

Report to: **Partnership Board – Transport for the South East**

Date of meeting: **22 July 2024**

By: **Chief Officer, Transport for the South East**

Title of report: **Business Representation**

Purpose of report: **To agree the Business Representation arrangements for the Transport for the South East Partnership Board**

RECOMMENDATIONS:

The members of the Partnership Board are recommended to:

- (1) Agree the Terms of Reference for the Business Advisory Group; and**
 - (2) Agree for Daniel Ruiz and Vince Lucas to co-chair the group; and**
 - (3) Agree the formation of the Business Advisory Group in accordance with the Terms of Reference.**
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1. Introduction

1.1 The Partnership Board agreed the constitution for Transport for the South East (TfSE) in its shadow form in June 2017 and a revised constitution in December 2019. The constitution sets out proposals for the structure and composition of the Partnership Board. It was agreed that the arrangements should be reviewed on an annual basis.

1.2 It is important to have a business voice on the board of TfSE. It provides a crucial voice for representing business interests, ensuring economic viability, fostering public-private collaboration, aligning transport with economic development, providing practical insights, and enhancing credibility and support among the business community. This representation helps TfSE develop transport strategies that are responsive to the needs of businesses, support economic growth, and contribute to the region's long-term prosperity.

1.3 The Government announced the dissolution of Local Enterprise Partnerships (LEPs) in August 2023. The TfSE Partnership Board currently has two LEP Board members who are co-opted to the Partnership Board to collectively represent the five LEPs. Currently this role is undertaken by Daniel Ruiz formally of Enterprise M3 LEP and Vince Lucas formally of South East LEP.

1.4 As agreed by the Partnership Board on 13 May, the Chief Officer would develop the Terms of Reference for a Business Advisory Group with the current business representatives.

2. Business Advisory Group

2.1 To allow the business voice to continue to be represented on the Board and involved in TfSE's decision-making process the Board agree to receive a terms of reference for a Business Advisory Group.

2.2 The Terms of Reference (Appendix 1) for the group have been developed by Daniel Ruiz, Vince Lucas and Rupert Clubb. Subject to the agreement of the Partnership Board it is proposed that Daniel Ruiz and Vince Lucas co-chair the Business Advisory Group.

2.3 The Terms of Reference ensure the Business Advisory Group is formed of core members from the Chambers of Commerce, Federation of Small Businesses, airports, ports, local authorities and the Department for Business and Trade. The group will also provide for the DfT officials to observe. A wider group (Appendix 2) will also be established to ensure the core Business Advisory Group can draw upon business expertise. This wider group will represent a diverse mix of businesses, touching all corners of the south east region and the industries that power our economy.

3. Conclusion

3.1 Members of the Partnership Board are recommended to agree the Terms of Reference and establishment of the Business Advisory Group and to appoint Daniel Ruiz and Vince Lucas as co-chairs of the group for 2024/25.

3.2 Members are also asked to agree the establishment of a Business Advisory Group in accordance with the terms of reference.

Rupert Clubb
Chief Officer
Transport for the South East

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Terms of Reference - *draft*

Our Vision

By 2050, the South East of England will be a leading global region for net-zero carbon, sustainable economic growth where integrated transport, digital and energy networks have delivered a step change in connectivity and environmental quality. A high-quality, reliable, safe and accessible transport network will offer seamless door-to-door journeys enabling our businesses to compete and trade more effectively in the global marketplace and giving our residents and visitors the highest quality of life.

Purpose:

To establish a business advisory group that provides a business voice to support, advise and contribute to the Transport for the South East (TfSE) Board.

Membership:

The group will be co-chaired by Vince Lucas, Board member for the Kent and Medway Economic Partnership and Director of VA rail and Daniel Ruiz, ORR Board member and former Board member of EM3 LEP.

The group will consist of approximately 11 members, representing a cross-section of key business sectors and geographies across the South East region.

The core membership will be sought from:

- 5 chambers of commerce within our region
- Representative from the Federation of Small Business
- Representative from Airport (Gatwick) within our region.
- Representative from Port within our region.
- Representative from the Department of Business and Trade.
- Representatives from Local Authority Economy Board's

A wider group will also come together at the chairs request, a list of the potential members can be found in appendix 1.

Scope:

The group will provide advice and recommendations to TfSE on:

- Strategic economic and infrastructure priorities for the region.
- Implications of transport plans, policies, and investments for supporting business growth, productivity and accessing markets.
- Practical transport needs of businesses across sectors and locations.

- Opportunities for business input into strategic transport planning and projects.
- Transport's role in facilitating inward investment and international trade.

Governance:

- The group will meet quarterly. Additional meetings may be scheduled as needed.
- TfSE will provide secretariat support for meetings and administration.
- Recommendations will be reached by consensus and communicated to the board by the co-chairs.

Review:

The Terms of Reference will be reviewed annually to ensure the group continues meeting its stated purpose.

Appendix 2 - Wider Business Advisory Group Membership

Terms of Reference - *draft*

Purpose:

To represent a diverse mix of businesses touching all corners of the South East region and the industries that power our economy. The Wider Business Advisory Group will feed into the Business Advisory Group, providing expertise, and ensuring a wide range of views are captured.

Governance:

- The group will meet quarterly before the Business Advisory Group meet. Additional meetings may be scheduled as needed.
- TfSE will provide secretariat support for meetings and administration.
- Recommendations will be reached by consensus and communicated to the Business Advisory Group by the co-chairs
- The group will be co-chaired by the Business Advisory group chairs.

Membership:

- Major employers: Large companies with significant transportation needs
 - *Gatwick Airport*
 - *NHS Trusts*
 - *John Lewis*
 - *Ports*
- SMEs:
 - Tourism & Hospitality – Vineyards, travel companies, hotels & restaurants
 - Logistics companies
 - Professional Services – consulting firm / recruitment firms.
- Sector bodies:
 - CBI
- Infrastructure/development: Representatives from construction, commercial real estate, infrastructure financing sectors.
 - UKIB
 - Balfour Beatty
 - Kier Group
 - Clancy
 - Real Estate
- Transport operators:

- Network Rail
- Southern / Southeastern rail
- Stagecoach Buses
- Brighton & Hove Buses
- Academic institutions:
 - Universities
 - Local colleges
- Local authorities:
 - Business / Growth Hubs contacts
 - Economic Development leads

The aim should be to achieve a diverse mix of representatives touching all corners of business and the economy in the South East region. The recruitment process should aim for balance in terms of sector, geography, size of business, and an inclusive demographic composition.