

AGENDA ITEM NO: 21

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

AT A MEETING OF THE STAFFING WORKING GROUP HELD IN WELLINGTON HOUSE ON WEDNESDAY 25 MAY 2005

PRESENT: Councillor C Greaves (Chair)

Councillors K Hussain, M Lyons, G Phelps and G Wainwright

1. CHAIR

RESOLVED - That Councillor C Greaves be elected to take the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A Ozolins.

3. DECLARATIONS OF INTEREST

The following personal interests were declared by members at the meeting:

Councillor K Hussain declared a personal interest in minute 6.

Councillor G Wainwright declared a personal interest in minute 6.

4. MINUTES

RESOLVED - That the minutes of the meeting of the Working Group held on 29 March 2004 be approved.

5. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - That the press and public now be excluded from the meeting on the grounds that if they were present there would be disclosure to them of exempt information defined in Part 1 (Paragraph 11) of Schedule 12a of the Local Government Act 1972.

6. EDUCATION TRANSPORT MONITORING - STAFF PROPOSALS

The Working Group considered a report of the Passenger Transport Executive on staffing proposals for three new posts within Education Transport.

Members considered a proposal to create three posts in Education Transport to ensure that contract compliance and specifications on a wide range of issues were being met by regular monitoring of services and gathering of data. It was reported that the costs would be charged through the agency agreements and members were advised that no significant legal costs were anticipated as any issues would be handled mainly in-house. It was suggested that the job description for the Education Transport Officer be amended to include liaison with all 5 local authorities.

RESOLVED - That the staffing proposals in the report be approved.

7. CONTINUATION OF BUS BUDDYING

The Working Group considered a report of the Passenger Transport Executive on the continuation of bus buddying.

It was noted that Metro had held discussions with a range of potential partners to continue and extend the Buddying scheme. Members expressed their disappointment that financial constraints had not allowed District Councils to contribute to the expansion of the scheme. However, the proposal for Metro to appoint two staff, on a fixed term contract until March 2007, was welcomed. The staff would provide a core “mentoring” service to train staff employed by the District Councils or other agencies to act as Bus Buddies. The unit, which would be based in accommodation provided by Leeds City Council, would also help potential partners in developing business cases.

RESOLVED -

- (a)** That the provision of two fixed term posts to support the continuation of the Buddying initiative, as set out in the report, be approved.
- (b)** That a letter of thanks be sent to Leeds City Council for providing the office accommodation.

8. MYBUS PROJECT - STAFFING PROPOSALS

The Working Group considered a report of the Passenger Transport Executive to consider revised staffing proposals for the delivery of the MyBus project.

It was reported that the work involved in the MyBus project had been demanding and it was noted that the additional staff identified in the bid would be required if full roll out of the project was to proceed as planned.

Members considered the proposals, which would be wholly funded from the capital allocation, and noted that the new posts would be offered on a two year fixed term contract. Concern was expressed that this could deter suitable candidates from applying and it was noted that if a high level of interest was not shown in the senior post, it would be possible to reconsider the terms of employment.

RESOLVED - That the revised staffing arrangements detailed in the report be approved.

9. TRAVEL CENTRE STRUCTURE

The Working Group considered a report of the Passenger Transport Executive on staffing proposals for the Passenger Transport Executive.

It was reported that the real time information project, which was due to be launched in Summer 2005, would allow for a reduction in staff costs with regard to the monitoring of service performance. Members were also advised that new technology had allowed for the saving of the post of Plotter within the Passenger Information Team.

It was noted that the roles and responsibilities of the Travel Centre Clerks had changed over recent years and it was proposed to amend the Travel Centre staff structure to maximise service delivery and allow for more flexible working and extension of working hours. The changes would allow for improved cover and the defining of responsibility of Travel Centre Clerks at times when the Supervisor was unavailable.

RESOLVED - That the revisions to the staffing structure within the Travel Centres, Service Monitoring and Passenger Information be approved.