

# WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

DATE: 24 JUNE 2005

AGENDA ITEM NO: **8**

## APPOINTMENTS TO COMMITTEES

### REPORT OF CLERK

#### 1. MATTER FOR CONSIDERATION

1.1 Appointments to the Authority's Committees for 2005/06.

#### 2. INTRODUCTION

2.1 Arising from the appointments made by the Constituent Councils the political balance of the Authority is:-

Labour	8
Conservative	7
Liberal Democrat	6
Green	1
	<b>22</b>

In accordance with the requirements of the Local Government and Housing Act 1989, regarding political balance in the representation on Committees, appointments to Committees need to have regard to the above.

Set out in Appendix A attached is the existing Committee structure together with an analysis of the political split required. It should be noted that these cannot be made precisely for each committee due to the rounding of percentages. Members are asked to confirm what Committees they require for 2005/06 and to determine memberships in terms of political balance both individually and in total. Terms of Reference are attached at Appendix B.

2.2 It should be noted that although the Authority's Standing Orders allow provision to allow substitute members at all working Group meetings it is not legally permissible for there to be substitute Members at the full meeting of the Authority.

- 2.3** With regard to the Local Transport Plan Steering Group and West Yorkshire Integrated Transport Forum it is recommended that membership be increased to 3 members (1 Labour, 1 Conservative, 1 Liberal Democrat). This is to reflect the view discussed at previous PTA meetings that membership be increased because of the importance placed on the Local Transport Plan. As in previous years, the Vice-Chair of the Authority will act as chair of these groups.
- 2.4** It should also be noted that the reason for the **3 + 1** against the Standards Committee is that the 1 refers to Mr T Homewood who has been appointed as the independent member on the Standards Committee and who has been chair for the past year.

### **3. RECOMMENDATIONS**

- 3.1** That the Authority be asked to determine the Committee Structure, Terms of Reference and appointments to committees.
- 3.2** That:-
- (i) membership of the Local Transport Plan Steering Group and the West Yorkshire Integrated Transport Forum be increased to 3 members (1 Labour, 1 Conservative, 1 Liberal Democrat).
  - (ii) the Vice-Chair of the Authority acts as chair of the two groups.

## APPENDIX A

COMMITTEE	* NUMBER OF MEMBERS	LABOUR	CONS	LIB DEMS	GRN	TOTAL
Appointed Members	3	1	1	1		3
Business Improvement Group	6	2	2	1	1	6
Bus WG	5	2	2	1		5
Concessionary Fares WG	4	2	1	1		4
Development and Environment WG	6	2	2	2		6
Education Liaison Group	4	1	1	1	1	4
European Funding WG	4	2	1	1		4
Facilities WG	5	1	2	1	1	5
Highways & Transport Planning Liaison Group	4	2	1	1		4
Local Transport Plan Steering Group	3	1	1	1		3
Rail WG	4	2	1	1		4
Social Services Liaison Group	4	1	2	1		4
Standards Committee	3 + 1	1	1	1		3
Staffing WG	6	2	2	2		6
Supertram WG	8	3	2	2	1	8
Taxi Liaison Group	4	2	1	1		4
Tendered Services WG	6	2	2	2		6
WY Integrated Transport Forum	3	1	1	1		3
<b>Actual Totals</b>	<b>82 + 1</b>	<b>30</b>	<b>26</b>	<b>22</b>	<b>4</b>	<b>82</b>
<b>Total seats per percentage split</b>	<b>82</b>	<b>29.8</b>	<b>26.1</b>	<b>22.4</b>	<b>3.7</b>	<b>82</b>

- \* This reflects the current structure and numbers of members on each committee. The number of members per committee is not prescribed apart from Appointed Members and Standards Committee.

The Members allocations shown in total reflect the percentage split of Members of the Authority.

	* NO OF MEMBERS	LABOUR	CONS	LIB DEMS	GRN
Bradford PCC	5	2	2	1	
Calderdale PCC	2		1	1	
Kirklees PCC	4	1	1	2	
Leeds PCC	8	3	2	2	1
Wakefield PCC	3	2	1		

- \* Because all members are automatically members of their respective PCC, this section is excluded from the political balance requirements.

## **TERMS OF REFERENCE - 2005/2006**

### **APPOINTED MEMBERS**

To deal with any matter deemed to be of an urgent nature by the Chairman or, in his/her absence, the Deputy Chairman.

To report as necessary on these matters to the Authority.

### **BUSINESS IMPROVEMENT GROUP**

To consider and make recommendations to the Passenger Transport Authority on issues in relation to the delivery of Best Value and Metro's Information Technology Strategy. To have an overview of key initiatives and their role in the delivery of Best Value.

In particular;

To agree and receive reports on progress with implementation of the Authority's Best Value action plans.

To agree service review schedules and receive reports on findings of the reviews.

To receive and consider draft Local Performance Plans prior to submission to the PTA.

To consider Metroplan and Review of Metroplan documents.

To agree performance standards for monitoring and publication and to receive reports on performance against the defined service quality standards.

To consider the consultation requirements in delivery of Best Value and Local Transport Plans.

To monitor the implementation of Metro's Information Technology Strategy.

To report as necessary on these matters to the Authority.

## **BUS WORKING GROUP**

To consider the development and review of the bus strategy and to monitor its implementation.

To consider the operation and development of the AccessBus service.

To oversee the development of bids for Urban, Rural, Kickstart Challenge Funds.

To monitor the performance of bus services (tendered and commercial) and to consider actions to improve performance.

To consider the development of strategic initiatives aimed at improving the quality of bus services.

To consider the administration of Metro prepaid tickets.

To consider, as appropriate, Metro and/or PTEG responses to Government and other consultations on bus matters.

To report, as necessary on these matters to the Authority.

## **CONCESSIONARY FARES WORKING GROUP**

To monitor the implementation of the Authority's policies relating to concessionary travel.

To monitor legislative, or other changes, affecting the Authority's Concessionary Travel Scheme.

To oversee the further development of the Concessionary Travel Scheme, with any financial consequences being referred to the Authority.

To report as necessary on these matters to the Authority.

## **DEVELOPMENT AND ENVIRONMENT WORKING GROUP**

To consider the potential application of new vehicle and transport system technologies for Metro's transport plans.

To oversee the Authority's Environmental Strategy.

To consider the environmental impacts of Local Transport Plan transport strategy and significant development schemes.

To report as necessary on these matters to the Authority.

## **EDUCATION LIAISON GROUP**

To promote, in conjunction with bus operators, arrangements for the transport of scholars not entitled to free school transport which makes the most effective use of all available transport services.

To liaise with the PTE on the administering of scholars' travel passes.

To report as necessary on these matters to the Authority.

## **EUROPEAN FUNDING WORKING GROUP**

To examine and monitor European Funding Initiatives and opportunities.

To oversee bids for European funding and their application and associated project management activity.

To report as necessary on these matters to the Authority.

## **FACILITIES WORKING GROUP**

To consider proposals for improvements to bus stations and bus points.

To monitor the accessibility of Passenger Facilities.

To consider and report to the Authority on the criteria for shelter provision.

To oversee cleaning and maintenance of the existing shelter stock.

To oversee implementation of the Authority's policy in relation to the provision of Passenger Information and Promotion of Public Transport.

To monitor the accommodation needs of the Authority and the Executive.

To oversee passenger security arrangements in existence at Metro facilities.

To report as necessary on these matters to the Authority.

## **HIGHWAYS AND TRANSPORT PLANNING LIAISON GROUP**

To encourage the co-ordination of policies for public transport, highways, traffic management, car parking and planning to obtain the benefits of an integrated approach to transportation generally.

To report as necessary on these matters to the Authority.

## **LOCAL TRANSPORT PLAN STEERING GROUP**

To oversee and guide the process of formulating the joint West Yorkshire Local Transport Plan(s).

To advise on the composition and presentation of the bid.

To consider the approach to demand management and other strategies forming part of the Local Transport Plan.

To ensure that the West Yorkshire Local Transport Plan conforms with Department for Transport guidance.

To advise on appropriate priorities relating to major schemes and large minor schemes.

To agree, as appropriate, references to related revenue expenditure plans to be included in support of the Local Transport Plan.

To oversee the production of Annual Progress Reports and relevant requirements.

To co-ordinate the business of the West Yorkshire Integrated Transport Forum and wider consultation on the Local Transport Plan.

To respond to consultation papers and draft guidance documents on transport issues produced by the Government and other bodies as necessary.

To advise the District Leaders regarding the basis on which the joint settlement resulting from the bid might be apportioned between the partner authorities.

### **Reporting Procedures**

It is proposed that the role of the Steering Group should continue to be primarily advisory, making recommendations to the Association of West Yorkshire Authorities (District Leaders) or to the appropriate District Councils and/or WYPTA as necessary.

## **RAIL WORKING GROUP**

To consider the development and review of the Rail Plan and to monitor its implementation.

To oversee the procurement of local rail services, including the preparation of Section 34 Statements.

To oversee the management of local rail franchise(s), including monitoring the performance of local rail services, and to consider actions to improve performance.

To consider the development of strategic initiatives aimed at improving the quality of rail services, including the new station programme.

To consider, as appropriate, Metro and/or PTEG responses to Government and other consultations on rail matters.

To report as necessary on these matters to the Authority.

## **SOCIAL SERVICES LIAISON GROUP**

To identify opportunities for integrating the provision of transport required by Social Services Departments.

To monitor the implementation of the AccessBus scheme.

To report as necessary on these matters to the Authority.

## **STANDARDS COMMITTEE**

To promote and maintain high standards of conduct by the members and any co-opted members of the Authority, and to assist members and co-opted members of the Authority to observe the Authority's code of conduct.

To advise the Authority on the adoption or revision of a code of conduct and monitor the operation of the Authority's code of conduct.

To advise, train (or arrange to train) members and co-opted members of the Authority on matters relating to its code of conduct.

Other such functions as shall be determined by the Authority at its Annual Meeting.

To report as necessary on these matters to the Authority.

## **STAFFING WORKING GROUP**

To consider and report on such staffing matters as the Authority, after consultation with the Clerk/Director General, may ask it to examine.

To report as necessary on these matters to the Authority.

## **SUPERTRAM WORKING GROUP**

To receive reports in relation to the progress and development of the Supertram project.

To report as necessary on these matters to the Authority.

## **TAXI LIAISON GROUP**

To discuss the relationship between public transport services and taxis and the opportunities for co-operation between the PTA and District Councils in exercising their functions in relation to passenger transport and taxi licensing respectively.

To consider the role of taxis in providing local bus services in accordance with Section 12 of the Transport Act 1985.

To report as necessary on these matters to the Authority.

## **TENDERED SERVICES WORKING GROUP**

To oversee the award of new contracts in accordance with PTA policy and to ensure that they represent value for money.

To report as necessary on these matters to the Authority.

# **WEST YORKSHIRE INTEGRATED TRANSPORT FORUM**

## **Partnership**

To facilitate the involvement of key stakeholders in the Local Transport Plan process and provide advice to the local authorities through the Local Transport Plan Steering Group in the formulation of the Local Transport Plan and the development of the Centre of Excellence.

## **Integration**

To develop joint working leading to fuller integration between transport modes and better co-ordination of strategies.

## **Consultation**

To form the basis of consultation on the developing Plan between the relevant transport stakeholders and to guide the process of consultation with other agencies and the public.

## **Responses**

To consider the implications of national and regional policy initiatives.

## **Information**

To disseminate information regarding developments in transport policy (national, regional, European or local), government guidance, technological advancements, funding sources, or any other relevant matter.