

WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

DATE: 19 JUNE 2009

AGENDA ITEM NO: 11

SUBJECT: AUTHORITY REGULATIONS

REPORT OF THE CLERK

1. MATTER FOR CONSIDERATION

- 1.1 To inform Members of the general regulations which have previously been approved for the conduct of the Authority's affairs.

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 Documents to be published in the year book are as follows:-

- Standing Orders (Appendix A)
- Code of Conduct for Members (Appendix B)
- Member/Officer protocol (Appendix C)
- Financial Regulations (Appendix D)
- Members Allowances Scheme (Appendix E)
- Code of Corporate Governance (Appendix F)

The documents have been amended to reflect the change of name from a Passenger Transport Authority to an Integrated Transport Authority.

- 2.3 The **Standing Orders** relate to the manner in which the Authority conducts its business. The Standing Orders were amended and adopted by the Authority on 27 July 2007. Since that time, changes to the Standing Orders have been made to take account of the new role of the Standards Committee in hearing and investigating complaints and to reflect an increase in the number of independent members from 1 to 3
- 2.4 A revised **Code of Conduct** was approved and adopted at the Authority's AGM on 22 June 2007. Subsequently, a very minor change was made and approved by the Authority on 27 July 2007. The document remains unchanged.

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 ITA 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 **Member/Officer protocol** was approved by the Audit and Governance Committee on 2 March 2007 and remains unchanged.
- 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 2009. 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 2009 and have now been included in the attached scheme. The new rates apply from 1 April 2009.
- 2.8 The **Code of Corporate Governance** was approved by the Audit and Governance Committee on 17 March 2009.

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
West Yorkshire Integrated Transport Authority