

# **AGENDA ITEM NO: 6**

## **WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY**

### **AT A MEETING OF THE STAFFING WORKING GROUP HELD IN WELLINGTON HOUSE ON FRIDAY 24 MARCH 2006**

**PRESENT:** Councillor A Wallace (Chair)

Councillors C Greaves, K Hussain, M J Lyons, G Phelps and  
G Wainwright

#### **1. DECLARATIONS OF INTEREST**

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

#### **2. MINUTES**

**RESOLVED** - That the minutes of the meeting held on 25 May 2005 be approved.

#### **3. CODES OF CONDUCT**

The Working Group considered a report of the Clerk on a discussion paper, which had been published by the Office of the Deputy Prime Minister, which sets out the Government's vision for the future Comprehensive Conduct Regime for Local Authority Members and Employees.

It was reported that the recommendations proposed by the Government would deliver a clearer and more proportionate conduct regime for Local Government Members and Employees.

The Working Group were informed that there were currently 3 different Codes of Conduct in the Authority and the Executive covering Members and officers of the PTA and officers of the PTE. It was indicated that as soon as further guidance was received it was proposed to simplify and make the codes more compatible with each other. However, it was reported that the existing Officers' Codes of Conduct had evolved overtime and, therefore, it had been decided to update and amalgamate the two codes. The new code had been prepared to cover the principles expected from employees and expanded to provide advice on how staff should act in relation to the code.

**RESOLVED** - That the merged Code of Conduct for Officers of the Authority and Executive be approved.

**4. OVERVIEW OF THE EXECUTIVE'S STRUCTURE CHANGES SINCE APRIL 2005**

The Working Group considered a report of the Passenger Transport Executive providing an update on key departmental changes to Metro's structure since April 2005.

**RESOLVED** - That the report be noted.

**5. OVERVIEW OF CURRENT FIXED TERM CONTRACTS IN THE EXECUTIVE**

The Working Group considered a report of the Passenger Transport Executive providing an update on fixed term contracts within the Executive.

The Working Group were informed of the current strategy and how Metro utilised fixed term contracts. It was reported that 10% of Metro's work force were employed on fixed term contracts, the majority of which were employed on high profile capital funded work such as MyBus projects and Rural Bus where future resourcing requirements were unclear due to potential organisational changes or seasonal work.

The Working Group were informed that since the introduction of the strategy, the new approach had enabled flexibility in determining effective resourcing solutions, which allowed the organisation to operate efficiently, whilst also meeting budgetary requirements.

**RESOLVED** - That the report be noted.

**6. 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 1) of Schedule 12a of the Local Government Act 1972.

**7. CHANGES TO THE EMPLOYMENT CONTRACT OF THE DIRECTOR OF CORPORATE SERVICES**

The Working Group considered a report of the Passenger Transport Executive on a request from the Director of Corporate Services for an amendment to her working week.

**RESOLVED** - That the request by the Director of Corporate Services be approved subject to the following conditions, which should be reflected in her contracted terms and conditions.

- (i) That the arrangement be on a flexible basis in order to meet the exigencies of the service.
- (ii) That any future variations to this amendment be referred back to the Working Group.
- (iii) That the situation be monitored for an indefinite period and that should the arrangement become unworkable (on either side) the matter be reviewed.

## **8. CONTRACT OF DEPUTY CHIEF FINANCIAL OFFICER**

The Working Group considered a report of the Clerk on the renewal of the Deputy Chief Financial Officer's contract of employment, which was due to expire on 1 April 2006.

**RESOLVED** - That approval be given to offer a contract to the Deputy Chief Financial Officer for the period 2 April 2006 to 1 September 2007, subject to the existing terms of the contract.