

REGIONAL TRANSPORT BOARD TERMS OF REFERENCE

JANUARY 2007

I. Aims

- 1.1 The Regional Transport Board is a partnership board functioning under the Regional Assembly's auspices, responsible for providing strategic advice on the implementation of transport policy and the co-ordination of transport investment in the South East. The Board's responsibilities are to:
- i) Provide advice on strategic transport matters;
 - ii) Develop a transparent methodology for prioritising transport improvements in the South East;
 - iii) Advise on the allocation of regional transport funds;
 - iv) Review the delivery of transport infrastructure;
 - v) Seek the alignment of regional transport strategy and delivery with other regional policies and implementation frameworks.

2. Membership

- 2.1 The Transport Board's membership will be drawn from the Regional Assembly and other partner bodies as follows:

Regional Assembly	6 members: 2 from the party with the largest representation on the Assembly, and 1 from each of the other main parties and the two partner groups
SEEDA	1 member
Government Office	1 official
South East Forum for Sustainability	1 member
Highways Agency	1 official
Confederation of Passenger Transport	1 member or official
Network Rail	1 official

- 2.2. The Board will be chaired by one of the Assembly members nominated to the Board, elected annually by the Assembly nominees. The Chair of the Regional Transport Board shall be an *ex officio*, full voting member of the Regional Assembly Executive Committee, and will report regularly on the business of the Board to the Executive Committee and to the full Assembly as appropriate.

- 2.3. Board members nominated by the Assembly may be substituted at meetings by full Assembly members from the party or partner group they represent. Other Board members may be substituted at meetings by colleagues from the organisation they represent.
- 2.4. The Board will be supported by a team of officials drawn from the constituent bodies; they may participate in Board meetings but will not have a vote. The Board may also invite experts or representatives to attend its meetings to contribute to debates; such invitees will not have a vote.

3. Standards of Conduct

- 3.1 All members and staff of the Board are required to observe the standards of probity and behaviour established by the Nolan and Neill Committees for those holding public office. Members are obliged to record their own, their family, their company or employer interests in the Assembly's Register of Interests. Any direct or indirect pecuniary interest, or any personal interest they may have in the proceedings of the Board must be declared verbally at the meeting.
- 3.2 Where those participating in the proceedings of the Board have a direct or indirect pecuniary interest or a clear and substantial personal interest the secretariat will advise their withdrawal from such proceedings

4. Ways of Working

- 4.1. The Board will meet no more than four times a year, unless an extraordinary meeting is called. Meetings and papers will be public, and available via the Regional Assembly web site.
- 4.2. The Assembly's Secretariat will provide the support function for the Board, and operate under the rules of procedure of the Regional Assembly (attached). Papers will be sent out 10 days prior to the meeting.
- 4.3. A small group of officials meet in advance of the main Board meetings. The role of this group (known as the Regional Transport Board Officers Group) is to ensure that the administrative arrangements associated with the Board are dealt with. Membership of the Officers Group is drawn from the three regional bodies plus the Chairman of the Transport Advisory Group and a representative from the Highways Agency, Network Rail and South East Forum for Sustainability.
- 4.4. The Board will also be supported by the Regional Transport Co-ordination Group. The membership of this Group, which is chaired by the Chief Executive of the Assembly, comprises senior officials from all of the Local Transport Authorities, together with a representative from SEEDA, the Highways Agency, and rail industry.

The role of the group is to provide a direct link between the work of the Board and each local transport authority, and to ensure that the views of the Authorities are fed into the papers prepared for the Board's consideration.

- 4.5. The Board will ensure liaison with political stakeholders by extending a standing invitation 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; they will be seated separately. At the invitation of the Chair, observers may contribute to discussions affecting the transport authority area they represent, having given notice to the Chair before the meeting as far as is possible. The Chair 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.

5. Operation of Meetings

- 5.1 Meetings of the Board will operate on a formal and public basis. Board members and observers are seated separately, and it is made clear who are and are not Board members.
- 5.2 At the invitation of the Chairman, observers representing transport authorities may contribute to discussions affecting the 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
- 5.3 Public representatives do not have the right to speak.

**South East England Regional Assembly
January 2007**