



# Tyne and Wear Integrated Transport Authority

## Annual Meeting

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Meeting to be held on Thursday 23 May 2013 at 10.00 am in a Committee Room, Civic Centre, Newcastle upon Tyne

(Labour Group pre-meeting at 9:00am) (Opposition Group pre-meeting at 9:30am)

Contact Officer: Victoria Miller (0191) 211 5118 [victoria.miller@newcastle.gov.uk](mailto:victoria.miller@newcastle.gov.uk)

This agenda is available at [www.twita.gov.uk](http://www.twita.gov.uk)

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### SUPPLEMENTAL AGENDA

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**DATE:** 23 MAY 2013

**SUBJECT:** MEMBERSHIP OF THE AUTHORITY 2013/14

**REPORT OF:** THE CLERK

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## **PURPOSE OF REPORT**

The purpose of the report is to advise the Authority to formally confirm its membership for the Municipal Year 2013/14.

## **RECOMMENDATIONS**

The Authority is recommended to formally confirm its membership for the Municipal Year 2013/14 as in Appendix 1.

## **BACKGROUND DOCUMENTS**

Local Government Act 1985; and  
Notifications received from the constituent Councils.

## **CONTACT OFFICERS**

<i>name</i>	<i>email</i>	<i>phone</i>
<i>Victoria Miller</i>	<i>victoria.miller@twita.gov.uk</i>	<i>0191 211 5118</i>

## APPENDIX 1

### MEMBERSHIP OF THE AUTHORITY 2013/14

The following appointments have been made to the Authority by the constituent Councils for 2013/14:

<b>Gateshead (3)</b>		
<b>Councillor</b>	<b>Party</b>	<b>Contact Details</b>
Stuart Green	Labour	161 Sherburn Way, Wardley, NE10 8TZ Tel: 0191 438 0625 cllr.sgreen@gateshead.gov.uk
Peter Maughan	Liberal Democrats	24 Whaggs Lane, Whickham, Newcastle upon Tyne, NE16 4PF Tel: 07786 647 333 cllr.pmaughan@gateshead.gov.uk
John McElroy	Labour	40 Cromer Avenue, Low Fell, NE9 6UJ Tel: 0191 487 2844 cllr.jmcelroy@gateshead.gov.uk
<b>Newcastle (4)</b>		
<b>Councillor</b>	<b>Party</b>	<b>Contact Details</b>
Joyce McCarty	Labour	166 Wingrove Road, Fenham, Newcastle Upon Tyne, NE4 9BX Tel: 0191 273 4727 joyce.mccarty@newcastle.gov.uk
Stephen Lambert	Labour	32 Ivy Road, Gosforth, Newcastle upon Tyne, NE3 1DB Tel: 0191 213 1641 stephen.lambert@newcastle.gov.uk
Greg Stone	Liberal Democrats	28 Victoria St, Newcastle Upon Tyne, NE4 7JU Tel: 0191 261 9753 / 07747 862 582 greg.stone@newcastle.gov.uk
Dave Wood	Labour	51 Borrowdale Avenue, Newcastle upon Tyne, NE6 4HL Tel: 0191 263 0017 / 07801 231 294 dave.wood@newcastle.gov.uk
<b>North Tyneside (3)</b>		
<b>Councillor</b>	<b>Party</b>	<b>Contact Details</b>
Muriel Green	Labour	Quadrant, The Silverlink North, Cobalt Business Park, NE27 0BY Tel: 0191 253 3761/ 07967 159 056 muriel.green@northtyneside.gov.uk



Frank Lott	Labour	112 Dolphin Quay, Clive Street, North Shields, NE29 6HJ Tel: 07974 568 197 frank.lott@northtyneside.gov.uk
Shirley Mortimer	Conservative	46 Kirkstone Avenue, North Shields, NE30 3BD Tel: 0191 253 3071 / 07973 135 762 shirley.mortimer@northtyneside.gov.uk
<b>South Tyneside (2)</b>		
<b>Councillor</b>	<b>Party</b>	<b>Contact Details</b>
Gladys Hobson	Labour	154 Beach Road, South Shields, NE33 2NN Tel: 0191 456 5696 cllr.gladys.hobson@southtyneside.gov.uk
Alan Smith	Labour	14 Holland Park Drive, Jarrow, NE32 4LL Tel: 0191 422 3951 cllr.alan.smith@southtyneside.gov.uk
<b>Sunderland (4)</b>		
<b>Councillor</b>	<b>Party</b>	<b>Contact Details</b>
Barry Curran	Labour	30 Dunmore Avenue, Seaburn, Sunderland Tel: 0191 549 9143 cllr.barry.curran@sunderland.gov.uk
David Errington	Labour	7 Londonderry Street, New Silksworth, Sunderland Tel: 07500 123 847 cllr.david.g.errington@sunderland.gov.uk
Fiona Miller	Labour	19 Toynbee, Teal Farm, Washington, NE38 8TU Tel: 0191 4166839 cllr.fiona.miller@sunderland.gov.uk
Peter Wood	Conservative	24 Lutterworth Road, Sunderland, SR2 9AX Tel: 0191 522 6036 cllr.peter.wood@sunderland.gov.uk

The political composition of the Authority is 12 Labour and 4 Opposition Members (2 Liberal Democrats and 2 Conservatives).

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**DATE:** 23 MAY 2013

**SUBJECT:** APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND THEIR MEMBERSHIP FOR THE MUNICIPAL YEAR 2013/14; AND  
APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES FOR THE MUNICIPAL YEAR 2013/14

**REPORT OF:** THE CLERK

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## **PURPOSE OF REPORT**

The purpose of the report is to invite the Authority to appoint such committees and working groups as are required for the Municipal Year 2013/14, appoint members to those committees and working groups and appoint representatives to serve on outside bodies.

## **RECOMMENDATIONS**

The Authority is invited to:

- (i) appoint its committees and working groups for the Municipal Year 2013/14 as set out in Appendix 1;
- (ii) agree the Terms of Reference of the appointed committees and working groups as set out in Appendix 2;
- (iii) appoint members to the committees and working groups;
- (iv) appoint Chairs and Vice-Chairs to the committees and working groups; and
- (v) appoint members to represent the Authority on outside bodies.

## **BACKGROUND DOCUMENTS**

Standing Orders; Minutes of the Annual Meeting 2012.

## **CONTACT OFFICERS**

*Victoria Miller*

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## APPENDIX 1

### APPOINTMENT OF COMMITTEES AND WORKING GROUPS FOR THE MUNICIPAL YEAR 2013/14

#### (a) Delegated Committee

Day and time of meeting: as and when required

Nominations (ITA Lead Members or their substitutes): 3

Political balance: (2+1)

#### Membership:

Party	Councillor	Special Responsibility
Labour		Chair
Labour		Vice-Chair
Opposition Member		

#### (b) Audit Committee

Day and time of meeting: 3 meetings a year

Nominations (ITA Members): 5 plus 4 independent members

Political balance: (4+1) plus 4 independent members

The Committee is to appoint its Chair and Vice-Chair

#### Membership:

Party	Councillor	Independent member	Special Responsibility
Labour			
Labour			
Labour			
Labour			
Opposition Member			
		Mr Scrimshaw	
		Mr Clark	
		Vacancy*	
		Vacancy*	

\* work is underway to schedule interviews for the vacancies.



**(c) Standards Committee**

Day and time of meeting: 3 meetings a year

Nominations (ITA Members): 5 plus 4 independent members

Political balance: (4+1) plus 4 independent members

The Committee is to appoint its Chair and Vice-Chair. The Chair is to be an independent member of the Committee.

**Membership:**

Party	Councillor	Independent member	Special Responsibility
Labour			
Labour			
Labour			
Labour			
Opposition Member			
		Mr Scrimshaw	
		Mr Clark	
		Vacancy*	
		Vacancy*	

\* work is underway to schedule interviews for the vacancies.

**(d) Metro Sub-Committee**

Day and time of meeting: 10.30am (with exceptions) on Thursday, 4 meetings a year

Nominations (ITA Members): 8 or Chair/Vice-Chair and 7 substitutes

Political balance: (6+1+1) or substitutes: 7 (5+1+1)

**Membership:**

Party	Councillor	Special Responsibility
Labour		Chair
Labour		Vice-Chair
Labour		
Labour		
Labour		
Labour		
Opposition Member		
Opposition Member		

**Substitute Members: 7 (5+1+1)**

Order of priority	Councillor
Labour:	
1	
2	
3	
4	
5	
Liberal Democrats:	
1	
Conservatives:	
1	

**(e) Scrutiny Advisory Group**

Day and time of meeting: 1pm on 2<sup>nd</sup> Thursday, 4 meetings a year  
 Nominations: 10 or 11 or 12 (2 representatives nominated by each Council plus, if necessary to ensure two representatives from the Opposition Group, up to two nominations by that Group).

The Committee is to appoint its Chair and Vice-Chair.

**Membership:**

District Council	Councillor	Party	Special Responsibility
<b>Gateshead (2)</b>			
	Malcolm Graham	Labour	
	Tom Graham	Labour	
<b>Newcastle (2)</b>			
	Stephen Fairlie	Labour	
	Ann Schofield	Labour	
<b>North Tyneside (2)</b>			
	Bill Caithness	Labour	
	John O'Shea	Labour	
<b>South Tyneside (2)</b>			
	Richard Porthouse	Labour	
	Bob Watters	Labour	
<b>Sunderland (2)</b>			
	Neville Padgett	Labour	
	Richard Tate	Labour	

**(f) Local Transport Plan Working Group**

Day and time of meeting: 10.30am on 2<sup>nd</sup> Thursday, 4 meetings a year  
Nominations (3 ITA Members and 1 representative nominated by each Council): 8

**Membership:**

**ITA Representatives (Nominated by the ITA):**

Chair – Councillor .....

Vice Chair – Councillor .....

Opposition Representative – Councillor .....

**Council Representatives (Nominated by the Councils):**

Gateshead: Councillor John McElroy

Newcastle: Councillor Joyce McCarty

North Tyneside: Councillor Jim Allan

South Tyneside: Councillor Alan Kerr

Sunderland: Councillor James Blackburn

**(g) Equality and Diversity Working Group**

Day and time of meeting: 10.30am on 3<sup>rd</sup> Thursday, 2 meetings a year  
Nominations (3 ITA Members and 1 representative nominated by each Council): 8

**Membership:**

**ITA Representatives (Nominated by the ITA):**

Chair – Councillor .....

Vice Chair – Councillor .....

Opposition Representative – Councillor .....

**Council Representatives (Nominated by the Councils):**

Gateshead: Councillor Linda Green

Newcastle: Councillor Joyce McCarty

North Tyneside: Councillor Tommy Mulvenna

South Tyneside: Councillor Alan Kerr

Sunderland: Councillor Henry Trueman

**(h) Bus Strategy Working Group**

Day and time of meeting: as and when required, 10.30am on Thursday  
Nominations (3 ITA Members and 1 representative nominated by each Council): 8

**Membership:**

**ITA Representatives (Nominated by the ITA):**

Chair – Councillor .....

Vice Chair – Councillor .....

Opposition Representative – Councillor .....

**Council Representatives (Nominated by the Councils):**

Gateshead: Councillor Angela Douglas

Newcastle: Councillor Nigel Todd

North Tyneside: Councillor John O’Shea

South Tyneside: Councillor Gladys Hobson

Sunderland: Councillor James Blackburn

**(i) Tyne Tunnels Working Group**

Day and time of meeting: 10am on Friday, 4 meetings a year

Nominations (ITA Members): 7

The Working Group is to appoint its Chair and Vice-Chair.

**Membership:**

Councillors: .....

**(j) Council Transport Spokesmen (ITA Members)**

Nominations for spokesmen are required for the purpose of answering questions from Members of the constituent Councils on the discharge of the Authority's functions:

Gateshead: Councillor.....

Newcastle: Councillor.....

North Tyneside: Councillor.....

South Tyneside: Councillor.....

Sunderland: Councillor.....

**(k) Outside Bodies**

**1) Local Government Association**

**Membership:**

Councillors: .....

**2) ITA Special Interest Group**

Nominations (Chairman, Vice-Chairman and Leader of Opposition): 3

**Membership:**

Councillors: .....

**3) North East Local Transport Body**

Nominations (the Chairman or, in his absence, the Statutory Vice-Chairman or, in his absence, a Vice-Chairman or other deputy as appointed by the Chairman): 1

**Membership:**

Councillor: .....

## **Appendix 2**

### **Terms of Reference of the Committees and Working Groups 2013/14**

#### **(a) Delegated Committee**

##### **Terms of Reference**

This will be a formal committee of the ITA, to meet as and when required, with the following terms of reference:

To deal with urgent matters that cannot wait until the next full meeting of the Authority.

#### **(b) Audit Committee**

##### **Terms of Reference**

This will be a formal committee of the ITA, to meet 3 times a year, with the following terms of reference:

##### **1. Purpose of the Committee**

The purpose of the Committee is to:

- (i) Provide independent assurance of the adequacy of the risk management framework and the associated control environment;
- (ii) Provide independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment;
- (iii) Oversee the financial reporting process.

##### **2. The Committee's roles and responsibilities:**

- (i) To act as the principal advisory committee to the Authority in relation to audit and governance issues;
- (ii) To review annually the effectiveness of the Authority's internal control environment;
- (iii) To carry out an annual self assessment of its effectiveness;
- (iv) To prepare an annual report for consideration by the Authority;

- (v) To undertake a number of functions in relation to Governance and Audit issues, and advise the Authority upon such matters as and when is necessary (see 3 and 5 below);
- (vi) To consider reports from other external and inspection agencies;
- (vii) To review issues relating to the Authority's accounts (see 6 below).

### **3. The Committee's Governance Role**

- (i) To consider and promote the Authority's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice;
- (ii) To maintain an overview of the Authority's contract procedure rules and financial regulations;
- (iii) To review any issues referred to it by the Clerk of the Authority and the Authority itself;
- (iv) To consider the effectiveness, and monitor and promote the effective development and operation, of risk management in the Authority;
- (v) To consider the effectiveness of the Authority's anti-fraud and anti-corruption arrangements including whistleblowing;
- (vi) To review the Authority's Local Code of Corporate Governance and Annual Governance Statement and to recommend their adoption to the Authority;
- (vii) To consider the Authority's compliance with its own and other appropriate published standards and controls and to make recommendations where necessary;
- (viii) To consider the Authority's budget monitoring reports and annual budget report.

### **4. Internal Audit**

- (i) To approve the strategic and annual audit plans and to monitor internal audit activity against both plans;
- (ii) To consider the Head of Audit and Strategic Risk's Annual Audit Report and Opinion on the overall adequacy and effectiveness of the Authority's control environment, which supports the Annual Governance Statement;
- (iii) To consider summaries of specific internal audit reports as requested;
- (iv) To consider reports dealing with the management and performance of the providers of internal audit services;

- (v) To consider any report from Internal Audit on agreed recommendations not implemented within a reasonable timescale;
- (vi) To receive and consider the results of an annual review of the effectiveness of internal audit.

## **5. External Audit**

- (i) To consider the external auditors' annual letter, relevant reports, and the report to those charged with governance;
- (ii) To consider specific reports as agreed with the external auditor;
- (iii) To comment on the scope, focus and depth of the external audit plan of work and to ensure it gives value for money;
- (iv) To commission work from external audit.

## **6. Accounts**

- (i) To review the Annual Statement of Accounts including consideration as to whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Authority;
- (ii) To consider the external auditor's report to those charged with governance on issues arising from the audit of the Accounts.

### **(c) Standards Committee**

#### **Terms of Reference**

This will be a formal committee of the ITA, to meet 3 times a year, with the following terms of reference:

#### **Terms of Reference**

1. To promote and maintain high standards of conduct by councillors and co-opted members;
2. To assist the councillors and co-opted members to observe the Members' Code of Conduct;
3. To advise the Authority on the adoption or revision of the Members' Code of Conduct;

4. To monitor the operation of the Members' Code of Conduct;
5. To advise, train or arrange to train councillors and co-opted members on matters relating to the Members' Code of Conduct;
6. To grant dispensations to councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct so far as not delegated to the Monitoring Officer;
7. To deal with written allegations that a councillor or co-opted member (or former councillor or co-opted member) of the Authority has failed, or may have failed, to comply with the Members' Code of Conduct;
8. To deal with complaints that a councillor or co-opted member of the Authority has failed, or may have failed, to comply with one of the Authority's local protocols.

#### **(d) Metro Sub-Committee**

##### **Terms of Reference**

This will be a formal advisory sub-committee of the ITA, to meet 4 times a year, with the following terms of reference:

1. To monitor progress and delivery of the Tyne and Wear Metro "Concession Agreement" between Nexus and DB Regio Tyne and Wear Limited.
2. To monitor progress and delivery of the Metro Asset Renewal Plan.
3. To make any report, comments or recommendations to the ITA or Nexus in relation to any of the above matters as it considers appropriate from time to time.
4. To provide direction to Nexus in relation to consultation with strategic partners on long term development planning for the Metro system.
5. Members of the Sub-Committee will have substitute members: five named substitutes for the majority political group to be listed in priority order so that the second will only be called on if two existing group members of the Sub-Committee are unable to attend and so on, one named substitute from the Liberal Democrats and one substitute member for the Conservative group. This 'priority' arrangement means that the first substitute member will be used more regularly, giving more consistency and continuity.



### **(e) Scrutiny Advisory Group**

#### **Terms of Reference**

This will be an informal advisory group of the ITA, to meet 4 times a year, with the following terms of reference:

1. To consider, and give advice or make recommendations to the ITA, on the discharge of its functions.
2. To review or scrutinise decisions made, or other action taken, in connection with the discharge of the ITA's functions.
3. To consider, and give advice or make recommendations to the ITA, on matters which affect Tyne and Wear or those who work, live or visit there and which relate to the ITA's functions.

### **(f) Local Transport Plan Working Group**

#### **Terms of Reference:**

This will be an informal advisory working group of the ITA, to meet 4 times a year, with the following terms of reference:

1. To offer advice and recommendations to ITA on the implementation and delivery of Local Transport Plan 3, including the local transport capital investment programme for Tyne and Wear.
2. To give such advice, and make such recommendations to the ITA as it considers appropriate on any matters arising in relation to the LTP, and provide a strategic steer to officers working on behalf of the ITA on LTP3.
3. To help develop and co-ordinate the working relationships between the ITA, Nexus, the five metropolitan districts, the two neighbouring unitary authorities, LEP and any other body needed to deliver LTP3 for Tyne and Wear.
4. To offer advice and recommendations to the ITA as it considers appropriate on matters arising in relation to transport policy, priorities and funding opportunities.
5. In order to assist its work in relation to 1, 2, 3 and 4 above, to act as a forum for dialogue with relevant and appropriate representatives.
6. To monitor the Local Sustainable Transport Fund (LSTF) process and other funding opportunities administered through the ITA.

### **(g) Equality and Diversity Working Group**

#### **Terms of Reference**

This will be an informal advisory working group of the ITA, to meet 2 times a year, with the following terms of reference:

1. To keep under review the implementation and delivery of the Equality Act 2010 and the process that the ITA uses to ensure that equality considerations are included in its decision making.
2. To give such advice, and make such recommendations to the ITA as it considers appropriate on any Equality and Diversity matters arising in relation to the provision of transport in Tyne and Wear.
3. To develop an understanding of equalities legislation as it pertains to transport in particular, and to seek to promote that understanding across partner organisations.

### **(h) Bus Strategy Working Group**

#### **Terms of Reference**

This will be an informal advisory group of the ITA, to meet as and when required, with the following terms of reference:

1. To monitor progress, implementation and delivery of the Bus Strategy.
3. To give such advice, and make such recommendations to the ITA as it considers appropriate on any matters arising in relation to bus services to better ensure their effective achievement of the ITA's objectives.
4. To help develop partnership arrangements with bus operators.
5. In order to assist its work in relation to 1, 2 and 3 above, to act as a forum for dialogue with representatives of the commercial bus operators, bus users and other interest groups, where appropriate.

### **(i) Tyne Tunnels Working Group**

#### **Terms of Reference**

This will be an informal advisory working group of the ITA, to meet 4 times a year, with the following terms of reference:

To monitor matters at the Tyne Tunnels, including tolls increase applications, performance of the concessionaire in operating the tunnels and delivery of the Phase 3 Improvement Works to the Pedestrian and Cyclist Tunnels.

## **(j) Outside Bodies**

### **(1) Local Government Association**

The Tyne and Wear ITA is entitled to representation on the Local Government Association (LGA), particularly in relation to strategic and policy matters on transport.

### **(2) Special Interest Group**

The Chairman, Vice Chairmen and the Leader of Opposition (or their substitutes) to represent the Tyne and Wear ITA at meetings of the Special Interest Group which acts as a forum for the development of urban public transport policy on behalf of the Local Government Association and also for the discussion of matters of common concern and exchange good practice and experience.

The Special Interest Group consists of representatives of 6 ITAs. The representatives are appointed by the ITAs at their Annual Meeting and normally are Chairs, Vice Chairs and Leaders of Opposition.

### **(3) North East Local Transport Body**

The Tyne and Wear ITA is a full voting member of the North East Local Transport Body ("NELTB"). The Chairman of ITA or, in his absence, the Statutory Vice-Chairman or, in his absence, a Vice-Chairman or other deputy as appointed by the Chairman would represent the ITA on the NELTB.

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