

WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

ITA EXECUTIVE BOARD

DATE: 18 JUNE 2010

AGENDA ITEM NO: **6**

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 and reflect debate at the ITA Executive Board on how members wished to develop these arrangements.

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 Executive Committee and specific Standing Orders to deal with this are set out as a new Schedule 1; generally speaking, the proceedings of the Executive committee 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 are established to strengthen ties with the Districts. These are tied in with the existing Passenger Consultative Committees.
 - 2.5.5 The Local Transport Plan Steering Group becomes the Local Transport Plan Steering Committee and remains unchanged with sole responsibility to deliver 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 before the Authority 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.
 - 2.5.9 Member's allowances have been reviewed in light of the new structures and following the advice of Dr. Declan Hall.
- 2.6 Members are advised that the existing Standing Orders are available on-line or alternatively a hard copy is available in the ITA Year Book or from the ITA office should they wish to make comparisons.
- 2.7 All members of the Authority have received a copy of the revised Standing Orders for information and comment.

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, the advice of specialist legal Counsel will then be obtained to ensure that the proposals are fully in accordance with all current legislation and government guidance. Any material changes advised by Counsel 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 ITA Executive Board recommend the revised Standing Orders, appended to this report, to the Authority for approval, subject thereafter to the advice of expert legal Counsel.

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