AT MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY HELD AT WELLINGTON HOUSE ON FRIDAY 19 JUNE 2009

PRESENT: Councillor R Downes (Chair)

Councillors T Brice, C Campbell, A Carter, D Congreve, E Firth, C Greaves, A Hawkesworth, J Jarosz, S Khan, T Leadley, M Lyons, P McBride, G Phelps, A Pinnock, K Rhodes, D Robinson, T Swift, P Wadsworth, M Walker, A Wallace and K Watson

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. APPOINTMENT OF DEPUTY CHAIR

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

RESOLVED - That Councillor C Greaves be appointed Deputy Chair of the Authority.

3. COMMENTS

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

PTA of the Year 2008
New Information Screens and Public Announcement Systems at Rail Stations
New bus station at Brighouse
15 new AccessBus vehicles
IIP Champion Status and Gold Award
Customer Service Excellence Award
Regional Transport Board endorsement to £300m (major schemes)
Continued success of FreeCityBus in Leeds, Wakefield, Huddersfield and Bradford

In response Councillor Downes paid tribute to the hard work carried out by Councillor Greaves. He then spoke of the challenges ahead during his Chairmanship, in particular he highlighted the New Generation Transport scheme, continuation of development on new rail stations at Apperley Bridge, Kirkstall Forge and Low Moor, the new powers under the Local Transport Act, High Speed Rail, electrification and new rolling stock.

4. APOLOGIES

There were no apologies for absence.

5. WELCOME

The Chair welcomed Councillors Peter McBride and Keith Watson who were appointed to the Authority in March and Councillor Tom Leadley who was appointed on 27 May 2009.

The Chair also welcomed Nick Winney who was attending his first meeting following his appointment as Assistant Director of Legal Services.

6. DECLARATIONS OF INTEREST

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

7. 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.

8. APPOINTMENT OF DISTRICT COUNCILS' SPOKESPERSONS

The Authority considered a report of the Clerk on the Appointment of District Spokespersons for 2009/10 in accordance with Section 41 of the Local Government Act.

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 Anne Hawkesworth	-	Bradford
Councillor Keith Watson	-	Calderdale

Councillor Tony Brice	-	Kirklees
Councillor Colin Campbell	-	Leeds
Councillor Graham Phelps	-	Wakefield

9. APPOINTMENTS TO COMMITTEES

The Authority considered a report of the Clerk on the Appointments to Committees for 2009/10.

On a point of clarification, the Clerk indicated that the 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.

Comment was also made that the terms of reference for the Local Transport Plan Steering Group had been amended to reflect revised responsibilities arising from the Transport Act 2008 and funding sources. The Standards Committee had been amended to take account of their new role in hearing and investigating complaints. The Tendered Services Working Group had been amended enabling the committee to consider well being powers.

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 2009/10 be approved.

(b) That the position of Chair and appointments to the Working Groups be approved.

10. 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.

The Authority expressed concern that the ITA was not represented on the newly established Regional Transport Advisory Board.

RESOLVED –

(i) 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	-	Chair
ITA Special Interest Group	-	Chair Deputy Chair Shadow Chair
Leeds Transport Strategy Group	-	Chair

(ii) That a further letter be sent to the Secretary of State for Transport requesting that the Chair of the Authority be appointed to the Regional Transport Advisory Board.

11. CALENDAR OF MEETINGS 2009/2010

The Authority considered a report of the Clerk on the proposed Calendar of Meetings for 2009/10.

RESOLVED - That the Calendar of Meetings for 2009/10 be approved.

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 WYITA website.

(i) Standing Orders

(ii) Code of Conduct for Members

(iii) Members/Officer Protocol

(iv) Financial Regulations

(v) Members Allowances Scheme

(vi) Code of Corporate Governance

RESOLVED - That the documents be approved.

13. MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 27 MARCH 2009

RESOLVED - That the minutes of the meeting of the Authority held on 27 March 2009 be approved and signed by the Chair.

14. MINUTES OF THE MEETINGS OF THE RAIL WORKING GROUP HELD ON 23 MARCH AND 3 JUNE 2009

RESOLVED - That the minutes of the meetings of the Rail Working Group held on 23 March 2009 and 3 June 2009 be noted.

15. MINUTES OF THE MEETINGS OF THE PASSENGER CONSULTATIVE COMMITTEES

RESOLVED -

(a) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 30 March 2009 be noted.

(b) That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 31 March 2009 be noted.

(c) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 1 April 2009 be noted.

(d) That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 2 April 2009 be noted.

(e) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 3 April 2009 be noted.

(f) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 4 June 2009 be noted.

(g) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 5 June 2009 be noted.

(h) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 10 June 2009 be noted.

16. MINUTES OF THE MEETING OF THE EXTERNAL FUNDING WORKING GROUP HELD ON 7 APRIL 2009

RESOLVED - That the minutes of the meeting of the External Funding Working Group held on 7 April 2009 be noted.

17. MINUTES OF THE MEETINGS OF THE TENDERED SERVICES WORKING GROUP HELD ON 8 APRIL, 13 MAY AND 3 JUNE 2009

RESOLVED - That the minutes of the meetings of the Tendered Services Working Group held on 8 April, 13 May and 3 June 2009 be noted.

18. MINUTES OF THE MEETING OF THE STAFFING WORKING GROUP HELD ON 23 APRIL 2009

RESOLVED - That the minutes of the meeting of the Staffing Working Group held on 23 April 2009 be noted.

19. MINUTES OF THE MEETING OF THE LOCAL TRANSPORT PLAN STEERING GROUP HELD ON 27 APRIL 2009

RESOLVED - That the minutes of the meeting of the Local Transport Plan Steering Group held on 27 April 2009 be noted.

20. MINUTES OF THE MEETING OF THE CONCESSIONARY FARES WORKING GROUP HELD ON 14 MAY 2009

RESOLVED - That the minutes of the meeting of the Concessionary Fares Working Group held on 14 May 2009 be noted.

21. CAPITAL PROGRAMME

The Authority considered a report of the Passenger Transport Executive on the capital programme.

LTP Funding Uplift

The Authority were given an update on uplift funding from the Regional Funding Allocation, including the programme of measures agreed by West Yorkshire partners and the mechanism by which the monies would be distributed to partners.

Local Transport Plan Development

It was reported that the current LTP period concluded on 31 March 2011. Members were advised that the ITA was responsible for the development and implementation of the third LTP for West Yorkshire in partnership with the District Councils. Approval was therefore being sought for expenditure of £2.01m which would be funded from the RFA funding uplift to support the initial development of schemes for subsequent delivery through the LTP. Comment was also made that funding included the establishment of a small dedicated team to lead on the new Plan.

Sustainable Travel Cities

It was reported that the Department for Transport had announced a £30m sustainable travel cities fund for those areas that had an urban congestion plan and target. Metro was currently working with district partners to develop a bid based on the smarter choices measures (e.g. travel planning, promotion and marketing, cycling, walking and support for bus services). The Authority were advised that this bid must be submitted by 17 July and that a decision on the allocation of funds was expected to be made in September/October.

RESOLVED -

(i) That the outlined capital programme be approved.

(ii) That the expenditure as detailed in paragraph 2 of the submitted report be approved.

22. INCORPORATING ACCESSBUS INTO THE TRAVEL CONCESSIONS SCHEME

The Authority considered a report of the Passenger Transport Executive on changes to the Transport Act 1985 Travel Concessions Scheme to incorporate AccessBus services.

It was reported that due to recent changes in legislation, opportunities had arisen for the AccessBus service to be registered as a flexibly routed, demand responsive service. The conversion of the services would make them eligible for Bus Service Operators Grant (BSOG) and would save approximately £200,000 per year at current rates.

Members were advised that in order to receive the grant there would be a need to introduce fares on the services although most passengers would be eligible for free travel under the concessionary fare scheme. However, as some passenger journeys would commence before 0930hrs Monday to Friday, it was proposed that an amendment be made to the concessionary fare scheme. That would enable holders of West Yorkshire (senior or

disabled) English National Concessionary Travel Passes to travel free of charge (on AccessBus services only) before 0930hrs Monday to Friday.

RESOLVED -

(i) That the amendments to the Transport Act 1985 Travel Concessions Scheme to enable holders of West Yorkshire (Senior or Disabled) English National Concessionary Travel Passes to travel free of charge before 09.30hrs Monday to Friday on the AccessBus service be approved.

(ii) That the amendment be restricted to the AccessBus service.

23. USE OF WELLBEING POWERS

The Authority considered a report of the Passenger Transport Executive on the use of well being powers to provide financial assistance to support the operation of a Sunday bus service facilitating access to tourist attractions in the Worth Valley.

It was reported that the Tendered Services Working Group had recommended a contribution of £900 for the service. The Authority was advised that Metro had supported the service in previous years through the Rural Transport Partnership.

It was therefore proposed to award a grant under Section 99 of the Local Transport Act 2008 for the Authority to use its well being powers to give financial assistance where it considered that the grant would achieve one or more of the objectives specified in Section 99(1) of the new Act,

Comment was made that it was likely that there would be further situations where the Authority would wish to support a similar service by awarding a small grant. The Authority supported the general use of well being powers for financial assistance to third parties which would be overseen by the Tendered Services Working Group, subject to an annual cap of £50,000 and a maximum of £5,000 for any service grant. It was reported that it would be necessary to amend the Terms of Reference of the Tendered Services Working Group to oversee the use of well being powers.

RESOLVED -

(i) That the Authority exercises its well being powers under Section 99 of the Local Transport Act 2008 to provide financial assistance of £900 to the Worth Valley Joint Transport Committee for the operation of service 812 in 2009, as detailed in the report.

(ii) That the general use of the well being powers to provide financial assistance to third parties for the support or provision of bus services,

with the implementation being overseen by the Tendered Services Working Group be approved.

(iii) That the approval be subject to a cap of maximum total expenditure in any financial year of £50,000 and a maximum single payment of £5,000.

24. EXCLUSION OF THE PRESS AND PUBLIC

The Authority considered a recommendation to exclude the press and public from Agenda Item No's 23 and 24 which contained exempt information as defined in paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information)) of Schedule 12A to the Local Government Act 1972.

RESOLVED – That, as disclosure of the report could prejudice future negotiations on bus station leases, the press and public be now excluded from Agenda Items 23 and 24.

*25. NEW LEASE - UNIT 3 DEWSBURY BUS STATION

The Authority considered a report of the Passenger Transport Executive on proposed terms for the lease in respect of Unit 3 at Dewsbury Bus Station.

RESOLVED –

(i) That approval be given to the granting of a 10 year lease to Arriva, subject to the terms outlined in paragraph 3.3 of the submitted report.

(ii) That the Passenger Transport Executive be authorised to undertake the necessary documentation.

*26. NEW LEASE - THE KIOSK BRIGHOUSE BUS STATION

The Authority considered a report of the Passenger Transport Executive on proposed terms for the lease in respect of the kiosk at Brighouse Bus Station.

RESOLVED –

(i) That approval be given to the granting of a 3 year lease to Mr Robinson, subject to the terms outlined in paragraph 3.2 of the submitted report.

(ii) That the Passenger Transport Executive be authorised to undertake the necessary documentation.