



### Committee structure and cycle of meetings

**Date of meeting** 27 May 2022

**Date of report** 20 May 2022

#### Report by Chief Executive

#### 1. Object of report

To advise members of the current committee structure, proposals for appointing members to committees and future meeting dates for the Partnership and its committees.

#### 2. Background

As determined in the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005, the Partnership consists of 20 councillor members and between 7 and 9 appointed (i.e. non-elected) members. The Partnership meeting cycle is a matter for members and has the undernoted committee structure in order to ensure full deliberation of reports:

<b>Committee</b>	<b>Number of Members</b>
Operations	16 including appointed members
Strategy & Programmes	16 including appointed members
Audit & Standards	10 including appointed members
Personnel	16 including appointed members
Personnel Appeals Sub-Committee	Up to 7

It is proposed that the new Partnership and its committees continue to meet on a quarterly basis, with the exception of the Personnel Committee which will meet twice per annum. This meeting cycle supports a streamlined decision-making process and allows for a committee system to give due consideration to items within the appointed remits. Proposed meeting dates for the remainder of 2022 are attached at Appendix 1.

Members are advised that a Personnel Appeals Committee is also required to meet on an “as required” basis. Historically the Personnel Appeals Committee has been made up of elected members only, derived from the Personnel Committee membership.

It should be noted that, although the appointed members are prohibited by the regulations from voting on (1) matters which impact on the financial requisition from the constituent authorities and (2) requests by the Partnership to have functions of another body transferred to the Partnership, the Partnership, at its meeting on 16 June 2006, took the decision that

appointed members should have no voting rights either on the Partnership or any of its committees.

### 3. Outline of proposals

All members should have received a form seeking their preferences as to which committees on which they would wish to serve. Spare forms will be available at the meeting. Allocation will then be submitted to the Partnership for approval on the basis of preference, political balance, geography, gender and elected/non-elected split. To ensure adequate balance, it is necessary for all members to be allocated to two committees. To assist members in this regard, full Terms of Reference for each of the committees is attached to this report at Appendix 2.

Due to the composition of the Partnership, not all authorities will be represented on all committees. All committee papers relating to the various Committees (with the exception of the Personnel Appeals Sub-Committee) will be submitted to all members of the Partnership and provision has been made whereby the member of a constituent authority which is not represented on a particular committee will have the opportunity to request a hearing at that committee on any matter which specifically affects that constituent authority.

### 4. Partnership action

The Partnership is recommended to:

- (a) agree that the current committee structure be continued;
- (b) note the cycle and proposed future dates for the Partnership and its Committees; and
- (c) agree that a report on committee membership be submitted to a future meeting for consideration.

### 5. Consequences

Policy consequences	<i>None.</i>
Legal consequences	<i>Complies with Partnership Standing Orders.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>None.</i>
Equalities consequences	<i>None.</i>
Risk consequences	<i>None.</i>

**Name** Neil Wylie  
**Title** **Director of Finance  
& Corporate Support**

**Name** Valerie Davidson  
**Title** **Chief Executive**

*For further information, please contact please contact Valerie Davidson, Chief Executive on 0141 333 3298.*

## APPENDIX 1

### Strathclyde Partnership for Transport Draft Meeting Dates June – December 2022 Quarterly Cycle

<b>Meeting</b>	<b>Date</b>
Partnership	24 June 2022
Operations	26 August 2022
Personnel	26 August 2022
Strategy & Programmes	16 September 2022
Audit & Standards	16 September 2022
Partnership	30 September 2022
(SCTS Joint Committee)	30 September 2022
Operations	4 November 2022
Strategy & Programmes	25 November 2022
Audit & Standards	25 November 2022
Partnership	16 December 2022



APPENDIX 2

# **Committee Terms of Reference**

# **Strathclyde Partnership for Transport**

## **Terms of Reference**

### **Exclusions from delegation to Committees or Officers**

The following matters are explicitly excluded from the delegations to committees or officers and are to be considered and approved by the Partnership itself unless dealt with as a matter of **urgency** by the Chairs' Committee:

1. Any matter requiring the approval of the Partnership in terms of relevant legislation;
2. Formulation and approval of policies and strategies or any amendment thereto;
3. Approval of the Revenue and Capital Budgets of the Partnership;
4. Approval of the Annual Accounts and the Annual Reports of the Partnership;
5. Proposals which have a major impact on the operational performance of the Partnership;
6. Responses to major consultation papers or other proposals which could affect the provision of public transport;
7. Formulation and amendment of procedural Standing Orders, Contract Standing Orders, Financial Regulations and the Scheme of Delegated Functions;
8. The decision-making structures of the Partnership including the powers of the various committees, the appointment of the Chair, Vice-Chairs and Appointed Members and the appointment of members to committees and to outside bodies;
9. Appointment of the Chief Executive, Partnership Secretary and Assistant Chief Executives; and
10. Any matter not otherwise delegated to a Committee or officer.

## **CHAIRS' COMMITTEE**

Members: 3: Chair and Vice Chair(s) of the Partnership  
Meetings: As and when required  
Quorum: 2

Subject to the exclusions and limitations to delegation, the Chairs' Committee of the Partnership is to consider and approve all urgent matters on behalf of the Partnership. All matters approved or considered will be reported to the next available Partnership meeting.

## STRATEGY & PROGRAMMES COMMITTEE

Number of members:	16
Meetings:	1 meeting per cycle
Quorum:	4 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least 3 of the constituent councils must be represented

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:

1. To consider any proposals including legislative proposals relating to transport to identify potential effects and to recommend action, as appropriate, to the Partnership.
2. To consider and make recommendations to the Partnership with regard to all transport policies, programmes and implementation strategies including any amendments thereto.
3. To consider and make recommendations to the Partnership on the extent and structure of the Partnership's revenue and capital budgets.
4. To investigate, consider and make recommendations as appropriate to the Partnership arising from any major variations or projected variations in any of the Budget Headings contained within the revenue budget or the capital budget.
5. To consider and make recommendations to the Partnership on the capital programme.
6. To consider and approve amendments to the capital programme, otherwise not approved or included.
7. To approve grant funding by the Partnership in terms of appropriate legislation to a maximum value of £200,000, or the Higher Regulated Limit, whichever is the greater.
8. To consider and approve expenditure, including the award of any contract, in relation to any matter within the remit of the committee.
9. To approve the funding of revenue costs associated with projects.
10. To monitor performance against targets set for implementation in the Partnership's approved Regional Transport Strategy, Business Plan and other approved strategies.
11. To monitor implementation of the responsibilities of the Partnership in terms of the relevant general policies of the Partnership including the Equality Act 2010 and the approved Equality Outcome Report designed to meet the transport requirements of those individuals who might be socially excluded.
- 12./....

12. To consider and make recommendations to the Partnership with regard to the scale of fares levied on public transport services and charges levied for the use of public transport facilities in so far as they relate to the public transport services and public transport facilities which are delivered directly by the Partnership or by others on behalf of the Partnership
13. To consider and approve conference and site visit attendance for members of the Partnership where the conference subject is consistent with the Partnership's aims and committee remit.



## OPERATIONS COMMITTEE

Number of members:	16
Meetings:	1 meeting per cycle
Quorum:	4 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least three of the constituent councils must be represented

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:

1. To consider and approve expenditure arising from proposals for subsidised public transport services, or other services within the remit of the committee, in accordance with the Partnership's Standing Orders Relating to Contracts.
2. To consider and approve expenditure for any proposal, including the award of any contract, in relation to any matter within the remit of the committee
3. To approve revenue expenditure requiring consent in accordance with the Partnership's Standing Orders Relating to Contracts and Financial Regulations.
4. To consider and make recommendations to the Partnership on the provision of public transport services and facilities within the Partnership area.
5. To consider and make recommendations to the Partnership on the operational performance of all public transport services and public transport facilities which are delivered directly by the Partnership or by others on behalf of the Partnership.
6. To consider and make recommendations to the Partnership on the provision of public transport services and facilities within the Partnership area in respect of particular requirements for those with special needs.
7. To consider reports in respect of safety and security of all public transport services and public transport facilities with special emphasis on those operations within the specific operational responsibility of the Partnership and where appropriate to make any necessary recommendations to the Partnership thereon.
8. To consider and approve conference and site visit attendance for members of the Partnership where the conference subject is consistent with the Partnership aims and committee remit.
9. To approve grant funding by the Partnership in terms of appropriate legislation to a maximum value of £200,000, or the Higher Regulated Limit, whichever is the greater.
10. To consider and make recommendations to the Partnership with regard to the scale of fares levied on public transport services and charges levied for the use of public transport facilities in so far as they relate to services and public transport facilities which are delivered directly by the Partnership or by others on behalf of the Partnership.

## PERSONNEL COMMITTEE

Number of members:	16
Meetings:	As and when required
Quorum:	4 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least 3 of the constituent councils must be represented

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:

1. To appoint the Chair of the Committee.
2. To oversee and approve matters relating to staff remuneration and allowances, where it is proposed to operate outwith the previously approved policy.
3. To consider and approve schemes for the introduction and continued monitoring of incentive, productivity and special recognition.
4. To oversee and approve matters relating to the conditions of service of all employees of the Partnership including any alterations to the conditions of service.
5. To consider and approve procedures in respect of disciplinary appeals and grievance hearings.
6. To consider and monitor changes to organisational structures and overall establishments.
7. To consider and monitor implementation of the responsibilities of the Partnership in terms of the relevant employment legislation, policies, guidance and circulars.
8. To consider and approve matters relating to training, education, career development and the health safety and welfare of employees including the approval of the annual staff training plan.
9. To consider and approve the premature retirement of any employee where this is in the interests of the efficient exercise of the functions of the Partnership, or by reason of redundancy, including the power to grant added years' service reckonable for superannuation purposes, where it is proposed to operate outwith the previously approved policy.
10. To consider and approve policies in relation to human resource matters.
11. To consider and approve conference attendance for members of the Partnership where the conference subject is consistent with the Partnership aims and remit.

## PERSONNEL APPEALS SUB-COMMITTEE

Number of members:	Up to 7 (Councillor members only)
Meetings:	As and when required
Quorum:	3 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least 3 of the constituent councils must be represented

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:

1. To hear and determine appeals against dismissal including the power to vary the disciplinary action taken.
2. To hear and determine appeals against any disciplinary action, including the power to vary the disciplinary action taken.
3. To consider and reach decisions in grievance appeals by individual employees in terms of their relevant Conditions of Service, but only when the internal HR procedures have been exhausted.

## AUDIT AND STANDARDS COMMITTEE

Number of members:	10
Meetings:	Quarterly and as and when required
Quorum:	3 always provided that in order to form a quorum at any meeting of the Partnership, or committee, at least 3 of the constituent councils must be represented

Subject to the exclusions and limitations to delegation, the compliance with the policies of the Partnership and the requirement to ensure that the appropriate financial provision is available if any decisions are taken which will have any budgetary implications, this committee is authorised:

1. To consider the effectiveness of the Partnership's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements.
2. To seek assurances that action is being taken on risk-related issues identified by auditors and inspectors.
3. To be satisfied that the Partnership's assurance statements, including the Statement on the System of Internal Financial Control, properly reflect the risk environment and any actions required to improve it.
4. To approve (but not direct) internal audit's strategy plan and monitor performance.
5. To review summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary.
6. To receive the annual report of internal audit.
7. To consider and recommend to the Partnership the Partnership's annual financial statements.
8. To consider the reports of external audit and inspection agencies.
9. To ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
10. To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
11. To promote the delivery by members and officers of high standards of conduct, including scrutiny of the relevant Register of Interests.
12. To promote value for money studies.
13. To promote and monitor financial controls, civic management and corporate governance.
14. To assist members to observe the Code of Conduct in accordance with any guidance issued by the Standards Commission for Scotland, including support to the Standards Officer to ensure the effective implementation of the Code of Conduct.