



## The Region's Transport Authority

**Meeting:** Integrated Transport Authority  
**Date:** 25 June 2012  
**From:** Clerk to the Authority  
**Subject:** Composition and Membership of Committees etc and Calendar of Meetings 2012/13

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### Purpose of Report

1. To assist the Authority to consider its committee structure and determine the composition and political balance for the appointment of members to committees etc, the appointment of Chairs and Deputy Chairs of committees etc, and dates for meetings in 2012/13.

### Recommendations

2.
  - (a) That the proposed committee structures, and their terms of reference, as shown in Appendix 1 be approved (*see pages 3 - 10*).
  - (b) That the competencies and personal skills framework for Members, as shown in Appendix 2, be approved (*see pages 14 - 15*).
  - (c) That Members consider the sizes of the Policy & Strategy Committee, Finance & Delivery Committee, Putting Passengers First Committee, Ethics Committee, Urgency Sub-Committee, Task & Finish Sub-Committee, Pension Fund & Bus Shelter Appeals Sub-Committee and Partner Engagement Sub-Committee for 2012/13 (*see page 16*).
  - (d) That, in accordance with recommendation (c) above, the relevant provisions of the Local Government and Housing Act 1989, and having regard to (i) the political composition of Centro as a result of the appointments made by the seven West Midlands district councils and the consequent implications for the allocation of committee seats to political groups, and (ii) the wishes expressed by the relevant political groups as to the filling of their respective allocations of committee seats, Centro be recommended to appoint members in accordance with nominations from the Conservative and Labour to fill the places on the committees and sub-committees referred to in recommendation (c) above for 2012/113 as shown in Appendix 4 (*see pages 18 - 25*).

- (e) That Members be recommended to appoint the Chairs and Vice-Chairs of the committees and sub-committees referred to in recommendation (c) above for 2012/13 as shown in Appendix 4 (see pages 18 - 25).
- (f) That Policy & Strategy Committee be requested to consider arrangements for the creation of member steering groups to consider public transport related matters within each district's area.
- (g) That members be recommended to approve the calendar of meetings for 2012/13 set out in Appendix 5 (see pages 27 - 28), and in so doing, to authorise the Chairs of the committees and sub-committees, subject to consultation with the Chair of the Authority, to alter the date and time of an individual meeting if they consider it necessary to meet specific circumstances.

## **Background**

- 3. A list of the members appointed to Centro for 2012/13, and their political affiliations, is set out in Appendix 3 (see page 14). There are 18 members of the Labour Group and eight members of the Conservative Group. In addition, there is one Liberal Democrat councillor appointed to the Authority. Centro is required to take political group sizes into account in reviewing the composition and membership of its committees and, although the Local Government (Committees and Political Groups) Regulations 1990 require a minimum of two members to constitute a political group, it is suggested that seats allocated to committees should reflect the comparable numbers of each of the three political parties represented on the Authority.
- 5. In the light of this political balance, Appendix 4 (see page 15) provides a methodology to appoint the membership of committees for 2012/13.

## **Calendar of Meetings**

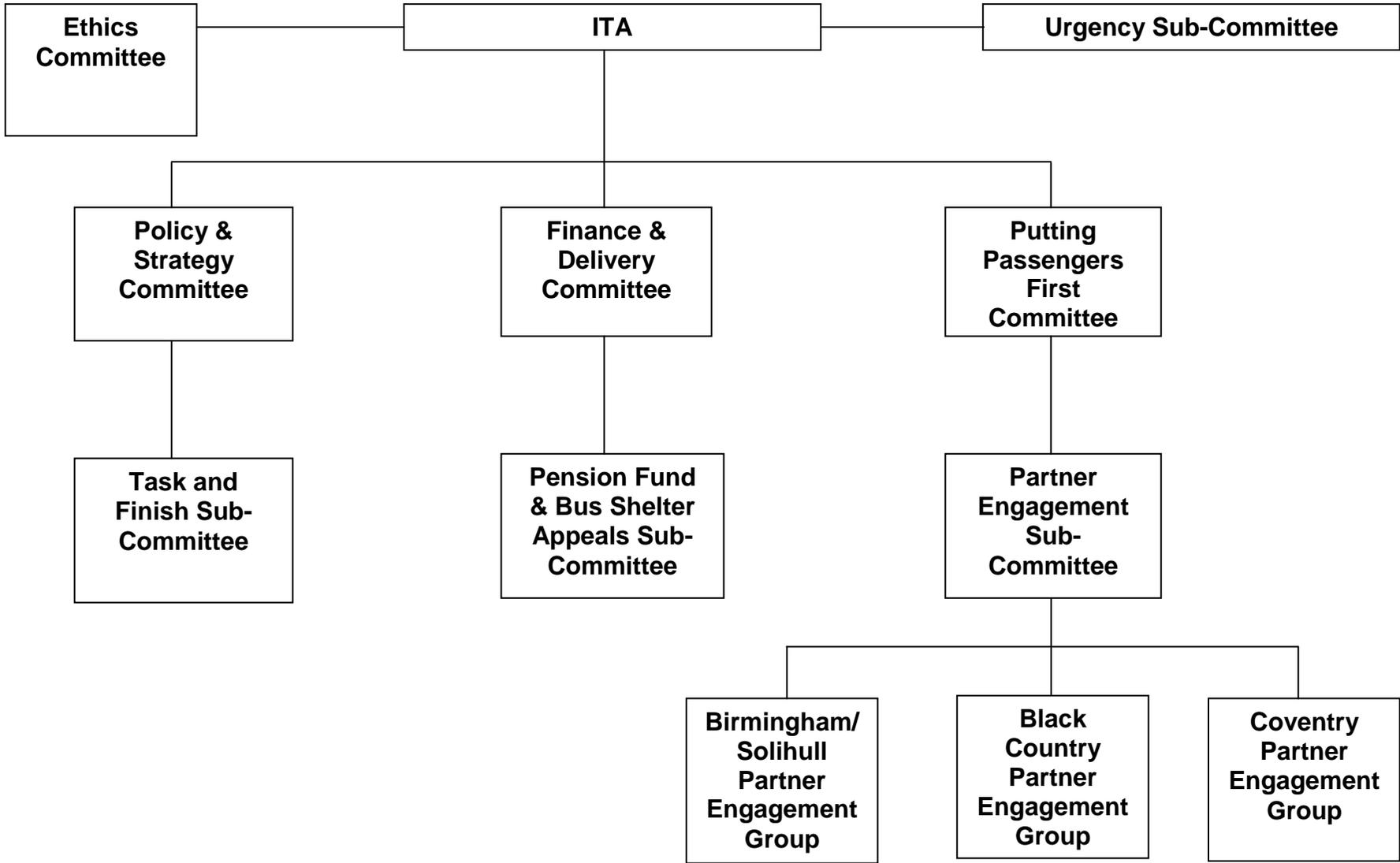
- 6. It is proposed that Centro continues to hold most of its committee meetings on Mondays at 11.00am. A draft calendar of meetings for 2012/13 has been prepared on this basis and is set out in Appendix 5 (see pages 27 - 28) in two formats (ie. by date and by committee).

Geoff Inskip  
**Clerk to the Authority**

Centro Media Contact: Steve Swingler, Media Manager  
 tel: (0121) 214 7073  
 email: steveswingler@centro.org.uk

Contact Officer: Dan Essex, Democratic Services Manager  
 tel: (0121) 214 7505  
 email: danessex@centro.org.uk

Background Papers: none



## **POLICY & STRATEGY COMMITTEE**

### **STATEMENT OF PURPOSE**

To ensure that Centro's policies and strategies effectively achieve an integrated, high quality, safe and secure public transport system serving the West Midlands region. To ensure that these policies and strategies contribute positively to the region's wider economic, environmental and social objectives.

### **TERMS OF REFERENCE**

- To consider, develop and review policies and strategies for the planning, development, provision and promotion of integrated public transport services within the West Midlands region.
- To give consideration to its policies and strategies in the light of initiatives undertaken by central and local government, and other external organisations and stakeholders, that impact upon public transport in the West Midlands.
- To consider and respond to emerging national and European legislative proposals relating to public transport, and to influence the development of these proposals, as appropriate, in order to further the policy objectives of Centro.
- To liaise with the region's Local Enterprise Partnerships, local authorities and other stakeholder organisations in respect of the determination and development of their transport policies, plans and priorities, and to promote partnership working in order to maximise the resources available for public transport.
- To ensure that the Annual Business Plan reflects the Authority's agreed programme of priorities.
- To provide oversight of the Integrated Public Transport Prospectus (including any subsequent review and revision), and to ensure that any significant policy developments align appropriately with the prospectus.
- To oversee the securing of funding for the Local Transport Plan Implementation Plan.
- To oversee all matters relating to rail decentralisation developments.
- To oversee all matters relating to rail freight, including Centro's Freight Strategy.
- To consider reports monitoring the implementation of spatial strategies relevant to the delivery of Local Transport Plan objectives.

- To develop, prioritise and approve Centro's capital programme, taking into account the availability of funding.
- To oversee the delivery of the Midland Metro Birmingham city centre extension, and the development of future extensions.
- To oversee the Local Sustainable Transport Fund bid and any subsequent project delivery.
- To consider policy proposals relating to the environment and active travel programmes.
- To commission individual 'task and finish' reviews to examine specific topics as and when identified.
- To carry out such other responsibilities as may be delegated to it from time to time.

## **FINANCE & DELIVERY COMMITTEE**

### **STATEMENT OF PURPOSE**

To monitor Centro's revenue and capital budgets and to have oversight of its general financial position. To ensure that Centro's Annual Business Plan delivers its objectives in a timely and effective manner.

### **TERMS OF REFERENCE**

- To prepare revenue and capital budgets and make recommendations to the full Authority as to its annual levy.
- To monitor revenue and capital budgets and expenditure throughout the year and to make recommendations to Policy & Strategy Committee or the full Authority, as appropriate, to ensure that Centro remains on a sound financial footing.
- To monitor and review the delivery of the capital programme to ensure progress in a timely manner and to meet value for money considerations of:
  - (i) IT Block funded programmes and schemes;
  - (ii) Existing Major Schemes and network wide programmes;
  - (iii) New Major Schemes within the 'Supported Pool' and 'Development Pool';
  - (iv) District Council Officer, Highways Agency, Network Rail and transport operator programmes, with the attendance of representatives of these organisations;
  - (v) Targets achievement;
  - (vi) Highways Asset Management programmes;
  - (vii) LTP3 objectives and targets.
- To monitor capital programme expenditure and approve the virement of funds.
- To oversee the monitoring of the overall delivery of the Local Transport Plan Implementation Plan.
- To consider and approve the arrangements for the tendering and procurement of all capital schemes.
- To authorise revisions to capital programme investment programmes.
- To monitor the delivery of the Annual Business Plan objectives, including championing the development, review and revision of appropriate strategic performance indicators to measure performance and corporate governance arrangements.

- To continually review the Authority's governance arrangements (including its structures and processes) to ensure that they enable it to discharge its responsibilities in the most effective manner, having regard to innovation and best practice elsewhere within the public transport sector.
- To be the Authority's Centro's 'audit committee' and to consider related items of business.
- To monitor performance, risk management and data quality arrangements to ensure that they embed processes, structures and cultures within Centro that deliver business objectives and achieve value for money.
- To ensure appropriate processes are in place in order that Centro continues to develop, implement, review and revise its performance management processes.
- To consider the outputs from performance management systems to ensure excellent performance is maintained and improved, and to ensure data quality is integrated into operational, performance management and governance arrangements.
- To carry out such other responsibilities as may be delegated to it from time to time.

## **PUTTING PASSENGERS FIRST COMMITTEE**

### **STATEMENT OF PURPOSE**

To ensure that Centro's policies and strategies are effectively delivering public transport services that meet the needs and aspirations of passengers throughout the West Midlands. To engage with public transport operators and other partners and stakeholders in order to champion the role of passengers.

### **TERMS OF REFERENCE**

- To be responsible for all Centro-related matters concerning the operation and service performance of the bus, rail and tram networks within the West Midlands.
- To develop, and be responsible for the implementation and monitoring of, service and vehicle quality standards in relation to public transport.
- To monitor the operation and maintenance of Centro's bus stations, shelters, stops and passenger infrastructure services.
- To monitor the operation and maintenance of Centro's rail and tram facilities and infrastructure within the West Midlands.
- To monitor the operation of Ring & Ride services.
- To have oversight of any reviews undertaken of the Ring & Ride service, including making recommendations to the full Authority as to any changes to be made.
- To have oversight of safer travel matters impacting on passengers, including Centro's partnership work with the Safer Travel Police Team and British Transport Police.
- To oversee the provision of passenger travel information and to consider proposals for future developments and innovation.
- To oversee the operation and development of passenger information and ticketing arrangements, including concessionary passes, and smartcard and e-purse technologies.
- To oversee the development of new policies for walking and cycling, together with schemes to improve walking and cycling within the West Midlands.
- To be responsible for delivering an on-going programme of bus network reviews.
- To engage with public transport operators in order to deliver service improvements in a collaborative partnership basis.

- To maintain an overview of the work of the Partner Engagement Groups, established by Centro to act as the interface with public transport stakeholders and partners on matters relating to the development and delivery of its policies and strategies.
- To carry out such other responsibilities as may be delegated to it from time to time.

## **ETHICS COMMITTEE**

### **STATEMENT OF PURPOSE**

To promote and maintain high standards of conduct by members of the Authority.

### **TERMS OF REFERENCE**

- To assist members of the Authority to maintain a high standard of conduct.
- To ensure that appropriate frameworks are in place, based on general principles of good governance, to set out standards of conduct which are in line with accepted best practice.
- To monitor any changes in statutory or non-statutory guidance in relation to members' conduct, and to consider the impact of any changes for Centro.
- To consider and deal with complaints or allegations of misconduct against individual members.
- To be responsible for liaison between Centro and external stakeholders eg. the Department for Communities and Local Government and the Local Government Ombudsman, in connection with any matter within its terms of reference.
- To have responsibility for the oversight of Centro's Constitution, and to submit recommendations to the Authority regarding its periodic revision.
- To consider, in consultation with the Member Development & Transport Governance Steering Group, the training needs of members in respect of any matter within its terms of reference.
- To carry out such other responsibilities as may be delegated to it from time to time.

## **TASK & FINISH SUB-COMMITTEE**

### **STATEMENT OF PURPOSE**

To be responsible for overseeing the work of the task and finish groups established by the Authority, ensuring that they have the appropriate terms of reference and meet their required reporting timescales.

### **TERMS OF REFERENCE**

- To co-ordinate the role and remit (including membership) of each task and finish group established by the Authority, ensuring that the terms of reference for each review will meet the reviews objectives.
- To monitor the progress being made by each task and finish group, and ensuring that they submit their review report in a timely manner.
- To ensure that the recommendations and/or conclusions contained within each task and finish review is considered by the appropriate committee and contributes to the development of the Authority's policies and strategies.

## **PENSION FUND & BUS SHELTER APPEALS SUB-COMMITTEE**

### **STATEMENT OF PURPOSE**

To be responsible for the proper administration of the West Midlands Integrated Transport Authority Pension Fund. To be responsible for all matters relating to appeals against the siting of bus shelters and stops within the West Midlands.

### **TERMS OF REFERENCE**

- To manage the assets and liabilities of the pension fund to ensure they remain in equilibrium.
- To determine the broad investment policy for the pension fund, and to ensure that the policy is being adhered to.
- To receive and consider actuarial advice on the state of the pension fund and broad investment advice.
- To consider appeals from members of the public against the design and/or siting of bus shelters and stops.
- To be informed of new and innovative designs of bus shelter and to consider their use within the West Midlands.
- To carry out such other responsibilities as may be delegated to it from time to time.

## **PARTNER ENGAGEMENT SUB-COMMITTEE**

### **STATEMENT OF PURPOSE**

To be responsible for overseeing the work of the Partner Engagement Groups, to ensure that Centro undertakes meaningful consultation with partner organisations during the development of its policies and strategies.

### **TERMS OF REFERENCE**

- To co-ordinate governance arrangements for the Partner Engagement Groups (including the membership, frequency and location of meetings) to ensure that consultation with partner organisations, stakeholders and passenger representative groups effectively feeds into the development of Centro's policies and strategies.
- To ensure that Centro engages with stakeholder partners through the Partner Engagement Groups in the development of its policies and strategies.
- To ensure that comments and submissions made by the Partner Engagement Groups are collated, interpreted and fed into Centro's decision making processes.

## Competencies and Personal Skills Framework for Members

Competencies required of all Centro Members are:

<b>COMPETENCIES</b>	
<b>Strategic thinking</b>	Vision – the ability to consider transport in the wider content of driving the economy, environment and health agenda for the travel to work area.
<b>Good judgement/ analysis</b>	To take a balanced and objective approach, for example, in deciding transport priorities for the Metropolitan Area.  The ability to interpret and question financial and statistical information, and other data such as performance measures, and identify the salient points.
<b>Facilitate to change</b>	The ability to challenge views constructively, and to recognise and respond positively to the need for change, for example, identifying ways in which transport interventions can be developed.
<b>The ability to scrutinise</b>	To be able to scrutinise and exercise effective oversight of all aspects of performance, using appropriate data, evidence and resources.
<b>Ability to communicate effectively</b>	To be able to explain transport issues clearly in public meetings, with the media present, and to engage in constructive dialogue with local communities.
<b>Community engagement</b>	To understand the importance of community views in shaping local transport and be prepared to represent their views in an impartial way.

**Competencies and Personal Skills Framework for Members**

Personal Skills required of all Centro Members are:

<b>PERSONAL SKILLS</b>	
<b>Team working</b>	The ability to play an effective role in committee and other partnerships, through listening, persuading and showing respect for the views of others.
<b>Leadership</b>	The confidence to lead by example – establishing clear goals and objectives, and building support and commitment within the ITA as well as the wider community and partner agencies.
<b>Enthusiasm and drive</b>	To be pro-active in seeking out learning and developmental opportunities to enhance knowledge and understanding.
<b>Respect for others</b>	The capacity to treat all people fairly and with respect; value diversity and respond sensitively to differing views.

## Membership of the Authority

### Labour Group (18)

Councillor Paulette Hamilton	Birmingham
Councillor Kath Hartley	
Councillor Des Hughes	
Councillor Mariam Khan	
Councillor Chaman Lal	
Councillor Keith Linnecor	
Councillor Ian Ward	
Councillor John McNicholas	Coventry
Councillor Catherine Miks	
Councillor Bryan Cotterill	Dudley
Councillor Stuart Turner	
Councillor Roger Horton	Sandwell
Councillor Peter Hughes	
Councillor Tony Underhill	
Councillor Allah Ditta	Walsall
Councillor Richard Worrall	
Councillor Elias Mattu	Wolverhampton
Councillor Judith Rowley	

### Conservative Group (8)

Councillor Robert Alden	Birmingham
Councillor Tim Huxtable	
Councillor Hazel Noonan	Coventry
Councillor Patrick Harley	Dudley
Councillor Ted Richards	Solihull
Councillor Michael Robinson	
Councillor Gary Clarke	Walsall
Councillor Christine Mills	Wolverhampton

### Liberal Democrat (1)

Councillor Jon Hunt	Birmingham
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## Composition of Committees and Political Balance on Committees 2012/13

### General Information Political Balance on the Integrated Transport Authority

#### Political balance of the Authority

Labour	= 18 seats (66.7%)
Conservative	= 8 seats (29.6%)
Liberal Democrat	= 1 seat ( 3.7%)

#### Suggested Composition of Committees and Overall Allocations to Committee Place Options

If:	Policy & Strategy Committee = 8 seats
	Finance & Delivery Committee = 7 seats
	Putting Passengers First Committee = 8 seats
	Ethics Committee = 3 seats
	Urgency Sub-Committee = 3 seats
	Task & Finish Sub-Committee = 6 seats
	Pension Fund & Bus Shelter Appeals Sub-Committee = 6 seats
	Partner Engagement Sub-Committee = 7 seats

Then the total number of seats to be allocated would be 48

Balance on the WMITA is Lab 18, Con 8, Lib Dem 1, then

Labour	= 32 total committee places (66.7%)
Conservative	= 14 total committee places (29.2%)
Liberal Democrat	= 2 total committee places ( 4.2%)

**POLICY & STRATEGY COMMITTEE**

**Labour (5)**

- .....
- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Liberal Democrat (1)**

- .....

**Chair**

- .....

**Vice-Chair**

- .....

**FINANCE & DELIVERY COMMITTEE**

**Labour (5)**

- .....
- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Chair**

- .....

**Vice-Chair**

- .....

**PUTTING PASSENGERS FIRST COMMITTEE**

**Labour (5)**

- .....
- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Liberal Democrat (1)**

- .....

**Chair**

- .....

**Vice-Chair**

- .....

**ETHICS COMMITTEE**

**Labour (2)**

- .....
- .....

**Conservative (1)**

- .....

**Chair**

- .....

**Vice-Chair**

- .....

**URGENCY SUB-COMMITTEE**

**Labour (2)**

- .....
- .....

**Conservative (1)**

- .....

**Chair**

- .....

**Vice-Chair**

- .....

**TASK & FINISH SUB-COMMITTEE**

**Labour (4)**

- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Chair**

- .....

**Vice-Chair**

- .....

**PENSION FUND & BUS SHELTER APPEALS SUB-COMMITTEE**

**Labour (4)**

- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Chair**

- .....

**Vice-Chair**

- .....

**PARTNER ENGAGEMENT SUB-COMMITTEE**

**Labour (5)**

- .....
- .....
- .....
- .....
- .....

**Conservative (2)**

- .....
- .....

**Chair**

- .....

**Vice-Chair**

- .....

**TRANSPORT GOVERNANCE & MEMBER DEVELOPMENT STEERING GROUP**

**Labour (4)**

- .....
- .....
- .....
- .....

**Conservative (1)**

- .....

**Liberal Democrat (1)**

- .....

**Chair**

- .....

**Vice-Chair**

- .....

**DRAFT CALENDAR OF MEETING 2012/13**

All meetings start on Mondays at 11.00am, except ‘\*’ which starts on Mondays at 2.00pm and ‘+’ which start on Thursdays at 11.00am.

9 July 2012	Putting Passengers First Committee
19 July 2012	Finance & Delivery Committee +
23 July 2012	Partner Engagement Sub-Committee Task & Finish Sub-Committee*
30 July 2012	Policy & Strategy Committee
27 August 2012	<i>Summer Bank Holiday</i>
3 September 2012	Integrated Transport Authority
10 September 2012	Policy & Strategy Committee
20 September 2012	Finance & Delivery Committee +
22 - 26 September 2012	<i>Liberal Democrat Annual Conference (Brighton)</i>
24 September 2012	Pension Fund & Bus Shelter Appeals Sub-Committee
30 Sep - 4 October 2012	<i>Labour Annual Conference (Manchester)</i>
7 - 10 October 2012	<i>Conservative Annual Conference (Birmingham)</i>
8 October 2012	Partner Engagement Sub-Committee Task & Finish Sub-Committee*
22 October 2012	Integrated Transport Authority
29 October 2012	Putting Passengers First Committee
5 November 2012	Policy & Strategy Committee
15 November 2012	Finance & Delivery Committee + <i>Police &amp; Crime Commissioner elections</i>
3 December 2012	Integrated Transport Authority
10 December 2012	Pension Fund & Bus Shelter Appeals Sub-Committee
17 December 2012	Putting Passengers First Committee
7 January 2013	Policy & Strategy Committee
17 January 2013	Finance & Delivery Committee +
28 January 2013	Partner Engagement Sub-Committee Task & Finish Sub-Committee*
4 February 2013	Integrated Transport Authority
11 February 2013	Ethics Committee
25 February 2013	Pension Fund & Bus Shelter Appeals Sub-Committee
4 March 2013	Putting Passengers First Committee
11 March 2013	Policy & Strategy Committee
21 March 2013	Finance & Delivery Committee +
29 March 2013	<i>Good Friday</i>
1 April 2013	<i>Easter Monday</i>
8 April 2013	Partner Engagement Sub-Committee Task & Finish Sub-Committee*
15 April 2013	Integrated Transport Authority

2 May 2013                      *Shire county council elections*  
6 May 2013                      *Early May Bank Holiday*  
13 May 2013                    Pension Fund & Bus Shelter Appeals Sub-Committee  
27 May 2013                    *Spring Bank Holiday*  
24 June 2013                    Integrated Transport Authority AGM

**Integrated Transport Authority**

3 September 2012  
22 October 2012  
3 December 2012  
4 February 2013  
15 April 2013  
24 June 2013 (AGM)

**Policy & Strategy Committee**

30 July 2012  
10 September 2012  
5 November 2012  
7 January 2013  
11 March 2013

**Finance & Delivery Committee**

19 July 2012  
20 September 2012  
15 November 2012  
17 January 2013  
21 March 2013

**Putting Passengers First Committee**

9 July 2012  
29 October 2012  
17 December 2012  
4 March 2013

**Ethics Committee**

11 February 2013

**Pensions & Bus Shelter Appeals Sub-Committee**

24 September 2012  
10 December 2012  
25 February 2013  
13 May 2013

**Partner Engagement Sub-Committee**

23 July 2012  
8 October 2012  
28 January 2013  
8 April 2013

**Task & Finish Sub-Committee**

23 July 2012  
8 October 2012  
28 January 2013  
8 April 2013