calling In Meeting").
- (9) A decision may only be called in if all of the following are complied with:
 - (a) at least 3 members of the Scrutiny Committee from at least 2 Districts must request a Calling In Meeting in writing (including by way of email) to the Clerk specifying the decision to be called in and setting out why they consider the matter to be of such material importance or concern that a Calling In Meeting is necessary; and
 - (b) the requests must be received within 3 clear working days of the summary of decisions having been issued by the Clerk.

And in which event the Clerk in conjunction with the Chair of the Scrutiny Committee shall convene a Calling In Meeting of the Scrutiny Committee (not later than 7 clear working days prior to the next meeting of the ITA Executive Board) at which the only item of business shall be the matter called in.

- (10) Where a Calling In Meeting is held the Scrutiny Committee may by a vote of the majority of its members make a recommendation in respect of that decision to the ITA Executive Board which must be considered as an item on the agenda at the next meeting of the ITA Executive Board.
- (11) Where a decision has been called in by a Scrutiny Committee any member of that Scrutiny Committee that is also a nominated alternative member of the ITA Executive Board (pursuant to paragraph 2(2) of Schedule 1) who, in such capacity, has been required to sit at the next meeting of the ITA Executive Board, must withdraw from that meeting whilst the Called In item is considered by the ITA Executive Board.

31. DISTRICT LIAISON COMMITTEES

- (1) The Joint Authority shall, at its Annual Meeting, appoint five District Liaison Committees. The membership of the District Liaison Committees shall comprise:-
 - (a) all the members of the Joint Authority representative of that particular District Council; together with
 - (b) the portfolio holders of the main political parties; or, where a portfolio holder is also a member of the Joint Authority, at the invitation of the Clerk, that District Council may appoint an alternative.
- (2) The Chair of each District Liaison Committee shall be the relevant District Spokesperson.
- (3) Where a casual vacancy occurs in the position of Chair of a District Liaison Committee, the meeting of the ITA Executive Board or the meeting of the Joint Authority (which ever is soonest) next following the vacancy occurring (as the case may be), shall appoint the new Chair of the District Liaison Committee being also the relevant District Spokesperson.
- (4) The principal functions of the District Liaison Committees shall be approved by the Joint Authority at its Annual Meeting and are set out in Schedule 2 of these Standing Orders.
- (5) The District Liaison Committees shall each meet at least 4 times per annum and so far as possible the meetings shall be scheduled to be

held immediately prior to and at the same venue as the relevant Passenger Consultative Committee meeting.

- (6) The quorum of all District Liaison Committees shall be at least 50% of their membership (rounded up to the nearest whole number).
- (7) In the case of any items on the agenda of the ITA Executive Board arising from recommendations made by a District Liaison Committee, on the invitation of the Chair of the Joint Authority the chair of the relevant District Liaison Committee may attend the meeting of the ITA Executive Board to speak on the item.

32. PASSENGER CONSULTATIVE COMMITTEES

- (1) The Joint Authority shall at its Annual Meeting appoint a Passenger Consultative Committee for each constituent District. The membership of the Passenger Consultative Committee shall include:-
 - (a) all the members of the Joint Authority representative of that particular District; together with
 - (b) the public representatives for that particular District as required pursuant to the constitutional rules for Passenger Consultative Committees set out in Schedule 2 of these Standing Orders; and
 - (c) such other persons as the Joint Authority may consider appropriate to invite to sit on the Passenger Consultative Committee.
- (2) The Chair of each Passenger Consultative Committee shall be the relevant District Spokesperson.
- (3) A Deputy Chair shall be appointed by a vote of the majority of the members of the Passenger Consultative Committee held at its first meeting in any year.
- (4) In the event of a casual vacancy in the post of Deputy Chair then a successor shall be appointed by a vote of the Committee at its next meeting.
- (5) The principal functions of the Passenger Consultative Committees shall be approved by the Joint Authority at its annual meeting and are set out in Schedule 2 of these Standing Orders.
- (6) The Passenger Consultative Committees shall each meet at least 4 times per annum and so far as possible the meetings shall be scheduled to be held immediately after and at the same venue as the relevant District Liaison Committee meeting.

- (7) There shall be no quorum required for a meeting of a Passenger Consultative Committee.

33. LOCAL TRANSPORT PLAN (LTP) COMMITTEE

- (1) The Joint Authority shall at its Annual Meeting appoint the Local Transport Plan Committee and its chair shall be the Deputy Chair of the Joint Authority.
- (2) The LTP Committee shall comprise members of the Joint Authority who may be members of the ITA Executive Board together with Co-optees of the 5 District Councils. The Joint Authority may decide how many of its members shall sit on the Committee.
- (3) The LTP Committee shall meet as and when required.
- (4) The quorum for all meetings shall be not less than 50% of the membership of the Committee that are members of the Joint Authority (rounded up to the nearest whole number).
- (5) The principal function of the LTP Committee shall be approved by the Joint Authority at its Annual Meeting and are set out in Schedule 2 of these Standing Orders.
- (6) Any member of the LTP Committee may appoint any other member of the Joint Authority (or another Co-opted member as the case may be) to attend and act on their behalf at a meeting which they are unable to attend and shall have notified the Clerk accordingly before the relevant meeting.

34. AUDIT AND GOVERNANCE COMMITTEE

- (1) The Joint Authority shall at its Annual Meeting appoint the Audit and Governance Committee and its chair.
- (2) The Audit and Governance Committee shall comprise of members of the Joint Authority. The Joint Authority may decide how many of its members shall sit on the Committee.
- (3) The Audit and Governance Committee shall meet at least 4 times per annum.
- (4) The quorum for meetings shall be not less than 50% of its members (rounded up to the nearest whole number).
- (5) Where a casual vacancy occurs in the position of chair of the Audit and Governance Committee, the meeting of the ITA Executive Board or the

meeting of the Joint Authority (which ever is soonest) next following the vacancy occurring (as the case may be), shall appoint the new chair of the Audit and Governance Committee.

- (6) The principal functions of the Audit and Governance Committee shall be approved by the Joint Authority at its Annual meeting and are set out in Schedule 2 of these Standing Orders.
- (7) Any member of the Audit and Governance Committee may appoint any other member of the Authority to attend and act on their behalf at a meeting which they are unable to attend and shall have notified the Clerk accordingly before the relevant meeting.

35. STANDING ORDERS COMMON TO NON EXECUTIVE COMMITTEES

- (1) These Standing Orders, with the exception of Schedule 1 and Standing Orders 3, 5, 6, 7, 8, 9, 10, 11(1), 12(4), 27 and 28 shall apply to the proceedings of all Committees of the Joint Authority unless there are express provisions to the contrary within the relevant paragraphs of these Standing Orders dealing with that committee.
- (2) In the absence of the Chair of any committee the Clerk will invite the members of the committee to select another member to preside at the meeting until such time as the Chair (or Deputy Chair) joins the meeting. Any power or duty of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting.
- (3) The Chair of the Joint Authority shall be notified of, and be entitled to be present at, but not vote at, any meetings of any Committee of which he or she is not already a Member.
- (4) The minutes of all committees shall be made available to the ITA Executive Board at a future meeting thereof.
- (5) In the case of any Scrutiny Committee only, that Committee may from its own members appoint a task and finish group to undertake to report on any matter falling within the remit of that committee's business. At the request of the Chair of the committee, Officers shall assist a task and finish group with their business. Any report of a task and finish group shall be reported, for noting of the Committee's findings and recommendations, to a future meeting of the ITA Executive Board.
- (6) No Non Executive Committee (save for the Joint Authority, ITA Executive Board and Appointed Members Committee) shall have the power to make financial decisions on behalf of the Joint Authority.
- (7) The principal functions of all Non Executive Committees of the ITA Executive Board set out in Schedule 2 form part of these Standing Orders and may only be varied in the same manner.

- (8) On the invitation of the Chair of the Joint Authority, the Chair of any Non Executive Committee shall attend a meeting of the ITA Executive Board in relation to any matter within the minutes of that Committee or any matter within the remit of that committee's principal functions.

West Yorkshire Integrated Transport Authority - June 2010

SCHEDULE 1

THE STANDING ORDERS OF THE ITA EXECUTIVE BOARD

1. INTRODUCTION

The ITA Executive Board was established on 20 November 2009 as part of interim governance proposals in line with the objectives of the Transport Act 2008. The ITA Executive Board is a committee appointed by the Joint Authority, pursuant to s101 of the Local Government Act 1972, for the purpose of carrying out all of its functions to the extent to which these may lawfully be delegated.

2. APPOINTMENT OF THE ITA EXECUTIVE BOARD

- (1) The ITA Executive Board shall comprise 8 members of the Joint Authority being the Chair, Deputy Chair and Shadow Chair of the Joint Authority and 5 other members who shall where possible pursuant to the political balance requirements of the Local Government and Housing Act 1989, be the five District Spokespersons appointed by the Joint Authority.
- (2) The Joint Authority shall appoint the ITA Executive Board at the Annual Meeting of the Joint Authority and each political group represented on the ITA Executive Board shall at the same time nominate an alternate member of their number for that year who shall be the only person entitled to sit on the ITA Executive Board in the event that a member of that political group is unable to attend a meeting of the ITA Executive Board.
- (3) The Chair and Deputy Chair of the Joint Authority shall be the Chair and Deputy Chair of the ITA Executive Board respectively.
- (4) Save in the case of the appointment of the ITA Executive Board at the Annual Meeting of the Joint Authority, on there being a change in the membership of the Joint Authority the Clerk shall ascertain whether political balance rules would require the political representation on the ITA Executive Board to change or not and that shall be the first item of business on the agenda of the next meeting of the ITA Executive Board.
- (5) Where political balance rules require there to be a change in the political composition of the ITA Executive Board under sub-paragraph (4) above, the relevant political groups shall decide which of their number is to stand down and which is to be appointed to that place. Any change will require ratification of the ITA Executive Board and/or the Appointed Members Committee.

3. MEETINGS AND CHAIR

- (1) The ITA Executive Board shall meet every month except May and August or where the Chair has determined that there is insufficient business for the ITA Executive Board to conduct.
- (2) An Extraordinary Meeting of the ITA Executive Board may be convened at any time by the Clerk upon the instructions of the Chair.
- (3) At each meeting of the ITA Executive Board the Chair shall preside.
- (4) In the Absence of the Chair the Deputy Chair shall preside.
- (5) If both the Chair and Deputy Chair of the ITA Executive Board are absent from a meeting of the ITA Executive Board, the Clerk shall invite members of the ITA Executive Board present to select another member present to preside at the meeting until such time as the Chair or Deputy Chair joins the meeting.
- (6) Any power or duty of the Chair in relation to the conduct of a meeting of the ITA Executive Board shall be exercised by the person presiding at the meeting.

4. NOTICE OF MEETINGS AND AGENDA

Paragraph 4 of Joint Authority's Standing Orders shall apply equally in relation to notices of the meetings of the ITA Executive Board and the setting of the Agenda as if the words "ITA Executive Board" replaced "Joint Authority" where appropriate.

5. QUORUM

No business shall be transacted at any meeting of the ITA Executive Board unless at least 50% (4) of the members are present. If there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the meeting shall stand adjourned to the next meeting.

6. ITEMS ORDER AND CONDUCT OF BUSINESS

- (1) The following paragraphs of the Joint Authority's Standing Orders shall apply to the proceedings of the ITA Executive Board substituting "ITA Executive Board" for "Joint Authority" where appropriate:-
 - a) Paragraph 12 – Consideration of Items of Business
 - b) Paragraph 13 – Statutory Duty

- c) Paragraph 14 – Amendments
 - d) Paragraph 15 – Member’s Items
 - e) Paragraph 16 – Order of Business
 - f) Paragraph 17 – Minutes
 - g) Paragraph 18 – Discussion Affecting Officers
 - h) Paragraph 19 – Voting
 - i) Paragraph 26 – Disturbances at Meetings
- (2) A member of the ITA Executive Board may require a particular item of business to be discussed at a meeting of the ITA Executive Board in the same manner as with a meeting of the Joint Authority in accordance with paragraph 4(4).
- (3) The ITA Executive Board shall have due regard to but shall not be bound by the findings and recommendations of any report brought before it by a non executive committee.
- (4) Following the meeting of the Executive Board the Clerk shall ensure that a summary of the decisions made at the meeting shall be notified to all members of the Joint Authority sitting on Scrutiny Committees as soon as possible and in any event within 2 clear working days.

7. FUNCTION OF THE ITA EXECUTIVE BOARD

The ITA Executive Board shall have all the powers functions and duties of the Joint Authority that may lawfully be delegated pursuant to s101 Local Government Act 1972.

8. DELEGATION TO CERTAIN MEMBERS OF THE ITA EXECUTIVE BOARD TO TAKE ACTION OF AN URGENT NATURE ON ITS BEHALF

- (1) For the purposes of dealing with any matter deemed to be of an urgent nature by the Chair, or in his absence the Deputy Chair, there shall be established an Appointed Members Committee.
- (2) The Appointed Members Committee shall be politically balanced and must always include the Chair, Deputy Chair and Shadow Chair of the Joint Authority and if required, for political balance, one further member of the ITA Executive Board. The Appointed Members Committee may authorise any action on behalf of the Joint Authority that will not admit of delay.

- (3) Any member of the Appointed Members Committee may appoint any other member of the ITA Executive Board to attend and act on their behalf at a meeting that they are unable to attend and shall have notified the Clerk accordingly before the relevant meeting.
- (4) The Chair of the ITA Executive Board or in his absence the Deputy Chair shall chair meetings of the Appointed Members Committee held pursuant to this Standing Order.
- (5) The quorum for such meetings shall be 2 members.
- (6) In the case of an equality of votes, the member chairing the meeting shall have a casting vote; and
- (7) The decisions taken shall be reported to the next meeting of the ITA Executive Board.

9. ASSISTANCE FROM MEMBERS AND OFFICERS WITH ITEMS OF BUSINESS

The ITA Executive Board may from the membership of the Joint Authority appoint a task and finish group to undertake to report on any matter deemed appropriate by the ITA Executive Board. At the request of the Chair or the Clerk, Officers shall assist such a task and finish group with their business. Any report of a task and finish group shall be brought to a future meeting of the ITA Executive Board for consideration of its findings and recommendations.

10. ITEMS CALLED IN BY SCRUTINY COMMITTEE

Where a Calling In Meeting of a Scrutiny Committee has made a recommendation that a decision of the ITA Executive Board should be called in, the Clerk having been notified shall ensure that the matter called in shall be an item on the agenda of the next meeting of the ITA Executive Board (or of the Joint Authority) as the case may be. The Clerk shall also notify appropriate Officers of the Passenger Transport Executive in order that so far as reasonably possible no business shall be conducted in furtherance of the decision that has been called in.