

SCHEDULE 2

West Yorkshire Integrated Transport Authority

Appointed Members

Terms of Reference

- To deal with any matter deemed to be of an urgent nature by the Chairman or, in his/her absence, the Deputy Chairman.
- To report as necessary on these matters to the ITA Executive Board and/or Joint Authority.

West Yorkshire Integrated Transport Authority

Audit & Governance Committee

Terms of Reference

- To receive reports on matters relating to Corporate Governance and policy issues relating to ITA powers and responsibilities including:
- To deal with the Authority's arrangements relating to accounts including:
 - receive monitoring reports on capital and revenue expenditure;
 - approval of the annual statement of accounts;
 - approval of the Annual Governance Statement.
- To consider the arrangements relating to external audit including:
 - agreement and review of the audit plan;
 - receipt of all external audit reports;
 - responding to the auditors as required.
- To consider arrangements relating to internal audit including:
 - agreement of the annual internal audit plan
 - receipt of internal audit's end of year report;
 - monitoring the performance of internal audit.
- To consider the adequacy of the Authority's corporate governance arrangements (eg internal control, risk management, Standing Orders and Financial Regulations).
- To review the adequacy of policies and practices to ensure compliance with statutory and other guidance.
- To monitor proposed national, European or regional policy or legislative changes which might affect the powers and responsibilities of the Authority or Executive.
- To report as necessary on these matters to the ITA Executive Board and/or Joint Authority.

West Yorkshire Integrated Transport Authority

District Liaison Committees

Terms of Reference

- To encourage the coordination (between District Councils and the ITA) and efficient and effective implementation of transport policies, including those set out in the Local Transport Plan and Sustainable Community Strategy.
- To ensure a clear understanding of District Council objectives in shaping and delivering transport plans, strategy and programmes.
- To provide oversight of the implementation of planned projects and programmes.
- To review and oversee service delivery objectives, including a range of performance indicators relating to local bus and rail services, congestion, mode share, air quality, safety and other outcomes identified in relevant Plans and strategies.
- To review and oversee the implementation of District Council transport, spatial planning, development control and education responsibilities in relation to the approach set out in the Local Transport Plan.
- To make recommendations in respect of the above responsibilities to the District Council/Integrated Transport Authority, as appropriate.

West Yorkshire Integrated Transport Authority

ITA Executive Board

Terms of Reference

These will include all the statutory duties powers and functions of the ITA except those that may not be delegated under the Local Government Act 1972. The following represents a summary of the more important duties, functions and powers of the ITA. This summary is not an exhaustive list.

STATUTORY DUTIES OF THE ITA WHICH MAY BE DELEGATED:-

- To formulate general policies for the PTE to action:-
 - to procure any public transport service requirements in West Yorkshire which would not otherwise be met; and
 - where it would be appropriate, to take any action to promote the availability of transport services and the convenience of the public.

The Authority shall have regard to the advice of the PTE in respect of such policies and shall be bound to consider the requirements of the elderly and the disabled.

- To develop policies for the promotion and encouragement of safe integrated and economic transport facilities and services to, from and within West Yorkshire, to meet the needs of people living and working within it, pedestrians and the movement of freight. In so doing, to have regard to Government Policy and Guidelines in respect of adaptation to and mitigation of climate change or improvement of the environment.
- In relation to any expenditure on passenger transport, in the interests of the ratepayers of West Yorkshire, to secure the best value for money from their expenditure as a whole. In relation to subsidised transport services, to have regard to economy, efficiency and effectiveness, and the reduction of or limitation of traffic congestion, noise and air pollution.
- To prepare and publish the Local Transport Plan in consultation with all appropriate authorities and bodies in accordance with guidance.
- To prepare an annual report, together with the PTE, on the expenditure and performance of the ITA.

SIGNIFICANT FUNCTIONS OF THE ITA WHICH MAY BE DELEGATED:-

- To approve any change to the basic level of charging for transport services or to the terms of any concessionary scheme.
- To approve any substantial capital expenditure by the PTE.
- To approve any substantial amendment to rail franchise agreements.
- To direct the PTE to take appropriate steps to reorganise its functions to be most efficient or to approve any such proposal by the PTE.

SIGNIFICANT POWERS OF THE ITA WHICH MAY BE DELEGATED:-

- To establish, enforce and publicise travel concession schemes.
- To make grants for the provision of vehicles, facilities and transport services.
- To carry out any of the actions set out in Section 10 of the Transport Act 1968 including, by way of examples:
 - Carrying passengers.
 - The letting of passenger vehicles and rolling stock.
 - Provision of amenities for the travelling public.
 - Acquiring land and developing it for the business of the Authority.
 - Lending money to third parties for the purposes of the Business of the Authority.
- To make Quality Partnership Schemes and Quality Contract Schemes in accordance with the Transport Act 2000 and the Local Transport Act 2008.
- To take any action the Authority determines is likely to achieve the promotion or improvement of the economy, social **well being** and or the environment of its area or the people resident or passing to or through it.
- To procure transport services without tender to meet unexpected transport needs without delay.

West Yorkshire Integrated Transport Authority

Local Transport Plan Committee

Terms of Reference

- To oversee and guide the process of preparing and managing the development and implementation of West Yorkshire Local Transport Plans on behalf of the West Yorkshire Integrated Transport Authority in partnership with the Districts covered by the Local Transport Plan.
- To ensure that the West Yorkshire Local Transport Plan conforms to Department for Transport guidance.
- To advise the District Leaders regarding the basis on which the allocation of LTP related funding might be apportioned to partner authorities.
- To manage any delegated funds and programmes as appropriate (e.g Urban Congestion Fund, West Yorkshire Strategic Transport Programme)
- To agree, as appropriate, references to related revenue expenditure plans to be included in support of the Local Transport Plan.
- To advise on appropriate priorities relating to major schemes and large minor schemes.
- To monitor and manage the performance of the delivery of the Local Transport Plan to secure achievement of agreed targets.
- To receive reports on progress in implementing the Local Transport Plan.
- To consider the impact/influence of external factors and proposals (e.g. national, regional and sub regional strategies and policies) as well as local considerations (e.g. Local Development Frameworks, Sustainable Community Strategies, City Region Strategies) on the LTP and respond as appropriate to relevant bodies.
- To respond to consultation papers and draft guidance documents on transport issues produced by the Government and other bodies as necessary.

Reporting Procedures

The role of the Steering Group is primarily advisory, making recommendations to the West Yorkshire ITA, Association of West Yorkshire Authorities (District Leaders) or to the appropriate District Councils as necessary.

West Yorkshire Integrated Transport Authority

Passenger Consultative Committees

Terms of Reference

- To consider and, where it appears to the Committee desirable, to make recommendations to the ITA Executive Board/Joint Authority with respect to any issues affecting local public passenger transport which:-
 - (i) have been referred to a Committee by the Joint Authority;
 - (ii) have been the subject of representations to a Committee by, or on behalf of, users of the services;
 - (iii) appear to a Committee to be matters to which consideration should be given.

West Yorkshire Integrated Transport Authority

Scrutiny Committee (Bus Services)

Terms of Reference

1. In relation to Metro's **Bus Services**¹ functions, to exercise the functions of a Scrutiny Committee including the following:
 - (a) to review the procurement of local bus services;
 - (b) to review the performance (punctuality, reliability) of bus services;
 - (c) to review the performance of the AccessBus services;
 - (d) to review the level of accessibility provided by the bus and demand responsive transport services;
 - (e) to review the implementation of bus strategy;
 - (f) to make reports or recommendations to the Authority or ITA Executive Board in connection with the exercise of any functions of the Authority relating to bus services including proposals for changes to policies and practices; and
 - (g) to review or scrutinise bus service related ITA Executive Board decisions made but not implemented.

2. To receive and monitor formal responses to any reports or recommendations made by the ITA Executive Board.

¹ Includes all of Metro's statutory functions in relation to the provision of Bus Services. Other functions including the provision of infrastructure will be scrutinised by the Integrated Transport Scrutiny Committee. Internal and External Audit reports will be considered at the Audit and Governance Committee.

West Yorkshire Integrated Transport Authority

Scrutiny Committee (Integrated Transport)

Terms of Reference

1. In relation to Metro's **Integrated Transport**¹ functions, to exercise the functions of a Scrutiny Committee including the following:
 - a) to act as the appropriate Scrutiny Committee in relation to the Authority's proposals for a plan or strategy including the Local Transport Plan and strategies relating to the provision and development of Integrated Transport;
 - b) to review market research, customer feedback and other satisfaction indicators;
 - c) to review corporate performance indicators and to make such reports and recommendations as it considers appropriate;
 - d) to review the performance (punctuality, reliability) of rail services;
 - e) to review Metro's performance in relation to bus infrastructure (bus stops and shelters, bus stations and interchanges);
 - f) to review Metro's performance in relation to the provision of public transport information;
 - g) to review the provision of rail infrastructure (including existing and proposed new rail stations);
 - h) to review the delivery and performance of other integrated transport services² and infrastructure provided within West Yorkshire;
 - i) to review outcomes, targets and priorities within the Local Transport Plan, Metro's Corporate Plan and MetroPlan, and to make such reports and recommendations as it considers appropriate;
 - j) to make reports or recommendations to the Authority or Executive Board in connection with the exercise of any functions of the Authority including proposals for changes to policies and practices; and

¹ Includes all of Metro's statutory functions except those relating to the provision of Bus Services which will be scrutinised by the Bus Services Scrutiny Committee. Internal and External Audit reports will be considered at the Audit and Governance Committee.

² Excluding Bus Services which will be reviewed by the Bus Services Scrutiny Committee, but encompassing the authority's wider responsibilities under the Transport Act 2008 (e.g freight)

- k) to review or scrutinise ITA Executive Board decisions made but not implemented.
2. To receive and monitor formal responses to any reports or recommendations made by the ITA Executive Board.

West Yorkshire Integrated Transport Authority

Standards Committee

Terms of Reference

The principal functions of the Standards Committee shall be:-

- To promote and maintain high standards of conduct by the members and any co-opted members of the Joint Authority.
- To assist members and co-opted members of the Joint Authority to observe the Joint Authority's code of conduct.

The Standards Committee shall also have the following specific functions:-

- To advise the Joint Authority on the adoption or revision of a code of conduct.
- To monitor the operation of the Joint Authority's code of conduct.
- To advise, train (or arrange to train) members and co-opted members of the Joint Authority on matters relating to the Joint Authority's code of conduct.
- To consider any matters relating to the Joint Authority's Members' Allowances Scheme.
- Other such functions as shall be determined by the Joint Authority at its Annual Meeting or by the ITA Executive Board from time to time.

In relation to complaints about member conduct, the Standards Committee shall have the following functions:-

- To receive and assess complaints.
- To review local assessment decisions if requested to do so by a complainant.
- To conduct final hearings following investigation.