

# WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

DATE: 22 JUNE 2007

AGENDA ITEM NO: 12

**SUBJECT: AUTHORITY REGULATIONS**

**REPORT OF THE CLERK**

## 1. MATTER FOR CONSIDERATION

- 1.1 To inform Members of the general regulations they have previously approved for the conduct of the Authority's affairs and to consider necessary amendments.

## 2. INFORMATION

- 2.1 The Authority has a number of key regulatory documents set up to control its affairs. The most important of these, together with details of memberships and staffing, are published annually in a 'red' year book issued to all Members after the annual meeting.
- 2.2 The documents published in the 2006 'Red Book' were:-
  - 2.2.1 Standing Orders - see comments below
  - 2.2.2 Code of Conduct for Members (separate report)
  - 2.2.3 Member/Officer protocol (new – see Appendix A)
  - 2.2.4 Financial Regulations (attached as Appendix B)
  - 2.2.5 Members Allowances Scheme (attached as Appendix C)
- 2.3 The **Standing Orders** relate to the manner in which the Authority conducts its business.

With the creation of the Audit and Governance Committee last year, it is recommended that any necessary changes be considered by that committee before approval by the full Authority. It is therefore proposed to take a report to the next meeting of the committee (29 June 2007) for a recommendation to the next Authority meeting (proposed for 27 July 2007).

- 2.4 Since the **Code of Conduct** was approved in 2002, consultations have been proceeding at a national level concerning the Code. A separate report on the agenda covers a proposed new 2007 Code for immediate implementation. Members are reminded that they continue to have a legal obligation to:-

- 2.4.1 complete their declarations of financial and other interests before they attend their first PTA meeting **every year**;
  - 2.4.2 register any personal or prejudicial interest arising from any item on the agenda of **every meeting** they attend and;
  - 2.4.3 register all gifts and hospitality both offered and received/ rejected within 28 days.
- 2.5 The attached **Member/Officer protocol** was considered on 2 March 2007 by the Audit and Governance Committee and adopted by the Authority at its meeting on 30 March 2007. As a new key document for the Authority it is proposed to include it in the 2007 version of the 'Red Book'.
- 2.6 The **Financial Regulations** include Standing Orders in relation to contracts. There are no changes currently proposed.
- 2.7 The **Members Allowances Scheme** for this year was, in accordance with national regulations, approved before the 31 March 2007. However, the travelling and subsistence rates were provisional at that stage as the national regulations had not been published. The new rates were published in May 2007 and have now been included in the attached scheme. The new rates apply from 1 April 2007.

### 3. **FINANCIAL AND EC PROCUREMENT IMPLICATIONS**

- 3.1 None directly arising from this report.

### 4. **STAFFING IMPLICATIONS**

- 4.1 None directly arising from this report.

### 5. **EQUAL OPPORTUNITY IMPLICATIONS**

- 5.1 None directly arising from this report.

### 6. **RECOMMENDATIONS**

- 6.1 That the regulatory documents as attached be approved.

**Clerk to the Authority**  
**West Yorkshire Passenger Transport Authority**