

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

DATE: 23 JUNE 2006

AGENDA ITEM NO: **11**

SUBJECT: AUTHORITY REGULATIONS

Report of the Clerk to the Authority

1. MATTER FOR CONSIDERATION

- 1.1 To inform Members of the general regulations they have previously approved for the conduct of the Authority's affairs and to consider necessary amendments.

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 The documents referred to are:-

- 2.1.1. Standing Orders (attached as Appendix A)
- 2.1.2. Code of Conduct for Members (attached as Appendix B)
- 2.1.3. Financial Regulations (attached as Appendix C)
- 2.1.4. Members Allowances Scheme (attached as Appendix D)

- 2.3 The **Standing Orders** relate to the manner in which the Authority conducts its business.

The Explanatory Annex has been amended at paragraph 2 to include the newly formed Audit and Governance Committee which will have power to take decisions without further ratification by the Authority. In the Standing Orders, references were previously made to the position of Vice-Chair, for consistency these have been amended to Deputy Chair.

- 2.4 The **Code of Conduct** approved in 2002 remains unchanged from 2005, although there is currently a consultation document issued by the Office of the Deputy Prime Minister possibly presaging changes in the near future. Members are reminded that they have a legal obligation to:-

- 2.1.5. complete their declarations of financial and other interests before they attend the their first PTA meeting **every year**;

2.1.6. register any personal or prejudicial interest arising from any item on the agenda of **every meeting** they attend and;

2.1.7. register all gifts and hospitality both offered and received/ rejected within 28 days.

2.5 The **Financial Regulations** include Standing Orders in relation to contracts. There has only been one change included in the attached document, in paragraph 4.1, to allow the regulations to be amended by either the full Authority (as previously) or by any Working Group who have received delegated powers to do so. This is to reflect the possible creation of an Audit and Governance Committee as proposed elsewhere in the agenda.

2.6 The **Members Allowances Scheme** for this year was, in accordance with national regulations, approved before the 31 March 2006. 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 2006 and have now been included in the attached scheme. The new rates apply from 1 April 2006.

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 to the Authority
West Yorkshire Passenger Transport Authority