

**AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT  
AUTHORITY HELD AT WELLINGTON HOUSE  
ON FRIDAY 24 SEPTEMBER 2010**

**PRESENT:** Councillor C Greaves (Chair)

Councillors A Carter, M Coulson, Y Crewe, R Downes, E Firth,  
A Hawkesworth, H Hudson, K Hussain, W Hyde, J Lewis,  
A Longthorn, G Lowe, M Lyons, J Matthews, R Pearson, A Pinnock,  
E Smaje, M Walker, J Watmough and K Watson

**23. MEMBERSHIP**

The Chair welcomed Councillor Bill Hyde from Leeds and also thanked Councillor Barry Anderson who he had replaced for his hard work whilst on the Authority.

**24. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Lewis.

**25. DECLARATIONS OF INTEREST**

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

**26. MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 25 JUNE 2010**

**RESOLVED** - That the minutes of the meeting of the Authority held on 25 June 2010 be approved and signed by the Chair.

**27. STANDING ORDERS OF THE AUTHORITY**

The Authority considered a report of the Clerk on proposed revisions to the Standing Orders of the ITA which had been adopted on 25 June 2010.

At the Annual General Meeting on 25 June, the Authority had approved the adoption of new Standing Orders which formally constituted the ITA Executive Board and other committees as part of new governance arrangements. The approval had, however, been given subject to the advice of external lawyers being obtained to ensure the proposals were lawful.

It was reported that legal counsel had now recommended certain additions and variations to the Standing Orders which it was stressed did not affect the principal decisions taken by the Authority in June.

The advice received from Counsel, as addressed in the amendments to Standing Orders, is summarised below:-

- The process for calling in decisions of the ITA Executive Board for review by the Scrutiny Committees should be more straightforward.
- The process for constituting and replacing the membership of committees of the ITA from time to time should be clarified, but taking into consideration the requirement for political balance and practical constraints.
- The Chief Financial Officer should report to the ITA Executive Board in addition to the ITA.
- A Scheme of Delegation to set out clearly those powers and functions of the ITA which may not be delegated to a committee. Provisions to ensure that executive functions delegated to the ITA Executive Board may not be further delegated without the approval of the ITA.
- To underline the duties of members in respect of the Code of Conduct in view of public sensitivity towards the conduct of those in public office.
- That other governance documents, such as the Financial Regulations and Code of Conduct, which are printed within the ITA Year Book, be formally incorporated as part of the Standing Orders.

**RESOLVED** - That the revisions to Standing Orders, recommended by external lawyers and appended to the submitted report, be approved.