

Transport East Terms of Reference

1. Purpose

- 1.1. Transport East is the Sub-National Transport Body for Norfolk, Suffolk, Essex, Southend and Thurrock. It is an independent partnership, comprising 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. Transport East is governed by the Transport East Forum, which brings together representatives of Local Transport Authorities, District Planning Authorities, Local Enterprise Partnerships, Chambers of Commerce 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 Transport East provides a single point of contact for Government, its agencies, infrastructure and service providers on strategic transport issues.

2. Strategic Aims

- 2.1. Transport East 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. Transport East will:
 - 3.1.1. Provide the focus for a single conversation on strategic transport and infrastructure related activities
 - 3.1.2. Produce and maintain the Regional Evidence Base, the Sub-national Transport Strategy and investment priorities in the Investment and Delivery Plan.
 - 3.1.3. Represent the East of England's interests with respect to national strategy and policy ensuring effective alignment between national investment and local growth plans.
 - 3.1.4. 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.
 - 3.1.5. 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.
 - 3.1.6. 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. Transport East, led by 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 Transport East will be periodically reviewed to ensure that the Forum is best placed to meet the ambitions of its members.

3.4. Transport East is not a legal or statutory body. Freedom of Information requests should be directed to the legal team of the accountable body.

4. Membership of the Forum

4.1. The membership of the Transport East Forum will include “relevant authorities” from Norfolk, Suffolk, Essex, Southend, and Thurrock.

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 and Chamber of Commerce 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, Highways England and Network Rail will be invited to attend in an observer capacity. Transport East will seek to develop closer and more formal relationships with these three partner bodies.

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),. 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”),

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

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- 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 county groups of district councils by a representative nominated by the district authorities.
- 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 or group of districts is kept briefed on the work of the Forum.
- 7.4. It is desirable for the Department for Transport, Highways England, Network Rail 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 Transport East business unit.
- 8.6. The work of Forum will be supported by a transport officer working group. It will be chaired by the Strategic Director of the Transport East business unit.
- 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 that includes all potential partners and will meet once a year at the annual Transport Summit. 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. Business Unit and Senior Officer Group

10.1. The work of the Forum will be supported by the Transport East Business Unit and Transport East Senior Officer Group (TESOG).

10.2. The Transport East Business Unit comprises dedicated officers funded by local contributions from the Transport East partners. The Business Unit, led by the Strategic Director, is responsible for planning, managing and delivering the Transport East work programme set out in the annual Business Plan, as agreed annually by the Transport East Forum in advance of the start of the financial year.

10.3. Suffolk County Council will be the accountable body for hosting the Strategic Director and all other officers of the Transport East Business Unit. The East of England Local Government Association is responsible for securing and managing annual subscription fees from partners.

10.4. TESOG 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. The following organisations will nominate a suitable officer to be part of the TESOG:

- Norfolk County Council
- Suffolk County Council
- Essex County Council
- Southend on Sea Borough Council
- Thurrock Borough Council
- East of England Local Government Association
- Rep for Suffolk Districts (Suffolk Growth Partnership)
- Rep for Norfolk Districts
- Rep for Essex Districts
- South East Local Enterprise Partnership
- New Anglia Local Enterprise Partnership
- Department for Transport
- Highways England
- Network Rail
- UK Innovation Corridor

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

10.6. 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.

Membership to Transport East Forum

Chairman and Vice-Chairman

- Cllr Kevin Bentley is the Chairman of Transport East. He is the Leader of 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 Richard Smith, Cabinet Member for Highways, Transport and Rural Affairs, Suffolk County Council
- Cllr Lesley Wagland, Cabinet Member for Economic Renewal, Infrastructure and Planning, Essex County Council
- Cllr Ron Woodley, Deputy Leader (Cabinet Member for Transport, Capital & Inward Investment), Southend-on-sea Borough Council
- Cllr Mark Coxshall, Cabinet Member for Regeneration and Strategic Planning, Thurrock 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, Deputy Leader Great Yarmouth Borough Council, Representative of Norfolk District Councils

Local Enterprise Partnerships

- Steve Oliver, Transport Board Chair, New Anglia Local Enterprise Partnership
- Perry Glading, 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

- Dr Elizabeth Smith, Area Lead Norfolk, Suffolk, Essex, Southend and Thurrock, OxCam and East, Department for Transport
- Matthew Taylor, Programme Manager, Highways England
- James Bradley, 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
- East of England Local Government Association
- Hertfordshire County Council and District Councils
- Hertfordshire LEP
- UK Innovation Corridor
- Peterborough City Council
- Department for Transport

APPENDIX B.

The Wider Partnership Panel will consist of all members of the Transport Forum listed in Appendix A, in addition to representatives from some or all of the following organisations.

- Neighbouring STBs; England's Economic Heartland and Transport for the South East
- 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
- Rail Freight Group
- Sustrans
- Local economic growth partnerships and bodies
- All constituent districts

Transport East structure map

