

**SOUTH EAST ENGLAND
REGIONAL TRANSPORT BOARD**

Date: 6 January 2006

Subject: **Board Working Arrangements**

Report of: Chief Executive, South East England Regional Assembly

Recommendation:

To consider and note the report.

1. Purpose of the Report

- 1.1 At its last meeting the Regional Transport Board (RTB) agreed its structure and discussed its working arrangements, and asked that there should be a further reflection at this meeting. The purpose of this paper is therefore to clarify the Board's working arrangements and provide the opportunity to air any outstanding constitutional issues.

2. The Chairman of the Board

- 2.1 It has been agreed that the Chairman should be elected each year from the Assembly representation on the Board.
- 2.2 In order to facilitate joined up working across the Assembly's policy agenda it is proposed that the RTB Chairman be invited to attend the Assembly's Executive Committee *ex officio* without voting rights. In addition arrangements have been made for the Chairman's of the RTB, the Regional Planning Committee and the Regional Housing Board to receive meeting papers for all three bodies.
- 2.3 The Chairman will report regularly on the business of the Board to the Assembly's Executive Committee and to the full Assembly as appropriate.

3. Membership of the Board

- 3.1 The current membership of the Board is appended. It was agreed to postpone any review of Board membership until the conclusion of the Regional Funding Allocations process.

4. The role of observers

- 4.1 The Board agreed that it should ensure liaison with political stakeholders by extending a standing invitation to the Board to elected members holding the transport portfolio in each of the 19 transport authorities. Such members would have the status of observers at the Board. At officer level such involvement is through the Regional Transport Co-ordination Group.
- 4.2 It was agreed at the last meeting, in order to expedite the business of the Board, that:
- Board members and observers are seated separately;
 - At the invitation of the Chairman, observers may contribute to discussions affecting the transport authority area they represent;
 - If they wish to contribute observers should give notice to the Chairman before the meeting as far as is possible;
 - The Chairman will limit each such contribution to no more than three minutes duration, and will aim to ensure that together such interventions take up no more than 45 minutes of each meeting.

Paul Bevan
Chief Executive

15 December 2005