

**AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT
AUTHORITY EXECUTIVE BOARD HELD IN WELLINGTON HOUSE ON
FRIDAY 22 OCTOBER 2010**

PRESENT: Councillor C Greaves (Chair)

Councillors Y Crewe, R Downes, E Firth, A Hawkesworth,
J Lewis, M Lyons and R Pearson

13. DECLARATIONS OF INTEREST

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

**14. MINUTES OF THE MEETING OF THE ITA EXECUTIVE BOARD HELD ON
24 SEPTEMBER 2010**

RESOLVED - That the minutes of the meeting of the ITA Executive Board held on 24 September 2010 be approved and signed by the Chair.

**15. MINUTES OF THE JOINT MEETING OF THE DISTRICT LIAISON
COMMITTEES HELD ON 17 SEPTEMBER 2010**

It was reported that the first round of meetings had received very positive feedback and it was hoped that as they developed and became more established they would play a very important role in driving forward a common and strategic approach in each of the five Districts and throughout West Yorkshire. However, at some meetings, comment was made that more time should be allotted to them in order to give members sufficient time for discussion reflecting the importance of the subject matters being dealt with by the Committees.

The Executive Board also suggested that changes be made in the future to the format of Passenger Consultative Committees to reflect the fact that the Authority was now an Integrated Transport Authority and therefore the emphasis should not be purely on bus and rail.

RESOLVED - That the minutes of the Joint Meeting of the District Liaison Committees held on 17 September 2010 be approved.

16. CAPITAL PROGRAMME

The ITA Executive Board considered a report of the Passenger Transport Executive seeking approval of expenditure for the replacement of the life expired travel centre sales system.

It was reported that the revised capital programme which had previously been approved by the ITA made provision for a replacement travel centre sales system as part of the approved ICT strategy relating to business critical systems.

Members were informed that the UK Domestic Cheque Guarantee Card Scheme (whereby cheque payment was guaranteed up to a specified level) would close on 30 June 2011 and it was therefore proposed that from 1 April 2011 Metro's Travel Centres should cease accepting personal cheque payments in order to minimise risk.

RESOLVED -

- (i) That the release of expenditure in respect of the following scheme be approved:-

Scheme	£
Replacement of Travel Centre Sales System	160k

- (ii) That the proposal to cease accepting personal cheque payments at travel centres from 1 April 2011 be noted.

17. DEVELOPMENT OF LTP 3

The ITA Executive Board considered a report of the Passenger Transport Executive on the ongoing development work in the preparation of the draft West Yorkshire Local Transport Plan (LTP3) for 2011-26.

Members considered the detailed draft Local Transport Plan Strategy consultation document which had been prepared for partners and stakeholders together with a Summary Version which would be used for the public consultation. The consultation was to be held from 25 October to 17 December 2010 and would be both web and paper based with face to face engagement at workshops. Those included a joint meeting with the Passenger Consultative Committees, District Scrutiny and Overview Committees and numerous events involving special interest, business and user groups. Members stressed the importance of promoting and raising the public's awareness of the consultation exercise. It was noted that outlets were being identified for advertising the consultation and it was suggested that a flyer be produced for circulation. Members were asked to forward any further ideas for promoting the consultation to the LTP3 Team at the earliest opportunity. Feedback from the consultation exercise would be prepared during January/February 2011 and brought to a future meeting of the ITA.

The Committee discussed the draft Plan and, subject to the comments made at the meeting, endorsed it for public consultation purposes. It was recognised that the implications of the Comprehensive Spending Review and

subsequent transport settlement announcements would need to be fully reflected in the final Plan to be published by 1 April 2011 although it was important that it remained ambitious and retained future aspirations.

It was reported that following the Comprehensive Spending Review announcements detailed implementation plans would be developed and prepared for public consultation in January/February 2011.

RESOLVED - That, subject to the comments made at the meeting, the draft LTP3 document be endorsed for public consultation from 25 October to 17 December 2010.

18. CONSULTATION ON THE PROPOSED BUS QUALITY CONTRACT SCHEME

The ITA Executive Board considered a report of the Passenger Transport Executive on the proposed public consultation, in conjunction with consultation on the third Local Transport Plan, on a Bus Quality Contract Scheme.

It was reported that the specific consultations were proposed to supplement and complement the Local Transport Plan consultation as the achievement of the Plan's objectives would be crucial to meeting the criteria for progressing the scheme.

The ITA Executive Board were advised that as part of the process Metro would be undertaking informal consultations with both users and non users of public transport and other stakeholders and would be holding discussions with bus company staff including transport unions until the end of the year. Road shows had also been organised in bus stations, with the travelling public being invited to give their views on current bus services and how services could be improved.

It was proposed that a report would be prepared for a meeting of the ITA Executive Board in early 2011 setting out the results of the consultation exercise which would be used to finalise the Quality Contract Scheme specification prior to moving to formal consultation in 2011.

RESOLVED - That, subject to the comments made at the meeting, the proposed wording for the Quality Contract Consultation document be endorsed.

19. EXCLUSION OF THE PRESS AND PUBLIC

The ITA Executive Board considered a recommendation to exclude the press and public from Agenda Item 9, which contained exempt information defined in Paragraph 3 of Schedule 12A, Local Government Act 1972.

It was agreed that because disclosure of the report might prejudice future negotiations on funding arrangements, including concessionary travel, that the public interest would be better served by maintaining the exemption and, therefore, the press and public be now excluded from the meeting.

20. 2011/12 BUSINESS PLANNING

The ITA Executive Board considered a report of the Passenger Transport Executive providing an update on the key budget issues for 2011/12.

The ITA Executive Board were informed that there would be some very difficult decisions to be made and that they would need to determine priorities and areas where savings could be made.

Comment was made that the extent to which savings and cuts could be made would be very much dependent on the implications of the Comprehensive Spending Review which could lead to a possible 25% reduction in funding to Local Government resulting in a significant impact on the Authority's levy for 2011/12.

The Executive Board were advised that other key issues also made it extremely difficult to negotiate and plan the budget. Metro faced a major challenge with regard to the ongoing risk with the concessionary travel budget. In this respect Members were advised that a consultation exercise recently carried out by the Department of Communities and Local Government on revenue support formula funding had assumed that it was likely that the Special Grant paid to travel concession authorities would cease and would be absorbed into the District Council's via formula grant. In addition the ITA Executive Board were informed that the DfT had also commenced a consultation on reimbursement guidance for concessionary travel which proposed a more simplistic process which initially appeared to create an increase to the payments made to the operators.

It was reported that the Director General and the Deputy Chair would be presenting a report to the AWYA meeting on 29 October 2010 which set out the budget proposals for 2011/12 based on the 3 year financial strategy previously approved by the Authority.

RESOLVED - That the report be noted.

21. ITA EXECUTIVE BOARD – ALTERNATE MEMBER

RESOLVED - That the appointment of Councillor W Hyde to replace Councillor K Watson as the Conservative alternate member on the ITA Executive Board be approved.