

# WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

DATE: 25 JUNE 2010

AGENDA ITEM NO: **7**

**SUBJECT: STANDING ORDERS**

**REPORT OF THE CLERK**

**1. MATTER FOR CONSIDERATION**

1.1 To consider proposed amendments to the Authority's Standing Orders.

**2. INFORMATION**

2.1 At its meeting on 20 November 2009, the ITA took a decision to introduce interim governance arrangements in line with the ITA's submission to the City Region Leaders to meet the objectives of the Local Transport Act 2008.

2.2 An important step in moving towards stronger governance was the establishment of an ITA Executive Board. One of the primary tasks of the Executive Board was to develop a future committee structure.

2.3 Under new arrangements approved by the ITA Executive Board the new structure will now focus on a scrutiny function and stronger liaison with the five district councils.

2.4 In light of the above, it has been necessary to carry out an extensive review of the Authority's current Standing Orders to ensure that they are fit for purpose.

2.5 A significant part of the existing Standing Orders remains largely unchanged. However, there are significant changes and additions, which are summarised below.

2.5.1 The establishment of the ITA Executive Board and specific Standing Orders to deal with this are set out as a new Schedule 1; generally speaking, the proceedings of the ITA Executive Board will follow the existing proceedings for the full Authority.

2.5.2 All working groups will be subsumed within two new scrutiny committees that will cover bus services and integrated transport respectively. The proceedings of the scrutiny committees have

been based on the scrutiny committees with which members may be familiar as councillors from the Districts following the Local Government Act 2000.

2.5.3 The Standards and Audit and Governance Committees and the Appointed Members will remain as they are.

2.5.4 District Liaison Committees have been established to provide better connectivity and engagement between the District Councils to drive forward a common approach to transport delivery across West Yorkshire and to give the ITA a better understanding of District objectives when shaping and delivering transport strategy; in particular the delivery of LTP3.

The existing Passenger Consultative Committees will continue in their present format.

2.5.5 The Local Transport Plan Steering Group becomes the Local Transport Plan Committee and remains unchanged with responsibility to advise the ITA regarding delivery of the LTP for West Yorkshire following the Local Transport Act 2008.

2.5.6 All of the new committees' terms of reference have been reviewed and are set out in Schedule 2 for approval by the Joint Authority.

2.5.7 Clarification of certain issues that have arisen in the past including political balance and attendance of the press and public.

2.5.8 Revised guidance notes for Members are attached to assist in the interpretation and implementation of the new Standing Orders.

2.6 The attached Standing Orders were considered at the ITA Executive Board meeting held on 18 June 2010. The Board resolved that the Standing Orders be referred to the Annual Meeting with a recommendation that they be approved and implemented with immediate effect.

All other ITA Members have also been given the opportunity to comment on the Standing Orders.

### **3. FINANCIAL AND LEGAL IMPLICATIONS**

3.1 An internal legal review has been carried out and, subject to the approval of the new Standing Orders by the Authority, external legal opinion will be obtained to ensure that the proposals are fully in accordance with all current legislation and government guidance. Any

material changes will be reported to the next meeting of the Executive Board with a view to ratification of amendments advised by Counsel.

**4. STAFFING IMPLICATIONS**

4.1 None arising out of this report.

**5. EQUAL OPPORTUNITY IMPLICATIONS**

5.1 None arising out of this report.

**6. RECOMMENDATIONS**

6.1 That the Standing Orders attached at Appendix 1 to the submitted report be approved subject thereafter to external legal opinion.

6.2 That the Terms of Reference attached at Appendix 2 to the submitted report be approved.

**Clerk to the Authority  
West Yorkshire Integrated Transport Authority**