

**AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT
AUTHORITY EXECUTIVE BOARD HELD IN WELLINGTON HOUSE ON
FRIDAY 26 NOVEMBER 2010**

PRESENT: Councillor C Greaves (Chair)

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

22. DECLARATIONS OF INTEREST

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

**23. MINUTES OF THE MEETING OF THE ITA EXECUTIVE BOARD HELD ON
22 OCTOBER 2010**

RESOLVED - That the minutes of the meeting of the ITA Executive Board held on 22 October 2010 be approved and signed by the Chair.

**24. MINUTES OF THE MEETING OF THE LEEDS DISTRICT LIAISON
COMMITTEE HELD ON 4 OCTOBER 2010**

RESOLVED - That the minutes of the meeting of the Leeds District Liaison Committee held on 4 October 2010 be approved.

**25. MINUTES OF THE MEETING OF THE WAKEFIELD DISTRICT LIAISON
COMMITTEE HELD ON 7 OCTOBER 2010**

RESOLVED - That the minutes of the meeting of the Wakefield District Liaison Committee held on 7 October 2010 be approved.

**26. MINUTES OF THE MEETING OF THE CALDERDALE DISTRICT LIAISON
COMMITTEE HELD ON 8 OCTOBER 2010**

RESOLVED - That the minutes of the meeting of the Calderdale District Liaison Committee held on 8 October 2010 be approved.

**27. MINUTES OF THE MEETING OF THE KIRKLEES DISTRICT LIAISON
COMMITTEE HELD ON 13 OCTOBER 2010**

RESOLVED - That the minutes of the meeting of the Kirklees District Liaison Committee held on 13 October 2010 be approved.

28. MINUTES OF THE MEETING OF THE BRADFORD DISTRICT LIAISON COMMITTEE HELD ON 15 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Bradford District Liaison Committee held on 15 October 2010 be approved.

29. MINUTES OF THE MEETING OF THE LEEDS PASSENGER CONSULTATIVE COMMITTEE HELD ON 4 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 4 October 2010 be approved.

30. MINUTES OF THE MEETING OF THE WAKEFIELD PASSENGER CONSULTATIVE COMMITTEE HELD ON 7 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 7 October 2010 be approved.

31. MINUTES OF THE MEETING OF THE CALDERDALE PASSENGER CONSULTATIVE COMMITTEE HELD ON 8 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 8 October 2010 be approved.

32. MINUTES OF THE MEETING OF THE KIRKLEES PASSENGER CONSULTATIVE COMMITTEE HELD ON 13 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 13 October 2010 be approved.

33. MINUTES OF THE MEETING OF THE BRADFORD PASSENGER CONSULTATIVE COMMITTEE HELD ON 15 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 15 October 2010 be approved.

34. MINUTES OF THE MEETING OF THE LOCAL TRANSPORT PLAN COMMITTEE HELD ON 18 OCTOBER 2010

RESOLVED - That the minutes of the meeting of the Local Transport Plan Committee held on 18 October 2010 be approved.

35. MINUTES OF THE MEETING OF THE BUS SCRUTINY COMMITTEE HELD ON 3 NOVEMBER 2010

RESOLVED - That the minutes of the meeting of the Bus Scrutiny Committee held on 3 November 2010 be noted.

36. MINUTES OF THE MEETING OF THE INTEGRATED TRANSPORT SCRUTINY COMMITTEE HELD ON 9 NOVEMBER 2010

Minute 6 – Rail Performance Update/Cable Theft

It was reported that Scrutiny Committee members had requested that the ITA Executive Board take forward the proposal for rail passengers to be made aware when delays to rail services were caused by cable theft or vandalism. In endorsing the decision taken by the Scrutiny Committee, the ITA Executive Board requested that this be extended in order that other reasons for delays were communicated back to passengers.

RESOLVED - That the minutes of the meeting of the Integrated Transport Scrutiny Committee held on 9 November 2010 be noted.

37. MAJOR SCHEMES

The ITA Executive Board considered a report of the Passenger Transport Executive providing an update on the position with regard to Metro's major schemes following the Comprehensive Spending Review.

It was reported that following the Comprehensive Spending Review the DfT would be providing funding of £1.5 billion for major schemes in the period up to 2014/15.

The remaining £900m had been categorised by the DfT into three separate pools:

- | | | |
|------------------------|---|--|
| Supported | - | Schemes which already had Programme Entry and demonstrated the highest benefits or had the highest level of local contribution. (Leeds Station Southern Entrance.) |
| Development | - | 22 named schemes - Leeds Rail Growth Package (including Kirkstall Forge/Apperley Bridge Rail Station) and NGT. |
| Pre-qualification Pool | - | Schemes which had achieved programme entry, but had changed considerably since their last approval (Castleford Interchange). |

The Executive Board was given a brief position statement on each of Metro's 'live' schemes and work to be carried out to take the schemes forward. They were informed that the DfT had given a clear indication that there was now a competitive process and that it was expected that promoters reduce costs or substantially increase local funding contributions which would ultimately result in those with best VFM scheme being allocated part of the £600m development pool.

The DfT had indicated that they would be making a decision on all major schemes by Autumn 2011.

RESOLVED -

- (i) That the position with regard to Metro's major schemes be noted.
- (ii) That further work to develop revised proposals on the major schemes be the subject of a further report to the ITA Executive Board.

38. 2011 CONCESSIONARY TRAVEL SCHEME

The ITA Executive Board considered a report of the Passenger Transport Executive regarding publication of the Transport Act 2000 travel concession reimbursement arrangements.

It was reported that Metro was required to implement a mandatory travel concession which guaranteed free off peak travel to elderly and disabled people. The DfT had recently issued draft guidance to all Travel Concession Authorities (TCA) setting out the methodology for reimbursing bus operators from 1 April 2011. The guidance contained key technical data required for calculating reimbursement rates and that would form the basis of all TCA's schemes.

The Executive Board was informed that whilst it was unlikely that final guidance would be issued before 1 December 2010, Metro was still required to publish a scheme based on the current draft guidance and would be revised if necessary when the final guidance was published.

Comment was also made that Metro had instigated discussions with larger operators to negotiate concessionary travel settlement agreements.

RESOLVED - That the publication of the draft concessionary travel scheme for consultation be approved.

39. STAFFING UPDATE

The ITA Executive Board considered a report of the Passenger Transport Executive regarding the steps taken to date to reduce staffing costs.

It was reported that, as part of its ongoing review of costs and the need to identify and achieve efficiencies, Metro had set strict vacancy targets and had implemented systems whereby all recruitment requests were challenged and scrutinised.

The Executive Board was advised that over the last year reductions in staffing had been achieved through the introduction of a recruitment freeze and a voluntary redundancy scheme.

In this respect it was reported that in order to find further opportunities for voluntary redundancies to be progressed some minor restructuring was planned. That exercise would reflect changes in funding and priorities and allow the realignment of resources. It was anticipated that a further 5% of staff would be able to take redundancy as a result. A Management of Change policy had also been developed which provided a more structured way of managing staffing resources including more formalised redeployment procedures.

It was reported that following consultation with the unions and staff, full details of the revised structure, headcount reduction and related costs and savings would be reported to a future meeting of the ITA Executive Board.

The Executive Board stressed that whilst recognising the need to make further reductions in staff over the next couple of years, compulsory redundancy should be a last resort.

RESOLVED -

- (i) That the actions being undertaken to reduce staffing costs and numbers be noted.
- (ii) That a briefing meeting involving the Chair, Deputy Chair and the Shadow Chair be arranged.

40. A REVIEW OF THE AUTHORITY'S POLICIES

The ITA Executive Board considered a report of the Passenger Transport Executive regarding a review of the Authority's policies.

It was reported that a review of the Authority's policies which were approved in the early 1990s was necessary to reflect the changes in legislation and responsibilities, including the Passenger Transport Authority becoming an Integrated Transport Authority and now having sole responsibility for the third West Yorkshire Local Transport Plan.

The Executive Board were also advised that the future tests that formed part of the Public Interest Statement for a Bus Quality Contract Scheme included an assessment of proposals in relation to the achievement of the ITA's policies and objectives.

In supporting the need to review the Authority's policies, the Executive Board were of the opinion that the Scrutiny Committees should be involved at an early stage to ensure that the wider Authority participated in the process and that in the first instance a meeting be arranged with the Chairs of the Scrutiny Committees to formulate/develop a way forward.

RESOLVED -

- (i) That the requirement for the Authority's policies to be reviewed to reflect changes in legislation and responsibilities be endorsed.
- (ii) That the Bus and Integrated Transport Scrutiny Committees be tasked with overseeing the review.
- (iii) That any revisions to the Authority's policies be considered and approved within the timescales, for the completion of the third West Yorkshire Local Transport Plan.

41. EXCLUSION OF THE PRESS AND PUBLIC

The ITA Executive Board considered a recommendation to exclude the press and public from Agenda Items 14 and 15 which contained exempt information defined in Paragraph 3 of Schedule 12A, Local Government Act 1972.

It was agreed that because disclosure of the reports (i) might prejudice future negotiations and (ii) contain commercial information, that the public interest would be better served by maintaining the exemption and, therefore, the press and public be now excluded from the meeting.

42. FINANCIAL STRATEGY AND BUDGET OPTIONS

The ITA Executive Board considered a report of the Passenger Transport Executive regarding the latest position on the financial strategy and the options available to the Authority to cut expenditure.

The Executive Board were given feedback from the AWYA meeting held on 29 October 2010 and subsequent discussions which had been held with the Districts with regard to special grant on concessions via the levy.

Members were advised of the consequences on the Authority's budget if the Districts were not minded to passport the £9m special grant on concessions via the levy.

The Executive Board consider the appendices attached to the submitted report which detailed areas/budget heads where savings would have to be made if the £9m of direct grant was not passed back to the Authority.

It was reported that detailed options and implications were being further developed and would be subject of a report to the ITA's budget briefing meeting to be held on 10 December 2010.

Members commented that there were some very difficult decisions to be made and stressed the very real need to lobby their District colleagues on the financial impact on the Authority's budget if the £9m special grant on concessions and rural bus were not passported through by the Districts.

RESOLVED - That the report be noted.

43. CAPITAL SALE OF METRO OWNED ROLLING STOCK

The ITA Executive Board considered a report of the Passenger Transport Executive seeking approval to progress the capital sale of Metro owned rolling stock.

RESOLVED -

- (i)** That the progression of sale of Metro owned rolling stock, as detailed in the submitted report, be approved.
- (ii)** That a further report be considered by the Executive Board setting out options for use of the capital receipt from the sale of the rolling stock.