

West Yorkshire Integrated Transport Authority

Freedom of Information Act 2000

Publication Scheme 1 January 2009

WELCOME TO THE WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY'S PUBLICATION SCHEME

1. INTRODUCTION: WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities. Section 19 of the FOIA requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

The Authority has adopted the Model Publication Scheme approved by the Information Commissioner. **It is valid from 1 January 2009.** To facilitate compilation of our scheme we have used the definition document for Joint Authorities and Boards.

All of the information contained in our publication scheme is either available for you on our website or in traditional document form on request.

2. CLASSES OF INFORMATION PUBLISHED BY THE AUTHORITY

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future – this is split into 'classes' of information.

The 'classes' of information currently published are contained in **Section 15** of this Scheme. Details of how the information is or will be published and any fees charged for information contained in the publication scheme are set out in the same section.

The classes in the scheme are grouped under various headings. Under each heading there is a list of the information which we publish which relates to that subject.

3. WHO WE ARE AND WHAT WE DO

Metro is the business name used by both the West Yorkshire Integrated Transport Authority (WYITA) and the West Yorkshire Passenger Transport Executive (WYPTE). WYITA is the body to which the WYPTE is accountable.

WYITA is a joint authority with responsibility for the co-ordination and promotion of West Yorkshire's public transport services. It is made up of 22 Councillors nominated by the five district councils of Bradford, Calderdale,

Kirklees, Leeds and Wakefield and determines public transport policy within West Yorkshire.

The Authority is responsible for the co-ordination of West Yorkshire's public transport services and is the body to which the West Yorkshire Passenger Transport Executive (PTE) is accountable. The PTE provides the 'hands on' operational management of regional public transport whilst the ITA determines the policies, budgets and finances.

The ITA has certain statutory duties to perform that are set out in legislation. Their most important function is to co-ordinate and promote the use of public transport in West Yorkshire. This entails the following aspects:

- **Community Engagement** - to consult the public about the provision of transport in the area and then use this information to inform decision-making
- **Planning and Performance Management** - setting clear priorities and targets for the PTE in relation to the key aims of the Authority and then monitoring performance against these
- **Resource Use and Allocation** - allocating resources to the PTE having regard to economy, efficiency and effectiveness
- **Integrity and Ethical Standards** - reviews its own and the Transport Executive's practices and procedures to ensure that they comply with all necessary legislation and Government requirements
- **Appointment of Chief Officers** - responsibility for appointing the Director General and other PTE Directors.

In seeking to meet the public transport needs of the people who live and work in the County, WYITA obtains funds through a Transport Levy on the 5 District Councils, government grants and income generation.

The key to a good public transport system is partnership. This involves all the organisations listed below:

- The 5 District Councils
- West Yorkshire Police and Fire Services
- Local Strategic Partnerships eg Leeds Initiative
- Leeds City Region
- Department of Transport and other relevant government agencies
- Highways Agency
- Yorkshire & Humber Assembly
- Regional Transport Board
- Other ITAs and PTEs
- Rail Operators
- Network Rail
- Bus Operators

- Government Office for Yorkshire and the Humber
- Yorkshire Forward
- PTEG

Metro also:-

- Pays for over 20% of local bus services
- Specifies, pays for, develops and monitors local rail services
- Administers and funds a comprehensive concessionary fare scheme
- Provides bus stations, shelters and stops
- Promotes equal access to public transport for all
- Co-ordinates activities to achieve better integrated public transport services
- Provides travel information
- Administers the Metro Prepaid Ticket Scheme
- Plans future investment in transport infrastructure and services

Classes of information available under this heading can be found in Section 15a of the scheme.

4. WHAT WE SPEND AND HOW WE SPEND IT

The Authority raises most of its revenue finances through a levy on the 5 District Councils of West Yorkshire. It also receives some funding directly from central government and seeks to maximise income opportunities, for example from its own properties. The largest elements of expenditure are on securing rail and bus services and on the concessionary travel scheme. In addition to this Metro funds the operating costs of the bus stations, shelters and passenger information, including real time information and administers a countywide prepaid ticket scheme.

The Authority receives a capital grant to deliver its infrastructure improvements in line with the Local Transport Plan. Again it seeks to increase the available resources through grants and other income from third parties.

Classes of information available under this heading can be found in Section 15b of the scheme.

5. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

The Authority publishes a Best Value Performance Plan which sets out all of our aims and objectives including its:

- local and national role;
- policies and long-term vision;
- Best Value policy;

- financial statement
- performance compared against its vision

The Authority's Local Transport Plan is produced jointly with the five West Yorkshire District Councils and sets out the 5 year strategy and investment plans for all modes of transport.

The plan reflects national, regional and local priorities. It covers the national priorities of congestion, accessibility, road safety and air quality. The partners have also included a further priority area of asset management. Local priorities identified by the Local Strategic Partnerships in each district have informed the strategy and local as well as national targets have been set.

The objective of the Plan is to develop and maintain an integrated transport system that supports economic growth in a safe and sustainable way and enhances overall quality of life for the people of West Yorkshire.

The plan also includes a ticketing strategy, information strategy, the West Yorkshire Bus Strategy and Metro's Rail Strategy, Railplan 6. A separate Urban Congestion Target Delivery Plan has also been produced setting out how the Authority and partners will deliver against the government's Public Service Agreement target for reducing congestion in urban areas.

Progress against the plan is set out in the Local Transport Plan Monitoring report (2006/07) and 2008 Progress Report.

At a city region level, the Authority has contributed to the development of a City Region transport vision which sets out aspirations for improving connectivity and accessibility across the city region over the next 25 years. The Authority is also a partner in the City Region Multi Area Agreement covering transport and housing.

Classes of information available under this heading can be found in Section 15c of the scheme.

6. HOW WE MAKE DECISIONS

The full authority meets on average every 2 months. West Yorkshire ITA is a proactive authority and as such it has an extensive committee system for Members to set and oversee policies, targets, priorities and co-ordination. It has three main types:-

WYITA Working Groups (including Standards Committee)

The role of the ITA's working groups is to concentrate on specific areas of the ITAs work in order that matters can be given full consideration without overloading full meetings of the Authority. In particular, the working groups

act as a forum to discuss means of implementing policy and provide member feedback to officers. They also monitor performance of the PTE. They tend to have a small membership and meet on an ad hoc basis.

District Council Liaison Groups

District Council Liaison Groups meet twice a year and their prime role is to act as a common platform for ITA and District Council representatives to discuss issues of interest, interchange of information and keep each other informed.

Passenger Consultative Committees

The role of the Passenger Consultative Committees, which meet on a quarterly basis, is to act as a form of public consultation providing information, advice and views to the ITA from the public. The PCCs are based on the five constituent districts in West Yorkshire. These committees consist of all the ITA members for that district, a number of nominated members from the relevant District Council, plus a number of members of the public representing a variety of transport related views and interests. Each of the PCCs is chaired by the relevant District Spokesperson. The role of district spokespersons is to act as a spokesperson for their district on transport matters in that area and to be its liaison with other members of that District Council.

Classes of information available under this heading can be found in Section 15d of the scheme.

7. OUR POLICIES AND PROCEDURES

The Authority's handbook contains a number of documents which set out how the Authority works, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable. Some of these processes are required by the law, whilst others are a matter for the Authority to determine.

The documents contained in the handbook are:-

- Standing Orders
- Financial Regulations
- Code of Conduct for Members
- Members' Allowances Scheme
- Protocol for Members/Officer Relations

Classes of information available under this heading can be found in Section 15e of the scheme.

8. LISTS AND REGISTERS

In accordance with the Authority's model Code of Conduct there is a statutory obligation for the Authority to keep a register of members' financial and other interests and a register of gifts and hospitality. Both registers are reviewed every 6 months and are available for public inspection upon request.

9. THE SERVICES WE OFFER

The Authority is responsible for the development and co-ordination of West Yorkshire's public transport, with Metro responsible for delivery.

Classes of information available under this heading can be found in Section 15g of the scheme.

10. REQUESTING INFORMATION

The above information is accessible through the Authority's website at:
www.wyita.gov.uk

Information may also be obtained in hard copy by contacting the following:

Mr D Burrell
Deputy Clerk to the ITA (Information Officer – Freedom of Information)
Metro
Wellington House
40-50 Wellington Street
Leeds
LS1 2DE

email: david.burrell@wypte.gov.uk

telephone: (0113) 251 7216

11. FEES AND CHARGES

The Authority does not make charges for reasonable requests for hardcopy information. However, where a fee is payable, this is indicated in Section 15 the scheme.

12. INFORMATION NOT CONTAINED IN THE PUBLICATION SCHEME

Where the Authority holds information which is not listed in the publication scheme, you can request that information under the Freedom of Information

Act. The Authority will disclose this information within 20 working days, unless it is exempt information, in which case it will state so, and explain its decision. You have the right to request an internal review of this decision, and if you are still not satisfied, to complain to the Information Commissioner.

13. REVIEW OF PUBLICATION SCHEME

The Authority will review its publication scheme on an annual basis. The publication scheme is maintained by the Information Officer whose details are set out in Section 10 above.

14. MAKING A COMPLAINT OR PROVIDING FEEDBACK

If you wish to make a complaint about the service you have received or to provide feedback about our service, you should contact the Information Officer whose details are set out in Section 10 above.

15. CLASSES OF INFORMATION CURRENTLY PUBLISHED

Document / Publication	Format of Production		
	Paper	Electronic	Website
a. Who we are and what we do			
Membership of the Authority	✓	✓	✓
Committee Structure	✓	✓	✓
Management and staff of the Authority	✓	✓	✓
Location and contact information	✓	✓	✓
Outline of Responsibilities	✓	✓	✓
Relationship with other authorities	✓	✓	✓
b. What we spend and how we spend it			
Summary of revenue budget estimates and capital expenditure plans	*	*	*
Annual Statement of Accounts	✓	✓	✓
Annual Audit Letter	✓	✓	✓
ITA Members Allowances Scheme	✓	✓	✓
Allowances paid to Members	✓	✓	✓
c. What our priorities are and how we are doing			
Performance Plan/Corporate Plan	✓	✓	✓
Performance Indicators	✓	✓	✓
Quality Framework and Glossary	✓	✓	✓
20 Year Vision	✓	✓	✓
West Yorkshire Local Transport Plan 2006-2011	✓	✓	✓

Local Transport Plan Monitoring Report 2006/07	✓	✓	✓
Local Transport Plan 2008 Progress Report	✓	✓	✓
West Yorkshire Bus Strategy 2006-2011	✓	✓	✓
Rail Plan 6	✓	✓	✓
Urban Congestion Target Delivery Plan	✓	✓	✓
25 year Leeds City Region Transport Vision	✓	✓	✓
West Yorkshire Information Strategy	✓	✓	✓
d. How we make decisions			
Schedule of meetings open to the public	✓	✓	✓
Agendas and approved minutes of the Authority and working groups	✓	✓	✓
e. Our policies and procedures			
Standing Orders	✓	✓	✓
Financial Regulations	✓	✓	✓
ITA Member Code of Conduct	✓	✓	✓
Whistleblowing Procedure	✓	✓	✓
Procedure for complaints of misconduct by elected members	✓	✓	✓
Protocol for Member/Officer Relations	✓	✓	✓
Freedom of Information Publication Scheme	✓	✓	✓
f. Lists and registers			
Register of Members Financial and Other Interests	✓		
Register of Members Gifts and Hospitality	✓		
g. The services we offer			
The following services are provided by Metro:			
Bus Travel	✓		✓
Train Travel	✓		✓
Tickets and passes	✓		✓
Projects and plans	✓		✓
Smarter travel	✓		✓
Corporate information	✓		✓
Journey planner	✓		✓

* To be developed.