

WEST YORKSHIRE PASSENGER TRANSPORT AUTHORITY

DATE: 27 JUNE 2008

AGENDA ITEM NO: 11

SUBJECT: AUTHORITY REGULATIONS

REPORT OF THE CLERK

1. MATTER FOR CONSIDERATION

- 1.1 To inform Members of the general regulations that have previously been approved for the conduct of the Authority's affairs.

2. INFORMATION

- 2.1 The Authority has a number of key regulatory documents set up to control its affairs. The most important of these, together with details of memberships and staffing, are published annually in a 'red' year book issued to all Members after the annual meeting.
- 2.2 The documents published in the 2007 'Red Book' were:-
 - 2.2.1 Standing Orders (attached as Appendix A)
 - 2.2.2 Code of Conduct for Members (attached as Appendix B)
 - 2.2.3 Member/Officer protocol (attached as Appendix C)
 - 2.2.4 Financial Regulations (attached as Appendix D)
 - 2.2.5 Members Allowances Scheme (attached as Appendix E)
- 2.3 The **Standing Orders** relate to the manner in which the Authority conducts its business. The Standing Orders were amended and adopted by the Authority on 27 July 2007. There are no further changes currently proposed.
- 2.4 A revised **Code of Conduct** was approved and adopted at the Authority's AGM on 22 June 2007. Subsequently, a very minor change was made and approved by the Authority on 27 July 2007.

Members are reminded that they continue to have a legal obligation to:-

- 2.4.1 complete their declarations of financial and other interests before they attend their first PTA meeting **every year**;
- 2.4.2 register any personal or prejudicial interest arising from any item on the agenda of **every meeting** they attend and;

- 2.4.3 register all gifts and hospitality both offered and received/
rejected within 28 days.
 - 2.5 The attached **Member/Officer protocol** was approved by the Audit and Governance Committee on 2 March 2007 and remains unchanged.
 - 2.6 The **Financial Regulations** include Standing Orders in relation to contracts. There are no changes currently proposed.
 - 2.7 The **Members Allowances Scheme** for this year was, in accordance with national regulations, approved before the 31 March 2008. However, the travelling and subsistence rates were provisional at that stage as the national regulations had not been published. The new rates were published in May 2008 and have now been included in the attached scheme. The new rates apply from 1 April 2008.
3. **FINANCIAL AND EC PROCUREMENT IMPLICATIONS**
- 3.1 None directly arising from this report.
4. **STAFFING IMPLICATIONS**
- 4.1 None directly arising from this report.
5. **EQUAL OPPORTUNITY IMPLICATIONS**
- 5.1 None directly arising from this report.
6. **RECOMMENDATIONS**
- 6.1 That the regulatory documents as attached be approved.

Clerk to the Authority
West Yorkshire Passenger Transport Authority