

## **TERMS OF REFERENCE - 2007/2008**

### **APPOINTED MEMBERS**

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 Authority.

### **AUDIT AND GOVERNANCE COMMITTEE**

To receive reports on matters relating to Corporate Governance and policy issues relating to PTA 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 Statement on Internal Control

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 review the adequacy of the Authority's corporate governance arrangements (eg internal control and risk management).

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 consider arrangements relating to internal audit including receiving the annual internal audit plan, end of year report and monitoring the performance of internal audit.

To report as necessary on these matters to the Authority.

## **BUS WORKING GROUP**

To consider the development and review of the bus strategy and to monitor its implementation.

To consider the operation and development of the AccessBus service.

To monitor the performance of bus services (tendered and commercial) and to consider actions to improve performance.

To consider the development of strategic initiatives aimed at improving the quality of bus services.

To consider the administration of Metro prepaid tickets.

To consider, as appropriate, Metro and/or PTEG responses to Government and other consultations on bus matters.

To report as necessary on these matters to the Authority.

## **BUSINESS IMPROVEMENT GROUP**

To consider and make recommendations to the Passenger Transport Authority on issues in relation to performance management, culture change initiatives and Metro's Information Technology Strategy.

To have an overview of key corporate initiatives.

To agree and receive reports on progress with implementation of the Authority's Best Value action plans.

To agree service review schedules and receive reports on findings of the reviews.

To receive and consider draft Local Performance Plans prior to submission to the PTA.

To consider Metroplan and Review of Metroplan documents.

To agree performance standards for monitoring and publication and to receive reports on performance against the defined service quality standards.

To consider the consultation requirements in delivery of Best Value.

To monitor the implementation of Metro's Information Technology Strategy.

To report as necessary on these matters to the Authority.

## **CONCESSIONARY FARES WORKING GROUP**

To monitor the implementation of the Authority's policies relating to concessionary travel.

To monitor legislative, or other changes, affecting the Authority's Concessionary Travel Scheme.

To oversee the further development of the Concessionary Travel Scheme, with any financial consequences being referred to the Authority.

To report as necessary on these matters to the Authority.

## **DEVELOPMENT AND ENVIRONMENT WORKING GROUP**

To consider the potential application of new vehicle and transport system technologies for Metro's transport plans.

To oversee the Authority's Environmental Strategy.

To consider the environmental impacts of the Local Transport Plan transport strategy and significant development schemes.

To report as necessary on these matters to the Authority.

## **EDUCATION LIAISON GROUP**

To promote, in conjunction with bus operators, arrangements for the transport of scholars not entitled to free school transport which makes the most effective use of all available transport services.

To liaise with the PTE on the administering of scholars' travel passes.

To report as necessary on these matters to the Authority.

## **EXTERNAL FUNDING WORKING GROUP**

To examine and monitor European Funding Initiatives and opportunities.

To oversee bids for European funding and their application and associated project management activity.

To consider other opportunities for external funding and oversee the preparation of funding submissions.

To report as necessary on these matters to the Authority.

## **FACILITIES WORKING GROUP**

To consider proposals for the management of and improvements to bus stations and bus points.

To monitor the accessibility of Passenger Facilities.

To consider and report to the Authority on the criteria for shelter provision.

To oversee cleaning and maintenance of the existing shelter stock.

To oversee implementation of the Authority's policy in relation to the provision of Passenger Information and Promotion of Public Transport.

To monitor the accommodation needs of the Authority and the Executive.

To oversee passenger security arrangements in existence at Metro facilities.

To report as necessary on these matters to the Authority.

## **HIGHWAYS AND TRANSPORT PLANNING LIAISON GROUP**

To encourage the co-ordination of policies for public transport, highways, traffic management, car parking and planning to obtain the benefits of an integrated approach to transportation generally.

To report as necessary on these matters to the Authority.

## **LOCAL TRANSPORT PLAN STEERING GROUP**

To oversee and guide the process of formulating the joint West Yorkshire Local Transport Plan(s).

To consider the approach to demand management and other strategies forming part of the Local Transport Plan, including the potential use of Transport Innovation Fund monies.

To ensure that the West Yorkshire Local Transport Plan conforms with Department for Transport guidance.

To consider Regional and other relevant external matters (eg developments of the Northern Way Strategy, application of the City Region concept, information from the Regional Assembly, Yorkshire Forward, the Regional Transport Board, implementation of the Regional Spatial Strategy and proposals from other external bodies which may affect transport policy in West Yorkshire) and respond as appropriate to relevant bodies.

To advise on appropriate priorities relating to major schemes and large minor schemes.

To agree, as appropriate, references to related revenue expenditure plans to be included in support of the Local Transport Plan.

To oversee the production and delivery of Annual Progress Reports and relevant requirements.

To oversee the partnership arrangements for implementing the Local Transport Plan.

To receive reports on progress in implementing the Local Transport Plan.

To respond to consultation papers and draft guidance documents on transport issues produced by the Government and other bodies as necessary.

To advise the District Leaders regarding the basis on which the joint settlement resulting from the bid might be apportioned between the partner authorities.

### **Reporting Procedures**

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

## **RAIL WORKING GROUP**

To consider the development and review of the Rail Plan and to monitor its implementation.

To oversee the procurement of local rail services, including the preparation of Section 34 Statements.

To oversee the management of local rail franchise(s), including monitoring the performance of local rail services, and to consider actions to improve performance.

To consider the development of strategic initiatives aimed at improving the quality of rail services, including the new station programme.

To consider, as appropriate, Metro and/or PTEG responses to Government and other consultations on rail matters.

To report as necessary on these matters to the Authority.

## **SOCIAL SERVICES LIAISON GROUP**

To identify opportunities for integrating the provision of transport required by Social Services Departments.

To monitor the implementation of the AccessBus scheme.

To report as necessary on these matters to the Authority.

## **STAFFING WORKING GROUP**

To consider and report on such staffing matters as the Authority, after consultation with the Clerk/Director General, may ask it to examine.

To report as necessary on these matters to the Authority.

## **STANDARDS COMMITTEE**

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

To advise the Authority on the adoption or revision of a code of conduct and monitor the operation of the Authority's code of conduct.

To advise, train (or arrange to train) members and co-opted members of the Authority on matters relating to its code of conduct.

Other such functions as shall be determined by the Authority at its Annual Meeting.

To report as necessary on these matters to the Authority.

## **TAXI LIAISON GROUP**

To discuss the relationship between public transport services and taxis and the opportunities for co-operation between the PTA and District Councils in exercising their functions in relation to passenger transport and taxi licensing respectively.

To consider the role of taxis in providing local bus services in accordance with Section 12 of the Transport Act 1985.

To report as necessary on these matters to the Authority.

## **TENDERED SERVICES WORKING GROUP**

To oversee the award of new contracts in accordance with PTA policy and to ensure that they represent value for money.

To report as necessary on these matters to the Authority.