

## **East of England Sub-National Transport Forum Terms of Reference**

### **1. Purpose**

- 1.1. The East of England Sub-National Transport Forum is the local response to the proposals contained with The Cities and Local Government Devolution Act (2016) and reflects the need for a Forum in which strategic issues and proposals can be addressed in a timely and efficient way.
- 1.2. The East of England Sub-National Transport Forum brings together representatives of Local Transport Authorities, District Planning Authorities, Local Enterprise Partnerships, and transport providers with representatives from Government, infrastructure agencies and transport service providers in a collaborative partnership that enables a single co-ordinated conversation.
- 1.3. As such the East of England Sub-National Transport Forum provides a single point of contact for Government, its agencies, infrastructure and service providers on strategic transport issues.

### **2. Strategic Aims**

- 2.1. The East of England Sub-National Transport Forum will support the development of a transport network that:
  - is innovative and prepared for future developments.
  - enables housing growth.
  - enables the efficient and effective movement of people and goods to boost economic growth.
  - ensures that growth in the East is sustainable, encompassing all forms of transport including, public transport, walking and cycling.
  - ensures that the East of England is a place where people want to live, work, learn and visit.
  - enables people to live independently and to make the most of opportunities as they arise.

### **3. Role**

- 3.1. The East of England Sub-National Transport Forum will:
  - 3.1.1. Provide the focus for a single conversation on strategic transport and infrastructure related activities.
  - 3.1.2. Represent the East of England's interests with respect to national strategy and policy ensuring effective alignment between national investment and local growth plans.
  - 3.1.3. Enable a more effective and meaningful engagement with the Department for Transport, infrastructure agencies (such as Highways England and Network Rail) and service providers (such as bus and train operating companies), and the East of England's major ports and airports.
  - 3.1.4. Provide the opportunity to share technical expertise and resources across the partners to assist with the development of a coherent and integrated transport network better able to respond to the demands of growth and changing technology.
  - 3.1.5. Oversee the development of a high level transport strategy which;
    - covers the relevant geography of the membership of the Forum,
    - is linked to the delivery of economic growth and prosperity, and
    - has a functional link with spatial planning.
- 3.2. The Forum will enable the partners to realise:

- 3.2.1. More effective engagement with, and influence over decision making at the national level
- 3.2.2. Greater added value through the sharing of knowledge, skills and resources
- 3.2.3. More efficient operation of strategic, local and major road networks
- 3.2.4. Improved resilience of the transport system, particularly during periods of disruption (both planned and unplanned)
- 3.2.5. More efficient and effective delivery of infrastructure, with schemes delivered faster and at less cost

3.3. The role of the East of England Sub-National Transport Forum will be periodically reviewed to ensure that the Forum is best placed to meet the ambitions of its members.

#### **4. Membership of the Forum**

4.1. The membership of an East of England Sub-national Transport Forum will include “relevant authorities” that together would define the agreed geographic extent of the East of England Sub-national Transport Forum.

4.2. The Cities and Local Government Devolution Act (2016) Act outlines that it is for “relevant authorities” to put forward a proposition including considerations of geography, governance and the powers to be exercised by the STB; “relevant authorities” include:

- a Combined Authority;
- an Integrated Transport Authority;
- a county council;
- a unitary council.

4.3. One representative per “relevant authority” will be included as a member of the Forum.

4.4. One district council representative from each two tier “relevant authority” member geography will be included as a member of the Forum. District representation will be determined locally.

4.5. One representative from each Local Enterprise Partnership within the geographical scope of the Forum will be included as members of the Forum.

4.6. The members of the Forum are set out in Appendix A to these Terms of Reference.

4.7. The Department for Transport will be invited to attend in an observer capacity.

4.8. Additional organisations may be invited by the Forum to join as members or observers at any time where their membership and participation is seen as adding value.

4.9. Membership of the Forum will be reviewed on a regular basis.

#### **5. Chairman and Deputy Chairman of the Forum**

5.1. The Chairman of the Forum will be a representative from a “relevant authority” as defined in The Cities and Local Government Devolution Act (2016), who will serve in the role for at least one year but no more than two years. The Chairmanship will be reviewed annually by the Forum.

5.2. The Deputy Chairman will be a representative from the wider membership (and does not need to be from a “relevant authority”), who will serve in the role for at least one year but no more than two years.

#### **6. Voting**

- 6.1. The non-statutory Forum is a collaborative organisation and with decision making within the Forum delivered by consensus.
- 6.2. Formal arrangements for voting (where required) will be developed as the Forum becomes established, with consideration given to the appropriate allocation of votes necessary to ensure democratic accountability.

## **7. Forum attendance**

- 7.1. It is for each Partner to nominate their representative on the Forum. The expectation is that Local Transport Authorities will be represented by their Leader or the relevant Cabinet member, Local Enterprise Partnerships will be represented by a business focussed member of their governing Board, and district councils by their Leader.
- 7.2. Substitutes will represent members of the Forum if their lead representative is not available.
- 7.3. Individual members of the Forum will be responsible for ensuring their organisation is kept briefed on the work of the Forum.
- 7.4. It is desirable for the Department for Transport and the majority of the Local Transport Authorities be represented at Forum meetings.
- 7.5. Members of the Forum retain their existing accountabilities and responsibilities for transport.
- 7.6. Membership of the Forum:
  - Does not oblige partners to be involved in all activities, projects or proposals
  - Does not preclude any member from working cross-boundary with other Local Transport Authorities or strategic transport organisations.
- 7.7. Local authorities that are not members of the Forum may be invited to participate or request to attend meetings of the Forum.

## **8. Ways Of Working**

- 8.1. Meetings of the Forum will be held quarterly.
- 8.2. Third parties may be invited to participate in meetings of the Forum and invited to be members of project teams established by the Forum
- 8.3. Third parties may request to address the Forum on a specific issue or proposal. The Chairman of the Forum will determine whether to grant the request.
- 8.4. The Forum may decide to establish sub-groups where this is appropriate in order to address specific issues: sub-groups may be either time-limited in their duration or standing sub-groups where the issue is on-going.
- 8.5. The secretariat for meetings of the Forum will be provided by the Local Transport Authority that provides the Chairman for the Forum.
- 8.6. The work of Forum will be supported by a transport officer working group. It will be chaired by an appropriate senior officer from the same authority as the Chairman of the Forum.

8.7. The meetings of the Forum will be meetings of public record (papers published online) but will not be open public meetings.

**9. Wider partnership panel**

9.1. A wider partnership panel will be established that includes all potential partners and will meet once a year. Membership of the Wider Partnership Panel is appended (Appendix B).

9.2. Members of this wider panel can be co-opted onto the Forum based upon requirements identified by the Forum members. Members of the wider panel also be co-opted onto specific sub-groups established by the Forum.

9.3. Membership of the Wider Partnership Panel will be subject to revision as required by the Forum membership, or on an annual basis.

**10. Senior Officer Group**

10.1. The work of the Forum will be supported by the Transport East Senior Officer Group. This Group will provide technical and professional advice drawn from the Local Transport Authorities, Local Enterprise Partnerships and district authorities. Infrastructure agencies and transport service providers will be invited to support the work of the Transport East Senior Officer Group as necessary.

10.2. Transport East Senior Officer Group officers will be invited to attend Forum meetings in an advisory capacity.

10.3. The Transport East Senior Officer Group will maintain an overview of the activities taken forward by the Forum and ensure that the work programme adopted by the Forum is delivered.

10.4. Papers will be circulated at least five working days prior to each Forum meeting, and minutes circulated in a timely manner following the Forum meeting.

**11. Revision of Terms of Reference**

11.1. These Terms of Reference will be subject to revision as required by the Forum membership, or on an annual basis.

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## **APPENDIX A.**

### **Membership to Transport East Forum**

#### **Chairman and Vice-Chairman**

- Cllr Kevin Bentley is the Chairman of Transport East. He is Deputy Leader and Cabinet Member for Infrastructure at Essex County Council.
- Cllr Martin Wilby is the Vice-Chairman of Transport East. He is Chairman of Environment, Development and Transport Committee at Norfolk County Council.

#### **Members**

- Cllr Mary Evans, Deputy Leader and Cabinet Member for Highways, Suffolk County Council
- Cllr Ron Woodley, Leader, Southend-on-sea Borough Council
- Cllr Graham Butland, Leader of Braintree District Council, Representative of Essex District Councils
- Cllr Phil Smart, Portfolio Holder for Environment and Climate Change Ipswich Borough Council, Representative of Suffolk District Councils
- Cllr Graham Plant, Chairman of Economic Development Committee, Representative of Norfolk District Councils
- Cllr Mark Coxshall, Cabinet Member for Regeneration and Strategic Planning, Thurrock Council

#### **Local Enterprise Partnerships**

- Dominic Keen, Board Member, New Anglia Local Enterprise Partnership
- George Kieffer, Vice-Chairman, South East Local Enterprise Partnership

#### **Chambers of Commerce**

- David Burch, Director of Policy, Essex Chamber of Commerce
- Nova Fairbank, Head of Policy, Norfolk Chamber of Commerce
- Andy Walker, Policy Director, Suffolk Chamber of Commerce

#### **Delivery Partners**

- Matthew Taylor, Programme Manager, Highways England
- Richard Taylor, Head of Strategic Planning, Network Rail

#### **Observing Bodies**

- Bedford Borough Council
- Cambridgeshire County Council and District Councils
- Cambridgeshire and Peterborough Combined Authority
- Central Bedfordshire Council
- England's Economic Heartland
- Hertfordshire County Council and District Councils
- Hertfordshire LEP
- London Stansted Corridor Consortium
- Peterborough City Council
- Department for Transport

## **APPENDIX B.**

The Wider Partnership Panel will consist of representatives from some or all of the following organisations;

- Neighbouring SNTBs; England's Economic Heartland and South East SNTB
- Transport for London
- Highways England
- Network Rail
- Train Operating Companies and Freight Operating Companies
- Individual Airports or Airport Operators Association
- Ports or United Kingdom Major Ports Group (UKMPG)
- Bus providers or the Confederation of Passenger Transport
- Passenger groups
- Transport Focus
- Environmental groups
- Regional Traffic Managers' Forum
- Road Haulage Association
- Sustrans
- Local economic growth partnerships and bodies
- Chambers of Commerce
- All constituent districts

# Transport East structure map

