

GREATER MANCHESTER INTEGRATED TRANSPORT AUTHORITY

Report for Resolution

DATE: 19 June 2009

SUBJECT: Committee Appointments 2009/10

REPORT OF: The Clerk to the Authority

Purpose of Report

This report is submitted to enable the Authority to consider the approval of the revised committee structure, as recommended by the Emergency Committee, and determine the membership of its committees for 2009/10.

Recommendations

Members are recommended to

1. Approve the proposed Committee structure, terms of reference and committee protocol for 2009/10 as recommended by the Emergency Committee and attached at Appendix 1 to this report.
2. Subject to 1, proceed to appoint the:
 - i) Policy & Resources Committee (including substitutes), and the Chair and Vice Chair of the Committee
 - ii) Bus Network and GMPTE Services Committee (including substitutes), and the Chair and Vice Chairs of the Committee
 - iii) Rail and Metrolink Networks Committee (including substitutes), and the Chair and Vice Chairs of the Committee
 - iv) Capital Projects Committee (including substitutes), and the Chair and Vice Chair of the Committee
 - v) Emergency Committee (including substitutes), and the Chair and Vice Chair of the Committee
 - (vi) Audit Committee (including substitutes) and the Chair and Vice Chair of the Committee
 - viii) Standards Committee (including substitutes), and the Chair of the Committee, who must be an independent member

3. Request the officers to amend the Constitution, to reflect the above, for consideration at the Authority meeting on 28 August 2009
4. Subject to 1, request the Clerk to convene an appropriate Independent Panel at the earliest opportunity to consider Members' remuneration arrangements in accordance with the new structure.

Background Documents

Calculations of political balance on Committees (held in Rm 308, Town Hall, Manchester).
Report to Emergency Committee, "GMITA Committee Improvement Project, 5 June 2009

Contact Officers:

Simon Warburton	0161 234 3775	s.warburton@manchester.gov.uk
Terry Bowers	0161 234 3302	t.bowers@manchester.gov.uk
Rodney Lund	0161 234 4019	r.lund@manchester.gov.uk

1. Introduction

- 1.1 The Authority's Committee structure has been the subject of regular review and amendment since the Authority's formation. The proposed committee structure for 2009/10 is set out in Section 3 of the attached proposed committee protocol for 2009/10 at Appendix 1.
- 1.2 These proposed arrangements were developed through the 2008/9 GMITA Committee Improvement Project, which was overseen by a Members Working Group. The Working Group's proposals were, in turn, considered by the Authority's Emergency Committee at its meeting on 5 June 2009, at which the arrangements in the protocol at Appendix 1 were agreed for recommendation to this Annual Meeting for formal adoption by the Authority.

2. Political Balance/Committee Structure for 2009/10

- 2.1 The political balance of the Authority is as follows:

Labour Group	15
Liberal Democrat Group	10
Conservative Group	8

- 2.2 In order to achieve the optimum political balance on committees in line with the above it is suggested that the Authority revise the total aggregate number of committee seats (excluding the Standards Committee which is not subject to political balance regulations) from 92 to 86. The aggregate allocation of seats would be Labour 39, Liberal Democrat 26 and Conservative 21 distributed as follows:

Policy & Resources Committee (20 Members)

9 LAB, 6 LIB DEM, 5 CON

Bus Network & GMPTE Services Committee (13 Members)

6 LAB, 4 LIB DEM, 3 CON

Rail & Metrolink Networks Committee (13 Members)

6 LAB, 4 LIB DEM, 3 CON

Capital Projects Committee (13 Members)

6 LAB, 4 LIB DEM, 3 CON

Emergency Committee (20 Members)

9 LAB, 6 LIB DEM, 5 CON

Audit Committee (7 elected members)

3 LAB, 2 LIB DEM, 2 CON (together with 2 independent members)

GMPTA Standards Committee (8 elected Members)

The Standards Committee is not subject to the rules of political balance. It is recommended the membership remain:

3 LAB, 3 LIB DEM, 2 CON (together with 3 Independent Members)

3. Appointment of Substitutes

The Authority is also requested to confirm substitutes for Committees.

4. Terms of Reference

- 4.1 The revised Terms of Reference of the committees are set out in Section 3 of the attached protocol at Appendix 1.

**SIR HOWARD BERNSTEIN
CLERK TO THE AUTHORITY**

APPENDIX 1

GREATER MANCHESTER INTEGRATED TRANSPORT AUTHORITY /GREATER MANCHESTER PASSENGER TRANSPORT EXECUTIVE

PROTOCOL FOR THE PROVISION OF SERVICES TO THE AUTHORITY AND ITS COMMITTEES

1. Scope

This Protocol establishes the relationship between the Members of the Greater Manchester Integrated Transport Authority (GMITA), the Secretariat of the GMITA and the Greater Manchester Passenger Transport Executive (GMPTE) in the provision of services to the Authority and its committees and working groups.

2. Goals and Objectives

The **purpose** of this protocol is to ensure that the proper elements and commitments are in place to provide the delivery of a consistent and effective service to the GMITA and its committees and working groups and to :

- Provide clarity on the roles and responsibilities of all parties in providing services to and on behalf of the GMITA;
- Provide a greater opportunity to forward plan, enabling an improved service to be delivered to Members;
- Ensure a timetable for internal working that will allow quality control of all elements resulting in the end product being of the highest standard;
- Establish common goals supported by individual targets for all parties that will ensure that the GMITA and its partners receive tangible information to enable informed decisions to be made.

It sets out:

- The responsibilities of the GMITA Secretariat in terms of advising on procedural matters, preparing draft agendas, ensuring the effective production of Minutes and committee records; ensuring compliance with the Freedom of Information Act etc;
- Procedures for the issuing of agendas, in line with the Local Government Act 2000, including provision for urgent items, approval of Minutes etc.
- The responsibilities of GMPTE in terms of the preparation of reports in line with the procedures agreed
- Responsibilities of committee chairs to the Authority
- Terms of reference of committees in a manner that ensures consistent lines of reporting throughout

The **goal** of this protocol is to obtain mutual agreement for the above elements to be put in place.

3. Committees and Terms of Reference

Authority (33 Members)

The discharge of all duties and responsibilities of the Authority provided for within the Transport Acts 1968, 1983, 1985 and 2000, the Local Government Act 1972 and the Transport & Works Act 1992 and the Local Transport Act 2008 including:

- (i) Formulating general policies with respect to the provision of public passenger services;
- (ii) In consultation with the ten Greater Manchester authorities, developing policies for the promotion and encouragement of safe, efficient and economic transport facilities and services to, from and within its area;
- (iii) In consultation with the ten Greater Manchester authorities, producing Local Transport Plans;
- (iv) Instructing the Greater Manchester Passenger Transport Executive (“The Executive”) to secure the provision of such public passenger transport services as it considers appropriate to meet public transport needs within the area in accordance with the Authority’s policies;
- (v) Making appointments to the Board of the Executive;
- (vi) Reviewing from time to time the organization of the Executive’s undertaking;
- (vii) Making Quality Partnership Schemes, Quality Contracts Schemes, Ticketing Schemes and establishing Travel Concession Schemes;
- (viii) Determining what local bus and Metrolink information should be made available and the way it should be made available;
- (ix) Agreeing the annual levy on the ten Greater Manchester authorities; and
- (x) May delegate any of its duties and responsibilities as appropriate and, conversely, can undertake the duties of its committees.

Specifically, at its meetings, the Authority:

1. Considers the proceedings of the Authority’s committees and direct matters arising accordingly
2. Considers all petitions made to the Authority
3. Approves all responses to third party consultations to be made on behalf of the Authority
4. Approves, on the advice of the Audit Committee, the Authority’s Annual Accounts and Governance Statement
5. Approves the Authority’s Annual Report.

Emergency Committee (20 Members)

Acts **under delegated authority** to determine any urgent matters that may arise during periods when the Authority is in recess.

Policy and Resources Committee (20 Members)

1. Formulates and reviews the policies of the Authority with reference to all matters within the functions of the Authority.
2. Formulates the policies for the Local Transport Plan.
3. Monitors the operation, impact and effectiveness of the Authority's policies.
4. Advises the Authority on the determination of its Policy Priorities and, **under delegated authority**, reviews and ensures their effective delivery.
5. Monitors performance **under delegated authority** against key performance indicators/targets as set out in the Authority's Annual Report and the Local Transport Plan and considers the implications for future policies and budget priorities.
6. Formulates, monitors and develops **under delegated authority** procedures for public consultation on the policies adopted by the Authority.
7. Without prejudice to the delegated powers of the Capital Projects Committee, the Bus Network & GMPTE Services Committee and the Rail & Metrolink Networks Committee, considers all financial questions relating to the functions of the Authority.
8. Prepares the capital and revenue budgets of the Authority and makes recommendations to the Authority on the amount of the levy to be billed to the District Councils in Greater Manchester.
9. Monitors **under delegated authority** expenditure on the revenue budget.
10. Considers all matters concerned with the relationship between the Authority and the Executive including:
 - appointment and organisation of the Executive;
 - the capital and revenue programmes of the Executive and the making of revenue grants to it;
 - variations in concessionary bus, rail and Metrolink fare levels;
 - approval **under delegated authority** of the disposal of any land by the Executive;
 - formulation of general policies with regard to public transport services the Authority considers it appropriate for the Executive to secure to meet any unmet requirements; and
 - formulation of policies concerned with measures to be taken by the Executive to promote the availability of public transport and the convenience of the public (including elderly and disabled people) in using passenger transport services.
11. Considers any other matters relating to the direction and operation of the Authority's business not otherwise referred to any other committee.

Bus Network and GMPTE Services Committee (13 Members)

In accordance with the Authority's policies for integrated public transport,

1. Considers all matters relating to the operation and service performance of the bus network in Greater Manchester, including commercially registered and subsidised services; bus stations and bus stops and shelters; passenger information services; contract monitoring; vehicle standards; and passenger safety for the subsidised bus network.
2. Considers the operation, performance and development of the Authority's accessible transport provision.
3. Monitors:
 - the detailed performance of the tendered bus network
 - the detailed operation and performance of the accessible transport services provided by the Authority; and
 - commercial bus services which make use of GMITA/GMPTE facilities such as bus stations, concessionary fares and Section 106(1) grants to bus operators.
4. **Under delegated authority**, reviews closely and approves all proposed changes to the subsidised bus network and ensures that the cost of the subsidised general services is kept within the appropriate budget or any cash limit set by the Authority.
5. **Under delegated authority**, approves any operational proposals relating to the Executive's provision of bus station, stop/shelter and passenger information services.
6. Discharges the above within capital and revenue budgets determined by the Authority.

Rail and Metrolink Networks Committee (13 Members)

In accordance with the Authority's policies for integrated public transport,

1. Considers all matters relating to the operation and service performance of local rail and Metrolink services in Greater Manchester, together with related facilities, including the status of individual rail stations within the Executive's monitoring system, and the promotion of local rail and Metrolink services.
2. **Under delegated authority**, reviews and approves all issues concerned with the level of, and support of, local rail services.
3. Monitors:
 - the performance of local rail services; and
 - the performance of Metrolink services.
4. Discharges the above within capital and revenue budgets determined by the Authority.

Capital Projects Committee (13 Members)

1. Approves **under delegated authority** all releases for capital schemes within the capital programme determined by the Policy Committee.
2. Monitors the progress of all capital schemes within the Authority's capital programme.
3. Reviews the arrangements adopted by the Greater Manchester Passenger Transport Executive (GMPTe) for the procurement of a representative cross section of capital projects including the procurement routes and contractual arrangements used to ensure that they deliver best value to the GMITA/E.
4. Reviews the processes used for the evaluation and selection of design and delivery teams including the methods of assessment used to evaluate design and contractor bids and the arrangements proposed for the effective co-ordination of the design and delivery process.
5. Examines the internal GMPTe arrangements for managing and supporting the delivery of capital projects including the skill set currently available to meet the requirements of the capital programme over time.
6. Considers and resolves **under delegated authority** issues arising from the rail franchise replacement process.
7. Considers and resolves **under delegated authority** issues arising from the tendering and implementation of all Metrolink contracts.
8. Considers and resolves **under delegated authority** issues arising from the implementation of the Authority's schemes for the introduction of Smartcards which fall to be resolved by the GMITA.
9. Considers and resolves **under delegated authority** issues relating to the choice of a second city centre Metrolink route in conjunction with Manchester and Salford City Councils.
10. Considers and gives any necessary approvals and authorizations **under delegated authority** to the Executive in relation to Metrolink fares.

Audit Committee (7 Authority Members and 1 Independent Member)

1. Considers and advises the Authority on its Statement of Accounts in accordance with the Accounts and Audit Regulations 2003.
2. Considers the District Audit's Annual Audit and Inspection Letter in accordance with Accounts and Audit Regulations 2003 and monitors the Authority's response to individual issues of concern identified.
3. Considers and advises the Authority on the findings of its annual review of the effectiveness of its System of Internal Control, including the effectiveness of its system of internal audit.
4. Oversees the effectiveness of the Authority and Executive's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.

5. Challenges the Authority's performance management arrangements.
6. Oversees and reviews the Authority's internal audit strategy, and receives reports, as appropriate from the Internal Auditor.
7. Engages with the District Auditor and external inspection agencies and other relevant bodies to ensure that there are effective relationships between external and internal audit.

Standards Committee (8 Authority Members and 3 Independent Members)

1. Advises the Authority on the promotion and maintenance of high standards of conduct on the part of its members.
2. Advises the Authority on the adoption or revision of the Code of Conduct for Members.
3. Assesses written allegations of breaches of the Code of Conduct for Members
4. Reviews on the request of a complainant a decision that no action be undertaken in respect of an allegation.
5. Deals with any reports from a Case Tribunal or Interim Case Tribunal, and any report from the Monitoring Officer, or any matter referred to it for determination by the Monitoring Officer, an Ethical Standards Officer or the Standards Board for England
6. Monitors the operation of the Code of Conduct.
7. Grants dispensations to Members from requirements in the Code of Conduct preventing Members participating in decision making.

4. Responsibilities of GMITA Secretariat

The GMITA Secretariat is responsible for:

- Providing policy and procedural advice to the Authority and its committees
- Ensuring agendas and papers are circulated to GMITA members in a timely fashion as set out below
- Producing an accurate record of the proceedings of meetings
- Organising training sessions to equip Members with the necessary knowledge, understanding and skills to take a full and active part in the work of committees.

5. Procedures for issuing Agendas, Board papers and Minutes

In accordance with statutory requirements, all agendas and papers will be issued by the GMITA Secretariat at least 5 clear working days in advance of meetings. All agendas, papers and reports will be issued to Members of the relevant committee (or all Members in the case of Authority meetings) in hard copy and electronic mail format. Members of the Authority who are not Members of the relevant committee will receive an electronic mail format only, unless specifically requested otherwise. Electronic circulation will also be Greater Manchester District Executive Members for Transport and the Authority's District Liaison Officers.

In the event there is an urgent item that arises following the issue of the substantive agenda, (with the prior approval of the Chair) a supplementary agenda will be issued by the GMITA Secretariat as soon as is possible, setting out clearly the reason for the urgency.

The Secretariat will give policy and procedural advice as required before and during meetings.

Action Notes will be circulated to officers no later than 3 working days following a meeting.

Draft Minutes of meetings will be circulated for comment to the Chair of the ITA/Committee within 7 working days of a meeting.

6. Responsibilities of GMPTE

GMPTE is responsible for:

- the preparation of reports, other than those provided by the Clerk or Treasurer, GMITA;
- providing draft reports for GMITA Secretariat to issue to Leading Members no later than 10 clear working days before the relevant committee meeting for consideration at a Chair's briefing/agenda setting meeting to be held no later than 8 working days before the committee meeting;
- the delivery of final and agreed documents to the GMITA Secretariat by noon at least 7 working days prior to the date of the meeting to allow the GMITA Secretariat sufficient time to ensure final agendas meet the requirements of local government legislation and arrange for the prompt production and circulation to Authority members; and
- providing an explanation for late items raised by GMPTE to enable the Chair to determine whether such items should be accepted as urgent business.

7. Responsibilities of Committee Chairs

The Committee Chair is responsible for:

- the determination of a committee work programme and agendas within the prescribed terms of reference of the committee;
- oversight of the report management process as set out in this protocol on behalf of the Authority/committee;
- ensuring that meetings of the committee are discharged in a manner that meets the requirements of the Authority's Constitution;
- ensuring that the Authority is made appropriately aware of relevant matters arising from the proceedings of the committee; and
- representing the decisions of the committee so as to ensure that they are effectively addressed in the wider work of the Authority and the Executive.

8. Period covered by the Protocol

The protocol will be operational from the Annual Meeting of the Authority in June 2009 and shall be reviewed at least on an annual basis or sooner if either the GMITA or GMPTE require.

9. Signature of Parties to the Protocol

The GMITA Membership, GMITA Secretariat and GMPTE confirm their acceptance to the terms of this protocol.

Signed on behalf of GMITA Secretariat

..... Date.....

Signed on behalf of GMPTE

..... Date.....

Signed by the Chair of GMITA on behalf of the GMITA membership

..... Date.....