

**Appendix 1 - South West Peninsula
Emerging Sub-National Transport Body**

Terms of Reference [DRAFT June 2018]

1. Context

- 1.1. The South West Peninsula is an important economy with a population of around 2.5m, contributing over £51bn of GVA to the national economy. The peninsula has significant opportunities for sustained growth, with some of the country's most successful businesses, leading universities, the biggest naval base in Western Europe, the UK's largest infrastructure project at Hinkley Point C, world leading science research and innovation and a host of cutting edge companies.
- 1.2. Despite the enormous potential in its businesses, its people and its places, the South West faces a wider challenge of proximity and poor connectivity with the rest of the country. The economy is not as strong as it could be, with GVA per head in the South West Peninsula of £19,117 compared to £26,621 nationally. This falls to as low as £13,386 in some areas of this geography. Two of the South West Peninsula LEP areas are ranked in the bottom four for lowest labour productivity in 2016, although there is wide variation across the area with cities like Exeter and Plymouth demonstrating stronger rates of productivity growth after the recession and comparable levels to the UK average.
- 1.3. Investment in the South West is therefore vital to address the national rebalancing issue and ensuring the region can continue to keep pace with the rest of the UK. The South West Peninsula authorities will prioritise future strategic, transformational and large-scale transport investment in the South West so that it can fulfil its economic and housing growth potential. The grouping reflects the close, historic ties, and a commitment to work collectively to address the wider challenges of proximity and connectivity with the rest of the country.
- 1.4. The South West Peninsula authorities are committed to working together to prioritise future investment and benefit the economic performance of the South West Peninsula region with the key aims of:
 - Driving economic growth by delivering a substantial place-based programme
 - Addressing the productivity gap in the South West Peninsula
 - Reducing the rural peripherality of the region
- 1.5. The South West Peninsula is the partner authorities' response to the need for a Sub-National Transport Body in order to ensure one collective voice represents the strategic transport issues in the region.
- 1.6. As such, the South West Peninsula STB provides a single point of contact for Government, its agencies, infrastructure and service providers on strategic transport issues.
- 1.7. The proposed area allows for genuine strategic consideration and planning of transport infrastructure, with those included in the STB boundary demonstrating a willingness to be involved. The South West Peninsula authorities will retain a co-operative narrative focussing on shared strategic travel corridors.
- 1.8. Several of the local authorities have previous experience working together to present a united voice on strategic transport matters, with the Peninsula Rail Task Force having produced a 20-year plan in 2016 aimed at making the case for a sequenced programme of investment towards improving rail resilience, connectivity and comfort for rail services to and from the region.

1.9. Whilst currently there are six Peninsula Local Highway Authorities forming the proposed STB grouping, it remains open to other authorities joining should there be benefits in doing so.

2. Statement of Purpose

1.10. The South West Peninsula STB will:

- Provide the opportunity to share technical expertise and resources across the partners to assist with the development, assessment and implementation of proposals
- Enable a more effective and meaningful engagement with the Department for Transport, infrastructure agencies (such as Highways England and Network Rail), service providers (such as bus and train operating companies) and Homes England
- Provide the focus for a single conversation on strategic transport and infrastructure related activities
- Agree objectives for the region for Network Rail and Highways England to ensure that their priorities clearly reflect the needs of the South West Peninsula
- Agree the needs of the South West in future specifications for Cross Country and Great Western rail franchises
- Develop an evidence base for the South West Peninsula SRN and MRN to identify and prioritise schemes for consideration by the Department for Transport

1.11. In this way the partners will be able to:

- Identify and maintain a single overview of strategic transport priorities in liaison with stakeholders as appropriate
- Manage the resources available to establish project teams as a means of providing the leadership required to develop strategic proposals, including engagement with business and the wider community
- Establish joint teams to undertake and commission work (including the development of business cases) to secure investment funding to enable the delivery of strategic proposals
- Work with Government and its agencies to co-design nationally delivered transport investment programmes
- Utilise the joint view of investment priorities for the South West Peninsula to influence funding processes including Network Rail's Control Periods; Highways England's Road Investment Strategy and in respect of the Major Road Network, the Department for Transport's National Roads Fund
- Explore the rationalisation of existing groups associated with transport investment prioritisation across the geographic area

1.12. The South West Peninsula STB will enable the partners to realise:

- Greater added value through the sharing of knowledge, skills and resources
- More efficient operation of the strategic and major road networks
- Improved resilience and reliability of the transport system, particularly during periods of disruption (both planned and unplanned)
- More efficient and effective delivery of infrastructure, with schemes delivered faster and at less cost

- More effective engagement with, and influence over, decision making at the national level
- Enhanced job opportunities and housing delivery, better access to education, improved local public services and better supported tourism and recreation through an improved transport system
- Improved national and international connection in to, out of and across the region, supporting commerce
- Improved links across the South West Peninsula, including to our ports and airports to enable freight and goods to move more efficiently

2.4 In addition and whilst in shadow form a key task of the STB Board will be to prepare a submission to Government in relation to the creation of a statutory STB for the South West Peninsula.

3. Membership of the STB Board

1.13. The STB board brings together representatives of Local Transport Authorities and Local Enterprise Partnerships with representatives from Government, infrastructure agencies and transport service providers in a collaborative partnership that enables a single co-ordinated conversation.

1.14. The members of the STB board are set out below:

Local Transport Authorities	Cornwall Council
	Devon County Council
	Dorset County Council
	Plymouth City Council
	Somerset County Council
	Torbay Council
Local Enterprise Partnerships	Cornwall and the Isles of Scilly
	Heart of the South West
	Dorset
Government and Agencies	Department for Transport
	Highways England
	Network Rail
	Homes England
Other Organisations	Stakeholder Group Chair

1.15. It is for each Partner to nominate their representative on the STB board. The expectation is that Local Transport Authorities will be represented by the relevant portfolio holder and Local Enterprise Partnerships by a member of their governing Board.

1.16. A stakeholder group will be formed, including public transport operators that provide services within the STB geography and representatives of local community groups. A chair of this group will represent their views at STB board meetings.

1.17. Substitutes may attend meetings of the STB board if the nominated representative is unable to attend. They should have an equivalent level of authority to the nominated member.

- 1.18. Individual members of the STB board will be responsible for ensuring their organisation is kept briefed on the work of the STB.
- 1.19. The Chair of the STB board will be a representative from a Local Transport Authority, who will serve in the role for one year. A Vice-Chair will also be appointed from the STB board Local Transport Authority members.
- 1.20. The Chair and Vice-Chair will rotate annually amongst its elected membership. The rotation will be defined alphabetically by Local Authority with no single organisation holding the chair for successive years.
- 1.21. In the absence of the Chair, the Vice-Chair will Chair the meeting.
- 1.22. Additional organisations may be invited to join at any time where their membership and participation is seen as adding value to the STB board.
- 1.23. Membership of the STB board will be reviewed on a regular basis.
- 1.24. Members of the STB board retain their existing accountabilities and responsibilities for transport. **During the Board's shadow operating phase they will also be responsible for ensuring that necessary approvals for STB Board decisions are obtained within their organisation.**
- 1.25. Membership of the STB board:
 - 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

4. Ways of Working

- 1.26. Meetings of the STB board will be held quarterly. The date and time of the meetings will be fixed by the secretariat in consultation with constituent organisations. All papers and meetings will be in public, with all interested parties able to attend meetings.
- 1.27. Written notice of meetings, along with the agenda and associated papers will be sent to members at least five working days in advance of any meeting. Late items will be distributed or tabled only in exceptional circumstances with the agreement of the Chair.
- 1.28. Where required, extraordinary meetings can be held with the agreement of the Chair.
- 1.29. The quorum for the meetings will be at least three members. A minimum of two elected members should be present.
- 1.30. In principle, decisions and recommendations will be reached by consensus. Where decisions cannot be reached by a consensus, voting will take place and decisions will be agreed by a simple majority of all members (councillors and co-opted members) present.
- 1.31. Where there are equal votes, the Chair of the meeting will have the casting vote.
- 1.32. Third parties may be invited to participate in meetings of the STB board and invited to be members of project teams established by the STB.
- 1.33. Third parties may request to address the STB board on a specific issue or proposal. The Chairman of the STB board will determine whether to grant the request.
- 1.34. The STB board 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.

- 1.35. The secretariat for meetings of the STB board will be provided by the Local Transport Authority that provides the Chairman of the STB board, supported by the programme team.
- 1.36. The work of the STB board will be supported by an Officers Group. This Group will provide technical and professional advice drawn from the Local Transport Authorities and Local Enterprise Partnerships. The officer support group will be required to attend meetings of the PRTF as necessary.
- 1.37. The Officers Group will maintain an overview of the activities taken forward as part of the STB and ensure that the work programme adopted by the STB is delivered.
- 1.38. It is not proposed to establish stand alone scrutiny arrangements for the STB during the shadow phase of operation but as formal proposal for a statutory body is developed for submission to Government, consideration shall be given in consultation with the DfT, as to what formal scrutiny requirements will be required once the STB is fully operational. During the shadow phase it will be for each of the Constituent Authorities to scrutinise the activities of the Board through their own scrutiny arrangements.

5. Finance

- 1.39. The Local Transport Authorities of the STB must make a contribution in respect of any reasonably incurred costs of the South West Peninsula if they all agree on the need for a contribution and the amount required.
- 1.40. The amount of any contribution is to be apportioned between the constituent authorities in proportion to the total resident population of the area of each authority at the relevant date as estimated by the Statistics Board.
- 1.41. Each constituent authority may contribute to the costs of the South West Peninsula individually if it chooses to do so.
- 1.42. The STB will seek funding from the Department for Transport to accelerate the development and delivery of its transportation plans.
- 1.43. The STB budget will be held and administered by the lead authority – see 6 below.

2. Lead Authority

6.1 During the shadow phase the STB has no statutory standing, cannot enter contracts and cannot employ staff. Therefore, for the shadow phase of operation, the STB will need to appoint a Lead Authority to:

- co-ordinate and administer the project and meetings of the Board
- manage the budget for, and the sound financial management of, the Project. The budget will be allocated in accordance with the decisions of the Board as authorised by the Constituent Authorities
- claim, draw down and account for all funds due from the Constituent Authorities and any other body
- provides procurement services to all contracts let on behalf of the STB
- keep appropriate accounting and operational records; and
- procure on behalf of the Constituent Authorities such external support, advice or consultancy services that are considered necessary by the Shadow Partnership Board or the Senior Officer Group
- oversee the preparation of the proposal to the Secretary of State to transition to a statutory Sub-National Transport Board
- prepare a communications and marketing strategy for the project for the approval of the Board and then to implement the strategy.

6.2 The full detail of the Lead Authority role will be set out in an Inter-Authority Agreement to be agreed by all Constituent Organisations.

Notes – also need to include provisions in respect of dispute resolution and withdrawal/termination arrangements.

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