

EXPLANATORY ANNEX

GUIDANCE NOTE RE MINUTES OF THE JOINT AUTHORITY AND ITS COMMITTEES

1. Joint Authority

- (a) At each meeting of the Authority, the minutes of the Authority's previous meeting shall be approved and signed by the Chair (or in their absence, the Deputy Chair).
- (b) At the Joint Authority meeting, members can ask questions arising from the minutes but cannot amend any decisions. In order to amend a decision the procedure is set out in paragraph 1(c) below.
- (c) If any member, at a meeting of the Joint Authority, is unhappy about any decision taken or any matter appearing in their minutes they are entitled to ask for:-
 - the matter to be reconsidered; or
 - to request that a full report be brought to the next meeting of the ITA Executive Board so that a full debate can be held.

2. ITA Executive Board

- (a) At each meeting of the ITA Executive Board, the minutes of the previous meeting shall be approved and signed by the Chair (or in their absence, the Deputy Chair).
- (b) The ITA Executive Board has the authority to take decisions, within their terms of reference, which can be acted upon without ratification by the Joint Authority.
- (c) At the meeting, members can ask questions arising from the minutes of the ITA Executive Board but cannot amend any decisions. In order to amend a decision the procedure is set out in paragraph 2(d) below.
- (d) If any member, at a meeting of the Joint Authority, is unhappy about any decision taken or any matter appearing in their minutes they are entitled to ask for:-
 - the matter to be reconsidered; or
 - to request that a full report be brought to the next meeting of the ITA Executive Board so that a full debate can be held.

3. Appointed Members and Audit and Governance Committee

- (a)** At each meeting of the Appointed Members and Audit and Governance Committee, the minutes of the previous meeting shall be approved and signed by the Chair of the Committee.
- (b)** The minutes of both the Appointed Members and the Audit and Governance Committee will be taken to a future meeting of the ITA Executive Board for information.
- (c)** The Appointed Members and the Audit & Governance Committee have the authority to take decisions within their terms of reference that can be acted upon without ratification by the ITA Executive Board.
- (d)** The Appointed Members have authority to make decisions of a financial nature that can be acted upon without ratification by the ITA Executive Board.
- (e)** At meetings of the Appointed Members and Audit & Governance Committee, members can ask questions arising from the minutes but cannot amend any decisions.

4. Standards Committee

- (a)** At each meeting of the Standards Committee, the minutes of the previous meeting shall be approved and signed by the Chair of the Committee.
- (b)** The minutes of the Standards Committee will be taken to a future meeting of the ITA Executive Board for information.
- (c)** The Standards Committee have the authority to take decisions, within their terms of reference, relating to complaints about member conduct and specifically in relation to receiving and assessing complaints which can be acted upon without ratification by the ITA Executive Board.
- (d)** Apart from 4(c) above, the Standards Committee have no power to take decisions but are able to make recommendations to the ITA Executive Board. Until the ITA Executive Board's approval is obtained, their recommendations cannot be acted upon.
- (e)** At meetings of the Standards Committee, members can ask questions arising from the minutes but cannot amend any decisions.

5. Scrutiny Committees

- (a)** At each meeting of the Scrutiny Committee, the minutes of the previous meeting shall be approved and signed by the Chair of the Committee.

- (b) The minutes of the Scrutiny Committee will be taken to a future meeting of the ITA Executive Board for information.

6. Minutes of all other Committees

(District Liaison Committees, Local Transport Plan Committee and Passenger Consultative Committees)

- (a) The role of the above committees is to consider reports and make recommendations to the ITA Executive Board within the scope of their terms of reference.
- (b) Minutes of committees will be taken to a future meeting of the ITA Executive Board. The purpose of taking the minutes of committees to the ITA Executive Board is to inform members of the activities of those committees and to obtain approval to the recommendations contained therein.
- (c) Once the minutes have been approved by the ITA Executive Board they will be signed off by the relevant committee Chair at the next meeting.
- (d) It is appropriate for:-
 - Any member of the ITA Executive Board to seek and obtain clarification of any item contained in the minutes.
 - A brief discussion to be held on any minute. It is recognised that clarification can lead to a brief discussion but the extent of the discussion will be limited since members cannot have a full discussion without the full facts being before them.