

**AT A MEETING OF THE WEST YORKSHIRE PASSENGER TRANSPORT  
AUTHORITY HELD AT WELLINGTON HOUSE  
ON FRIDAY 22 JUNE 2007**

**PRESENT:** Councillor R Downes (Chair)

Councillors T Brice, C Campbell, A Carter, D Congreve,  
C Greaves, M Harkin, K Hussain, J Jarosz, B Jennings,  
S Khan, S King, T Leadley, M Lyons, P McBride, G Phelps,  
K Rhodes, M Slater, T Swift, G Wainwright, M Walker and  
A Wallace

**1. APPOINTMENT OF CHAIR**

Two nominations were proposed and seconded for the position of Chairman of the Authority.

**RESOLVED** - That Councillor R Downes be appointed Chair of the Authority.

**2. CHAIR'S OPENING REMARKS**

The new Chair paid tribute to the hard work carried out by Councillor King during his year in office. He also indicated that during his year as Deputy Chair, he had learnt a great deal from Councillor King and hoped that it would put him in a good position for the next 12 months. He went on to say that he was totally committed to public transport and the social, economic and environmental benefits it could deliver for West Yorkshire and the City Region.

As Chair he commented that he was committed to Metro's aims of further developing the County's rail network and bringing about significant improvements in bus services, and securing the go ahead to the BRT scheme which was important to the long term prosperity for the region. In this regard he commented that Government approval would be sought now that funding for the scheme had been earmarked by the Yorkshire and Humber Regional Transport Board and would be lobbying to secure the trial of new tram-train technology on the Yorkshire-Harrogate rail line into Leeds.

In response the outgoing Chair, Councillor King, thanked members and officers for their support during his 12 months in office. He commented that his year as Chair had been challenging and very gratifying in that the Authority had achieved a number of major successes including:-

- Procurement and launch of a further 60 Mybuses
- Launch of City Region Transport Vision
- Winner of Innovation at National Transport Awards
- Winner of Customer Service Team at UK Bus Awards

- FreeCity/Town Bus services launched in Wakefield and Huddersfield
- Most used Real Time Information System in the country
- Introduction of 12 additional rail carriages
- Procurement of 8 additional AccessBuses

### **3. APPOINTMENT OF DEPUTY CHAIR**

Two nominations were proposed and seconded for the position of Deputy Chair of the Authority.

**RESOLVED** - That Councillor S King be appointed Deputy Chair of the Authority.

### **4. WELCOME**

The Chair welcomed Councillors T Brice, C Campbell, A Carter and M Harkin to their first meeting and welcomed back Councillors B Jennings and T Leadley.

In welcoming new members, he also paid tribute to Councillors B Hyde, D Blackburn, D Schofield, E Smaje, C Smith and C Townsley. He expressed appreciation for the hard work they had undertaken and dedication on behalf of the Authority and gave them the Authority's best wishes for the future.

### **5. DECLARATIONS OF INTEREST**

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

### **6. MEMBERSHIP OF THE AUTHORITY**

The Authority considered a report of the Clerk on the notifications received from the constituent councils of their appointments to the Authority.

**RESOLVED** - That the report be noted.

### **7. APPOINTMENT OF DISTRICT COUNCILS' SPOKESPERSONS**

The Authority considered a report of the Clerk on the Appointment of District Spokespersons for 2007/08 in accordance with Section 41 of the Local Government Act.

The Labour Group commented on the basis on which the appointment of District Spokespersons had been made. They stated that it was their view that appointments should be made to reflect the political composition of the

respective Councils. On that basis in addition to Wakefield Spokesperson the Labour Group should also fulfil that role for Bradford, Kirklees and Leeds.

In response, the Chair stated that this had not been the past practice of previous administrations.

The Clerk confirmed that there was no requirement under Section 41 of the Act for the appointment of Spokespersons to be made according to political balance.

**RESOLVED** - That until the next annual meeting the following members be nominated to act as Spokesperson to answer questions within their constituent councils on the discharge of the functions of the Authority.

Councillor C Greaves	-	Bradford
Councillor G Wainwright	-	Calderdale
Councillor K Hussain	-	Kirklees
Councillor T Leadley	-	Leeds
Councillor G Phelps	-	Wakefield

## **8. APPOINTMENTS TO COMMITTEES**

The Authority considered a report of the Clerk on the Appointments to Committees for 2007/08. On a point of clarification, the Clerk indicated that committee places overall had been allocated to reflect the political balance of the Authority and that this had so far as reasonably possible been reflected on individual committees.

The Chair then went on to read out the Chairs of the respective Working Groups for the forthcoming year.

**RESOLVED** -

- (a)** That the Committee Structure and Terms of Reference for 2007/08 be approved.
- (b)** That the position of Chair and appointments to the Working Groups be approved.

## **9. APPOINTMENTS AS REPRESENTATIVES OF THE AUTHORITY**

The Authority considered a report of the Clerk on the Appointment of Representatives to outside bodies.

Comment was made that there was no requirement under the Act for these appointments to be made according to political balance.

**RESOLVED** - That the appointments to the following outside bodies be approved:

Local Government Association General Assembly	-	Chair Deputy Chair Shadow Chair
Local Government Association Urban Commission	-	Chair Deputy Chair
Association of Councillors General Management Committee	-	Deputy Chair
Yorkshire and Humber Assembly Regional Transport Board	-	Chair
Yorkshire and Humber Assembly Regional Transport Forum	-	Chair Deputy Chair
Yorkshire and Humber Assembly Regional Planning Forum	-	Deputy Chair
PTA Special Interest Group	-	Chair Deputy Chair Shadow Chair
Leeds Transport Strategy Review Group	-	Chair or Deputy Chair Chair of Bus Working Group

## **10. CALENDAR OF MEETINGS 2007/2008**

The Authority considered a report of the Clerk on the proposed Calendar of Meetings for 2007/08.

**RESOLVED** - That the Calendar of Meetings for 2007/08 be approved.

## **11. CODE OF CONDUCT FOR MEMBERS**

The Authority considered a report of the Clerk on the new Code of Conduct for members of the Authority based on the Model Code of Conduct recently issued by the Department of Communities and Local Government.

It was reported that the Standards Committee at its meeting held on 1 June 2007 had considered the redrafted version which maintained all the mandatory elements but removed those parts which were irrelevant to members of the Passenger Transport Authority. The Authority were informed that the Model Code was mandatory and must be implemented and adopted within 6 months from 3 May 2007.

A summary of the main provisions of the new Code of Conduct was attached as a guidance for members. The main changes were intended to:-

- simplify and clarify the drafting
- modify the rules related to prejudicial interest of members
- clarify the application of the Code of Conduct

**RESOLVED -**

- (a) That members endorse the attached Code of Conduct and recommend that it be adopted immediately.
- (b) That members be recommended to sign up to the Code at the end of the meeting.

**12. AUTHORITY REGULATIONS**

The Authority considered a report of the Clerk informing members of the general regulations they had previously approved for the conduct of the Authority's affairs.

It was reported that the Authority had a number of regulatory documents that had been set up to control its affairs, which were published on an annual basis in the Authority's Year Book and on the WYPTA website.

- (i) Standing Orders - The Authority were informed that the report would be considered by the Audit and Governance Committee regarding a number of changes to the Standing Orders prior to making a final decision by members of the full Authority at its meeting on 27 July 2007.
- (ii) Code of Conduct for Members
- (iii) Members/officer Protocol
- (iv) Financial Regulations
- (v) Members' Allowance Scheme

**RESOLVED -** That the documents be approved.

**13. MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 30 MARCH 2007**

**RESOLVED -** That the minutes of the meeting of the Authority held on 30 March 2007 be approved and signed by the Chair.

**14. MINUTES OF THE MEETING OF THE APPOINTED MEMBERS HELD ON 17 MAY 2007**

**RESOLVED** - That the minutes of the meeting of the Appointed Members held on 17 May 2007 be noted.

**15. MINUTES OF THE MEETINGS OF THE PASSENGER CONSULTATIVE COMMITTEES**

**RESOLVED** -

- (a) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 23 March 2007 be noted.
- (b) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 26 March 2007 be noted.
- (c) That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 27 March 2007 be noted.
- (d) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 28 March 2007 be noted.
- (e) That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 29 March 2007 be noted.

**16. MINUTES OF THE MEETINGS OF THE TENDERED SERVICES WORKING GROUP HELD ON 2 APRIL AND 14 MAY 2007**

**RESOLVED** - That the minutes of the meetings of the Tendered Services Working Group held on 2 April and 14 May 2007 be noted.

**17. MINUTES OF THE MEETING OF THE RAIL WORKING GROUP HELD ON 5 APRIL 2007**

**RESOLVED** - That the minutes of the meeting of the Rail Working Group held on 5 April 2007 be noted.

**18. MINUTES OF THE MEETING OF THE BUS WORKING GROUP HELD ON 16 APRIL 2007**

**RESOLVED** - That the minutes of the meeting of the Bus Working Group held on 16 April 2007 be noted.

**19. MINUTES OF THE MEETING OF THE LOCAL TRANSPORT PLAN STEERING GROUP HELD ON 17 APRIL 2007**

**RESOLVED** - That the minutes of the meeting of the Local Transport Plan Steering Group held on 17 April 2007 be noted.

**20. MINUTES OF THE MEETING OF THE BUSINESS IMPROVEMENT GROUP HELD ON 19 APRIL 2007**

**RESOLVED** - That the minutes of the meeting of the Business Improvement Group held on 19 April 2007 be noted.

**21. MINUTES OF THE MEETING OF THE DEVELOPMENT & ENVIRONMENT WORKING GROUP HELD ON 16 MAY 2007**

**RESOLVED** - That the minutes of the meeting of the Development & Environment Working Group held on 16 May 2007 be noted.

**22. MINUTES OF THE MEETING OF THE CONCESSIONARY FARES WORKING GROUP HELD ON 22 MAY 2007**

**RESOLVED** - That the minutes of the meeting of the Concessionary Fares Working Group held on 22 May 2007 be noted.

**23. MINUTES OF THE MEETING OF THE STANDARDS COMMITTEE HELD ON 1 JUNE 2007**

**RESOLVED** - That the minutes of the meeting of the Standards Committee held on 1 June 2007 be noted.

**24. MYLITTLEBUS/METROLOCAL PROJECT**

The Authority considered a report of the Passenger Transport Executive seeking expenditure to carry out a pilot project to extend the Yellowbus concept and compliment AccessBus provision.

Members were informed that the Bus and Tendered Services Working Groups had been overseeing the development of providing Yellowbus type services for home to school travel for children with Special Educational Needs and the use of vehicles between school trips to provide additional AccessBus services to address social inclusion and accessibility issues.

It was reported that the remaining MyBus capital funding monies would be used to procure five Optare buses and that Kirklees Council along with other agencies in Kirklees had committed funding to cover the revenue costs over the period of the proposed pilot scheme until September 2009.

Members were informed that the pilot would be introduced in the Dalton and Almondbury areas of Huddersfield. The exercise had been developed to meet local needs and services, including health centres/doctors surgeries, post offices, local supermarkets, town centres and communities, as well as taking into account areas of high deprivation and those areas with a large elderly population.

Members welcomed the innovative scheme which in their opinion would allow the evaluation of the SEN MyBus services and the benefits from additional AccessBus capacity. However they were also mindful that if the pilot scheme was successful, expectation for the introduction of the scheme on a countywide basis would have serious budgetary implications.

#### **RESOLVED -**

- (a) That the proposed pilot scheme and associated capital and revenue expenditure as detailed in the submitted report be approved.
- (b) That the use of Section 56 grant funding for the procurement of five Optare Solo vehicles and ancillary equipment at a cost of £460,000 as detailed in the submitted report be approved.
- (c) That the award of the contract for implementation of the pilot scheme be reported to the Tendered Services Working Group.
- (d) That the monitoring and evaluation of the pilot scheme be reported to the Authority's relevant Working and Liaison Groups.

## **25. NATIONAL AND REGIONAL POLICY ISSUES**

The Authority considered a report of the Passenger Transport Executive on National and regional policy issues, including the Local Transport Bill, Planning White Paper, Regional Spatial Strategy and Regional Planning Assessment (for rail).

### **Local Transport Bill**

It was reported that the draft Local Transport Bill had been published in May 2007 and members were informed of the three main elements affecting public transport – local bus services, powers and governance arrangements in metropolitan areas and local road pricing schemes. It was proposed that the work on powers and governance be overseen by the Audit and Governance Committee and parts of the Bill relating to bus services would be considered by the Bus Working Group.

Members were advised that a seminar had been arranged for PTA members on 12 July 2007 to outline the details of the Bill and the consultation process in more detail. The formal consultation period would run until 7 September 2007 and a proposed response would be prepared for a future meeting of the Authority.

Members welcomed the proposals which they considered should enable the PTA, District Councils and City Region partners to devise locally appropriate ways of governing the planning and the development of transport networks as well as giving more powers and options for improving bus services and tackling traffic congestion.

**RESOLVED** - That the report be noted.