

Report to: Partnership Board –Transport for the South East

Date of meeting: 19 October 2026

By: Rupert Clubb

Title of report: Advisory Panel and Transport Forum Review

Purpose of report: To present the recommendations for future operations of the Transport Forum and Advisory Panel.

RECOMMENDATIONS:

The Members of the Partnership Board are recommended to:

- 1) Note the rationale and change proposed for the Transport Forum and Advisory Panel.**
- 2) Note the feedback from Transport Forum members, and wider changes impacting the operation, membership and function of both groups.**
- 3) Consider and agree for officers to implement the proposed changes and seek a new Chair.**

1. Introduction

1.1 This paper provides the outputs of a review into the Transport Forum and Advisory Panel which Partnership Board Members agreed that officers should begin at the July meeting.

1.2 This review looked at membership, attendance and purpose of both groups as well as gathering feedback from Transport Forum Members. This was conducted to ensure any future changes reflected the views of those engaged members and responded to stakeholder needs.

2. Background and rationale for change

2.1 At the March meeting of the TfSE Partnership Board, Geoff French stepped down as Chair of the Transport Forum, a position he has held since its inception in 2017. Alongside this, changes in funding from the DfT the role of Sub-national Transport Bodies needs to evolve which may shift the future role they play. This includes evolving relationships with key stakeholders, business and central government. This changing landscape provides rationale for reviewing the purpose, structure and outputs of the Forum, ensuring it remains aligned with TfSE's future needs.

2.2 There have also been changes to the make-up of TfSE's thematic groups and introductions of new engagement mechanisms such as the Centre of Excellence which

now to need to be considered alongside the Transport Forum and Advisory Panel to ensure we are avoiding stakeholder fatigue and duplication and that the purposes of each group are clear and meaningful.

2.3 In response to these changes, and as agreed at the July Partnership Board, TfSE officers have undertaken a review of the Transport Forum and Advisory Panel. This has included looking at attendance levels, wider changes impacting the governance of these two groups, membership, and gathering feedback from the members themselves. The full output of this review is contained in **Appendix 1**.

3. Aims and Approach of the Review

3.1 The key aims of the review of the groups were:

- To ensure both groups remain fit for purpose and aligned with future needs.
- Respond to the changing role of STB's and changing stakeholder relationships
- Review the groups in light of changes to TfSE's thematic groups.
- Support the appointment of a new Chair of the Transport Forum.

3.2 The review looked used the following methods to evaluate the effectiveness of both groups:

- Intended purpose of the groups and impact of the outputs from sessions.
- Reflections on wider TfSE changes and the practical impacts this has on the current Terms of Reference for both groups.
- Membership, representation, attendance and linkages in the wider TfSE governance structure.
- Direct feedback from Transport Forum members, both from previous event feedback surveys and a new survey launched to members as part of this review.

3.3 The outcome of the report is to provide the Board with a clear set of recommendations on the future structure of the groups, which will ultimately support the election of a new Chair to take the groups forward.

4. Findings and Feedback

4.1 The review acknowledged the impact of recent changes to the structure of TfSE's thematic groups had on these stakeholder groups. It was noted that the natural end of work programmes had brought to an end the Decarbonisation Forum, Active Travel Steering Group, Future Mobility Forum and Bus Forum dramatically reducing the membership of the Advisory Panel and Transport Forum. Remaining groups, such as the EVCI Forum, Universities Group and Funding and Finance Panel are currently awaiting a work programme but limited by resource. In particular this calls into question the necessity of the Advisory Panel which is formed of representatives from each of these and has a purpose on reporting back the work of these groups to Partnership Board.

4.2 Membership analysis showed more than half of Transport Forum members are also engaged with TfSE through other means. It is also important to recognise the emergence of the Centre of Excellence since 2024 which has provided a new mechanism to deliver webinars, and knowledge sharing to our local authority officers.

There is a need to limit stakeholder fatigue and duplication through re-focussing the groups core membership.

4.3 Attendance analysis at recent events showed no significant increase in numbers since the changes to invitees were made following the 2023 review. Although there is marginally more variation in organisational representation, the most consistent attendees are consistent from before the last review. There are some groups such as District and Borough representatives where invitations have not led to significant attendance and should be reviewed.

4.4 The Transport Forum continue to value the opportunity to input into the work of TfSE. Previous sessions have demonstrated this, for example, through the formation of a collective Transport Forum response which was submitted as part of the Transport Strategy Refresh consultation. There is a strong need for the members of this group, to be given a voice, and the election of a new Chair is important to this. This Chair should also retain their seat on the Partnership Board to continue to provide a voice to TfSE's wider stakeholders.

4.5 As part of this review TfSE ran a survey to Transport Forum members, to gather feedback on both event content and future engagement going forward. This survey ran from August 17 to September 14 and received 21 responses. Notably all respondents were engaged Transport Forum members (i.e. previous attendees at events). Other key outputs showed an ongoing appetite for in-person sessions with supplementary virtual events as needed. Previous content areas including TfSE updates, knowledge sharing and networking all remain valuable to members. There was also a strong indication that those responding were intending to remain engaged in the Transport Forum going forward. The full results to the survey are shown in **Appendix 2.**

4.6 Overall the review showed a need to redefine the membership of the Transport Forum, with a shift away from local transport authority officers, who are now engaged with TfSE through other means, most notably the Centre of Excellence but also other Governance groups where there is a risk of duplication of content with the Transport Forum. It will be important to retain the engagement of long-term Transport Forum members who clearly demonstrate their ongoing interest and inclination to contribute, and the Transport Forum should remain the vehicle for bringing wider views into TfSE decision making.

5. Proposals

5.1 The review has resulted in the following proposals and changes to the structure of the Transport Forum and Advisory Panel.

5.2 The Membership of the Transport Forum is revised to focus away from local transport authority officers and to providing a strong mechanism for groups not engaged with TfSE through other key channels. These changes below not only achieve this but also reduce stakeholder fatigue and content duplication on our key contacts alongside streamlining our wider thematic group programme where resource is currently unable to deliver a tailored engagement programme.

- LTA officers removed from the Transport Forum
- Universities Panel and Funding and Finance Group brought onto the Transport Forum.

6. District and Borough Members removed due to lack of engagement with the Transport Forum.

District and Borough authorities will still be engaged through their ongoing representation on the Partnership Board, which provides the opportunity for input at a Member level. Officers from these authorities continue to be engaged on workstreams directly impacting them such as freight.

Withdrawing wider contacts from the Transport Forum does not withdraw them from the TfSE database and all will continue to receive the Connections newsletter, and other appropriate comms as needed.

5.3 Future Transport Forum events are largely unchanged due to positive feedback on previous content and events. There is a small reduction in frequency of in-person events reduced to once per year but supported by virtual events as needed.

5.4 The views of the Transport Forum members are recognised as strategically important to the work of TfSE. The views of this group should continue to be fed into our work through the Chair of the Transport Forum retaining a seat at Partnership Board. Once structural Forum changes are agreed TfSE officers should progress with the election of a new Chair to lead the reformatted group.

5.5 The original purpose of the Advisory Panel is no longer proportionate, and it is recommended this group should cease to operate.

7. Next Steps

6.1 Should the proposed changes be agreed the next phase will be for TfSE officers to implement these as follows:

- Amend the Transport Forum Membership accordingly and communicate these changes to the revised group.
- Begin planning for a future event in coming months in line with recommendations for event structure and running.
- Begin the process to seek a new Chair of the Transport Forum.
- Amend the Terms of Reference in response to the outcomes of this review.

8. Conclusion and Recommendations

7.1 The Members of the Partnership Board are recommended to:

- 1) Note the rationale and change proposed for the Transport Forum and Advisory Panel.

- 2) Note the feedback from Transport Forum members, and wider changes impacting the operation, membership and function of both groups.
- 3) Consider and agree for officers to implement the proposed changes and seek a new Chair.

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TRANSPORT FOR THE **South East**



Transport Forum and Advisory Panel Review

October 2026



Context and Background

In July, the TfSE Partnership Board AGM agreed to undertake a formal review of the Transport Forum and Advisory Panel to ensure both groups remain fit for purpose and aligned with TfSE's future needs.

Why review the Transport Forum and Advisory Panel now?

- Changing role of Sub-national Transport Bodies (STBs) following changes to DfT funding arrangements, requiring TfSE to review how it engages with stakeholders, businesses and government.
- Increasing financial, resource and time pressures on both TfSE and stakeholder organisations, creating a need to ensure engagement structures deliver clear value and make the best use of limited resources.
- Leadership transition, following Geoff French's decision to step down as Chair of the Transport Forum after leading the group since its establishment in 2017.
- Strong contribution to TfSE's work, with both groups providing stakeholder insight, expertise and challenge that has helped shape TfSE's strategies, priorities and programmes.
- Value to members, offering opportunities to influence regional transport priorities, share knowledge, build relationships and contribute to transport policy development across the South East.
- Direct link to Partnership Board governance, ensuring stakeholder and thematic group perspectives help inform Board discussions, decisions and strategic direction.

Scope of Review

Purpose:

Ensure both groups remain fit for purpose and aligned with TfSE's future needs.

Respond to the evolving role of Sub-national Transport Bodies and changing stakeholder relationships.

Review the Advisory Panel in light of changes to TfSE's thematic group structure.

Support the appointment of a new Transport Forum Chair following Geoff French's departure.

Scope:

Purpose and strategic role of both groups

Membership, representation and attendance.

Effectiveness in supporting stakeholder feed back to Partnership Board and governance around this.

Opportunities to shape future Forums future ways of working.

Outcomes Sought:

Clear recommendations on the future role, structure and leadership of the Transport Forum and Advisory Panel.

Transport Forum Background

The Transport Forum was first convened in 2017 to bring together a wide range of stakeholders to gather views on strategic transport issues to feed into the development of the first Transport Strategy and provide advice to the Partnership Board.

Since 2017 the group has been independently chaired by Geoff French.

Membership included representation from a wide range of stakeholder groups including operators, user groups, business representatives, ports and airports, environmental groups and district and borough authorities.

The Transport Forum was last reviewed in 2023:

Challenges to Address

- Risk of stakeholder fatigue as the emergence of TfSE thematic groups bringing together technical experts meant some stakeholders sitting on multiple TfSE groups.
- Concern amongst members that the Forum was losing influence over TfSE's technical work.

Feedback Received

- Still a need for stakeholders from across different sectors to come together to share views and learning.
- Meeting format should be amended to enable more attendance or access to content after meetings.
- In-person networking opportunities highly valued.

Key Recommendations

- The Transport Forum meet twice a year, in-person, with these meetings supported by a programme of digital engagement.
- Webinars as part of this digital engagement will be recorded and shared on TfSE's Youtube Channel and shared in Connections.
- Membership of the Forum should be widened to include all of those who attend a TfSE thematic group.
- The creation of an Advisory Panel, to consist of one representative from each thematic group.

Transport Forum Terms of Reference

Following the 2023 review of the Forum the Terms of Reference were updated alongside changes in response to the review outputs:

Objectives

Share information about the work of TfSE and empower attendees to report this back.

Share views and perspectives from a variety of sectors.

Provide a networking opportunity for members.

Bring together members of the wider thematic and / or modal TfSE stakeholder groups to share and facilitate learning.

Accountability

The Transport Forum will report to the Advisory Panel who in turn will report to the Partnership Board.

Appointment of the Chair

The Chair will be appointed by the Partnership Board for the period of one year. The Chair will also Chair the Advisory Panel.

The Chair will have a voting role on the Partnership Board.

Membership

Members of the Forum are all those who attend thematic /modal groups.

Subject matter experts may be invited to attend the Transport Forum to support and inform the discussion.

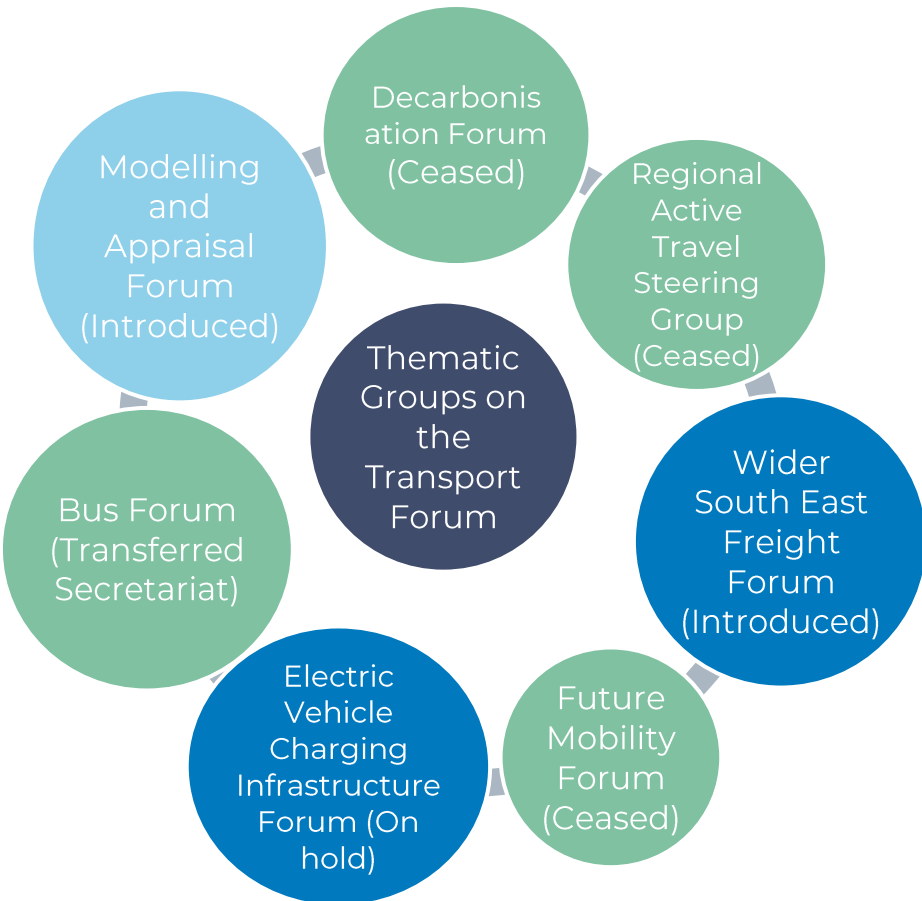
Frequency

The Transport Forum will meet in person, twice a year, supported by digital engagement.

Changes and Challenges

A number of changes to how TfSE engage with our stakeholders impacts the structure and demands of the Transport Forum.

The diagram below shows how the thematic groups included as part of the Transport Forum have changed since 2023.



Some of our current groups lack regular meetings due to resource pressures, however it's important not to lose contact with these groups.

Increased time and resource pressures on our LTA officers

The introduction of the Centre of Excellence (CoE) has changed the way we provide key content, webinars and knowledge sharing to our stakeholders.

TfSE also continue to run the following groups:

- Business Advisory Group
- Funding and Finance Group
- Universities Group
- Centre of Excellence Steering Group

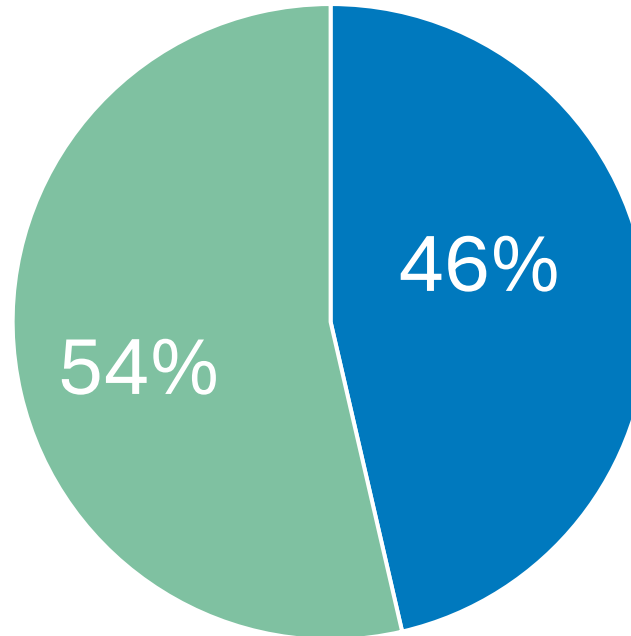
Key takeaways:

- The CoE now delivers webinars and online resources as recommended for the Transport Forum in 2023.
- Several of our thematic groups have now ceased calling into question Transport Forum membership.
- With reduced TfSE resource there is scope to merge some other groups with the Transport Forum to streamline engagement.

Our Transport Forum Members

Transport Forum Members engaged with TfSE through other TfSE groups

- 63 (35.4%) of this group are LTA officers.
- 63 Transport Forum members are included in at least 3 engagement groups.
- 70 (54.4%) of this group are members of the Regional Electric Vehicle Charging Infrastructure Forum.



Transport Forum Members engaged with TfSE through the Transport Forum alone

- 26 (18.2%) of these Transport Forum members were previously members of the TfSE Bus Forum
- 50 (32.5%) of this group are District and Borough authority representatives.
- A large number of this group were on the Transport Forum prior to the 2023 review.

- 71 Transport Forum members (21.4%) are also signed up to the Centre of Excellence (including 51 LTA officers).

Key takeaways:

- Over half of Transport Forum Members are also engaged through other TfSE groups.
- Centre of Excellence and Transport Forum members are mostly LTA officers.

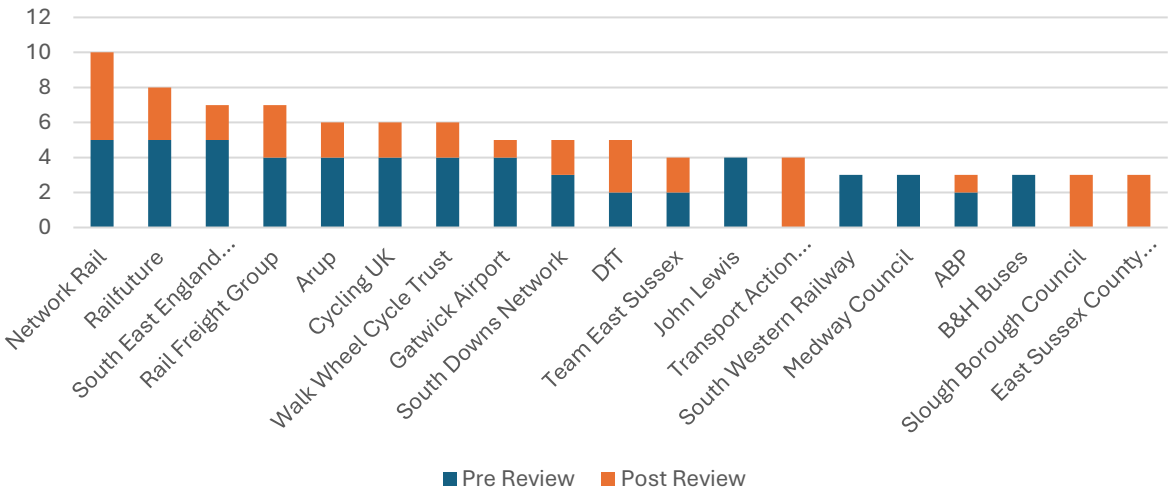
Transport Forum Attendance

The following attendance analysis gives a snapshot of recent attendance and representation across Transport Forum events.

A core group of stakeholders remain consistently the most engaged

Since the 2023 review the variety of organisations attending has increased (59 across the past 5 events), including 10 of our LTA's.

Representation at the last 10 Transport Forum Events



Key takeaways:

- Widening the invitation has not significantly altered the regular attendees.
- There's a wider spread of organisations represented but attendance not significantly increased.
- The Transport Forum remains a good mechanism to engage key strategic partners not featured on our other groups.

Average attendees to in-person events: **20**

332 invitees on the current distribution list

Transport Forum Governance and outputs

The Transport Forum remains a key way of gathering views and insight from wider TfSE stakeholders, with the current vacant Chair position the route to feeding into the Partnership Board.

New Chair

- Following the resignation on the Chair there is a need to elect a replacement to take the Transport Forum forward.
- The following key principles for the Chair should remain:
 - Independent Chair
 - Appointed on an annual basis
 - Retain a voting role on the Partnership Board.
- A strong Terms of Reference is needed in response to this review to give the strongest possible guidance to an incoming Chair.
- TfSE officers should explore options for a new Chair to bring back to a future Partnership Board.

The Transport Forum continues to bring together organisations not currently engaged in other ways and provide insight from other sectors and perspectives.

The facilitation of the Transport Forum enabled the submission of a collaborative consultation response to Transport Strategy Refresh on behalf of members.

Other recent events have brought together transport and university colleagues to explore closer working opportunities and showcase the role of Women in Transport.

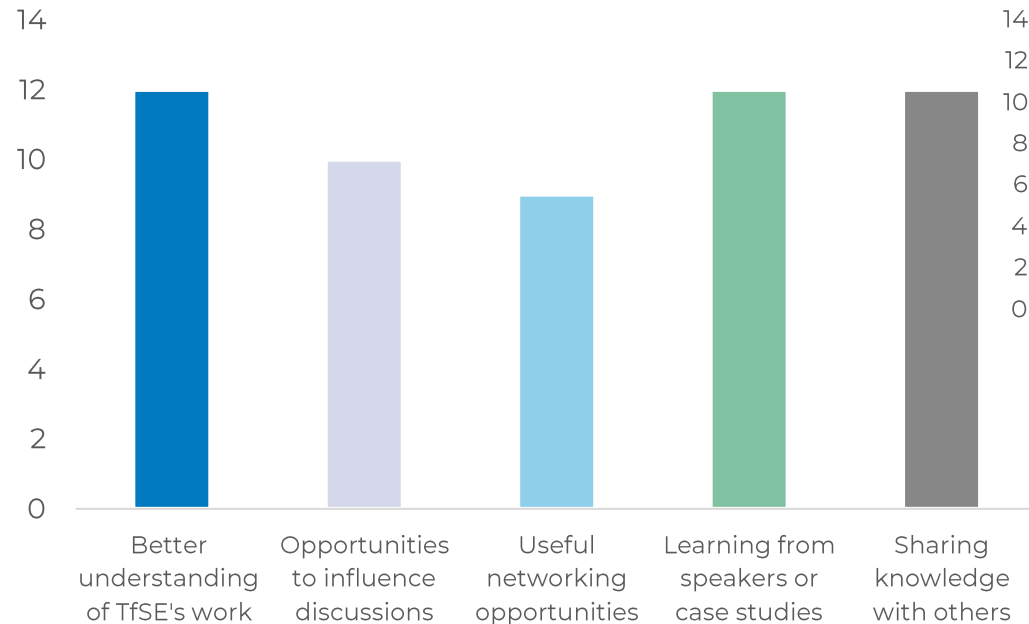
Key takeaways:

- The Transport Forum continues to provide a good mechanism for wider stakeholder input and cross-sector knowledge sharing, and the outputs should continue fed into the Partnership Board
- Any changes to groups as a result of this review should be agreed prior to the election of a new Chair.
- Following this review TfSE should begin work to identify a potential new Chair for the Forum who remain on the TfSE Partnership Board.

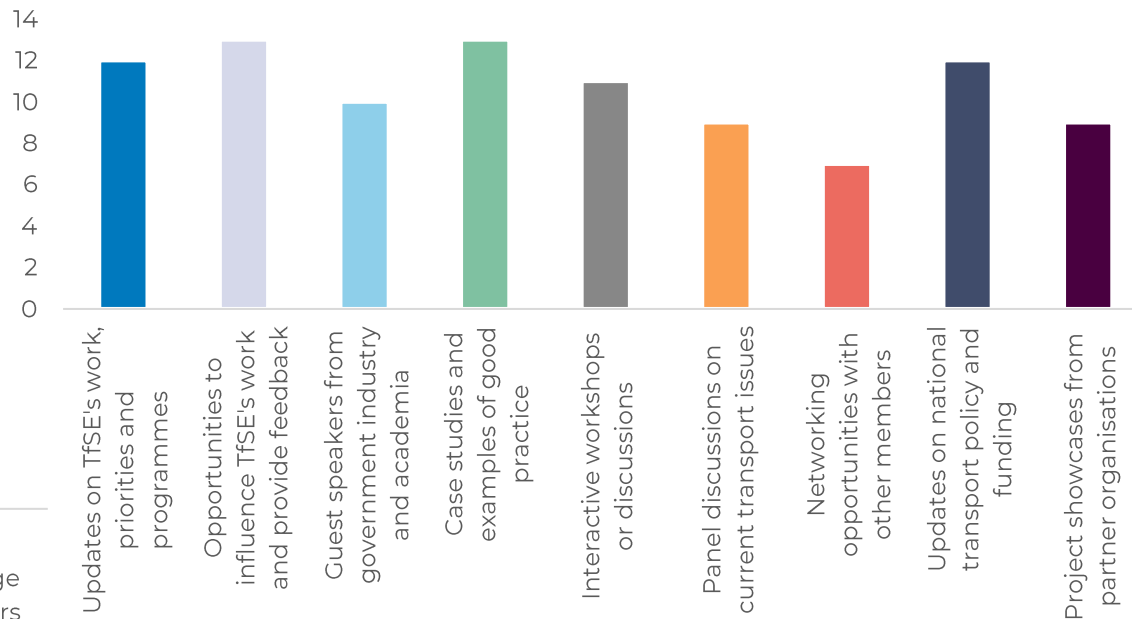
Transport Forum Member Feedback (event feedback 1 of 2)

As part of the review, a survey to Transport Forum members ran from August 17 to September 14. The feedback received about the content of events is shown below.

Of previous Transport Forum events you have attended what have you found most valuable?



What would you like to see more of at Transport Forum events?



21 total respondents, all of whom have attended a previous event.

Previous event feedback shows high levels of satisfaction with content and running of Transport Forum events.

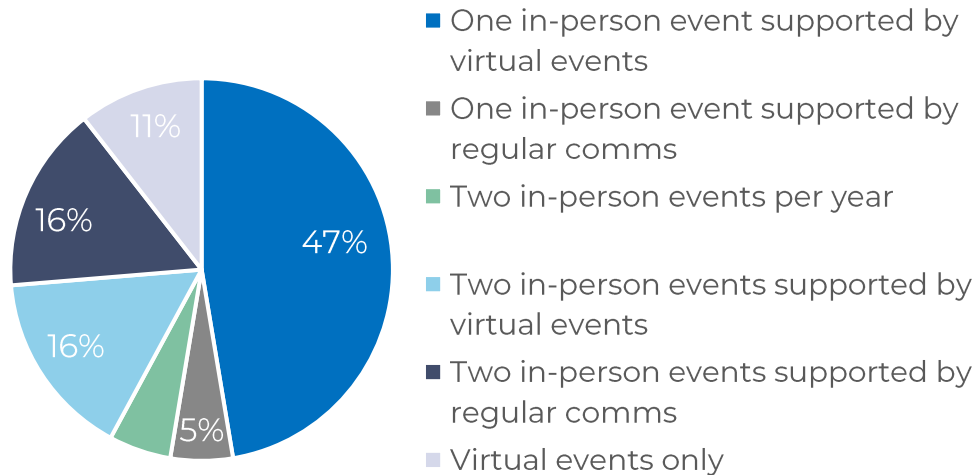
Key takeaways:

- Respondents to the survey were all previous attendees and therefore active participants.
- Key elements of previous Transport Forum content were all found valuable.
- There was no one thing that was seen as more important to include in future events.

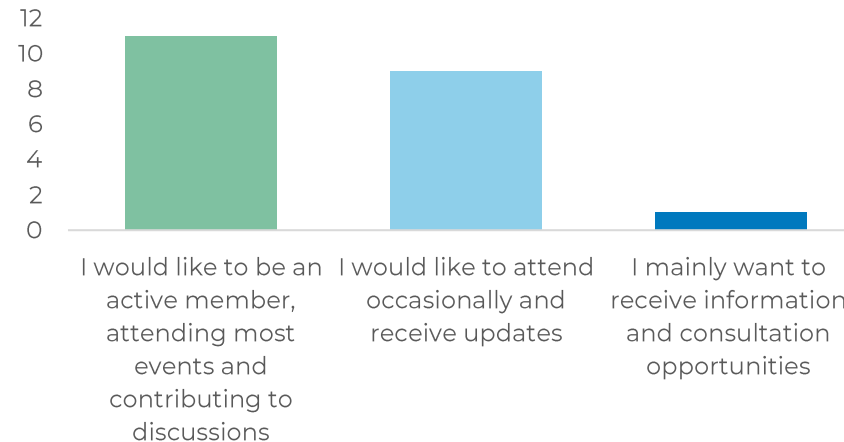
Transport Forum Member Feedback (involvement feedback 2 of 2)

As part of the review, a survey to Transport Forum members ran from August 17 to September 14. The feedback received about future engagement is shown below.

Which option would you prefer?



Which of the following best describes how you would like to engage with the Transport Forum over the next two years?



When asked specifically about supporting comms these were seen as useful but not on a regular basis.

Almost all respondents felt a level of familiarity with TfSEs work.

There was strong indication that virtual events would be attended, although dependent on content.

Key takeaways:

- Amongst respondents there was a still an appetite for active engagement with the Forum.
- In-person events were still considered important, but the overall appetite for supporting communications to supplement these was low.

Transport Forum Recommendations (1 of 2)

Review Outputs

Recommendations

Benefits

Risk and Mitigations

Purpose and Strategic Role

- The emergence of the Centre of Excellence has provided a new opportunity to engage stakeholders.
- There is still value in find in the Transport Forum providing the opportunity for input into TfSE's work.
- The reduction in the number of thematic groups had limited the chance for these groups to share outputs.

- The intention to deliver and share webinars online should no longer be a function of the Transport Forum.
- Remove the members from thematic groups where these no longer exist.
- Continue to bring the topics to future events such as TfSE updates, knowledge and learning and networking opportunities.

- Reduces duplication and confusion of how TfSE delivers online content.
- Reduces stakeholder fatigue.
- Maintains the purpose that engaged members still see as important and opportunity for wider stakeholders to contribute.

- There is still scope to deliver online sessions if suitable to a workstream for this group.
- Stakeholders removed from the Forum can still be contacted through wider TfSE comms i.e. Connections.
- Depending on content thematic specialists could still be invited to contribute to events.

Membership, representation and attendance

- Attendance is strong amongst organisations who have always been members of the Transport Forum.
- There has been low take-up from new invitees added since 2023, particularly across local authorities.
- Many attendees engage with TfSE through other groups.
- The Transport Forum still brings together a good mix of partners not engaged in other ways.

- Include the members of the Universities Panel and Funding and Finance Group in Transport Forum Membership.
- Remove group representatives where their inclusion has not resulted in attendance (D&B authorities).
- Overall less focus on local authority officers and recognising the Transport Forum's functions is to bring together wider partners.

- Reshapes the Forum Membership to focus on stakeholders not engaged through other means.
- Maintains the purpose that engaged members still see as important and opportunity for wider stakeholders to contribute.
- Maintains contact with groups we currently struggle with the resource to run.

- LTA officers remain engaged through the Centre of Excellence.
- Mitigate for losing bespoke F&F and university meetings by making these elements the focus of future sessions.
- Wider stakeholders removed remain on Connections mailing list.
- D&B Member engagement remains active through their Partnership Board representation.

Transport Forum Recommendations (2 of 2)

Supporting Stakeholder feedback to Partnership Board

Review Outputs

- The need to feedback views of these wider stakeholders is the same and their input valued.
- Input into TfSE's work programme and ability to influence and provide feedback were are still important to members.

Recommendations

- TfSE officers should begin the process to seek and elect a new TfSE Chair, with a view to this being confirmed at a future Partnership Board.
- The incoming Chair should remain on the Partnership Board as the Transport Forum's representative to ensure wider stakeholder feedback is considered

Benefits

- Continues the strong input and advise of the Transport Forum seen through the years.
- A strong agreement on the refreshed purpose on the Forum gives a new Chair a clear overview of the group's purpose.

Risk and Mitigations

- Seeking an appropriate independent Chair will require officer time and clarification on the process for this.
- TfSE should focus on asking for Transport Forum input where they can have the strongest influence and involvement.

Future Transport Forum Events

- In-person events are still valued, but also an appetite for supplementary virtual events.
- Bespoke communications for the Transport Forum are not considered important.
- Current content areas are still seen as valuable.
- There is a strong appetite amongst already engaged members to continue involvement.

- Amend Terms of Reference to one in-person event rather than two and maintain a digital engagement element.
- No major change to previous event formats, and no introduction of a new Transport Forum only Comms channel.
- Amend the membership to refocus on the consistently engaged members.

- Reduces resource implications whilst still bringing stakeholders together as requested.
- Maintains the content found most useful.
- Keeps a stakeholder link with stakeholders not captured through other TfSE groups and provides consistency.

- Resource needed to deliver online content, however where appropriate this could mirror some CoE content with clear audiences redefined and overlap avoided.
- Review attendance regularly to monitor engagement.

Advisory Panel Context and Panel Terms of Reference

The Advisory Panel began in 2024 in response to a review of the Transport Forum, as a means to bring forward views from across TfSE's thematic groups back to Partnership Board. The Terms of reference were set out as below:

Objectives

Bring together a representative from each of TfSE's thematic groups to gather strategic advice and guidance to the Partnership Board

Gather feedback on the TfSE thematic groups and the outputs from each to feed into the Partnership Board.

Offer insights on stakeholder perspectives to inform and plan meetings of the Transport Forum.

Accountability

The Advisory Panel is accountable to the Partnership Board. The Chair of the Advisory Panel will report key findings, advice and recommendations from Advisory Panel meetings to the Board.

Appointment of the Chair

The Chair of the Transport Forum will chair the Advisory Panel.

Membership

The Advisory Panel will include a representative from each of TfSE's thematic groups:

Decarbonisation Forum, EVCI Forum, Funding & Finance Panel, Universities Panel, Freight Forum , Active Travel Steering Group, Future Mobility Forum, Modelling and Appraisal Forum, Bus Forum.

Members will be appointed for a fixed 12 month term.

Volunteers will be sought for the Advisory Panel in the January meeting of each thematic group.

Frequency

The panel will meet three weeks in advance of the Partnership Board, quarterly and the meetings will be held virtually via Microsoft Teams.

Changes and Challenges

A number of changes to how TfSE engage with our stakeholders impacts the structure and purpose of the Advisory Panel.



Of the 8 thematic groups originally listed in the Terms of Reference, only one remains consistently running.

Vacant Chair

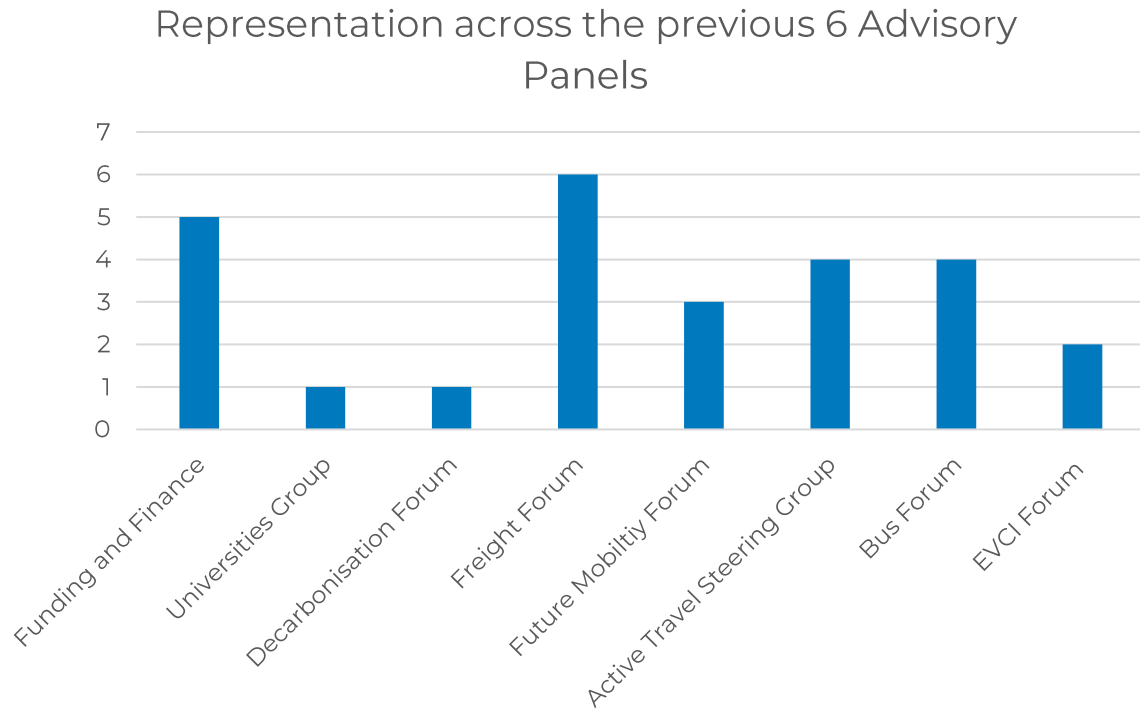
Without the thematic groups in place the need to report on them to the Partnership Board is reduced

Key takeaways:

- With changes to thematic groups the original membership can no longer be convened.
- The key purpose of the Advisory Panel was to feedback on work of these groups, without them the objective no longer exists to fulfil.

Advisory Panel Attendance

Advisory Panel attendance has fallen since the inception of the meetings although there are some consistent attendees.



Average attendance: 4

Three Advisory Panel members have attended a Transport Forum event, on one occasion each.

Some of the decline in attendance is natural as these groups ceased to exist

There are consistent attendees across groups which TfSE continues to maintain i.e. the Wider South East Freight Forum and Funding and Finance Group.

Key takeaways:

- Attendance between the Advisory Panel and Transport Forum does not overlap as intended in TfSE Governance Structures.
- Attendance has reduced over the course of the Advisory Panel meetings.
- Active members should have the opportunity to remain engaged in TfSE's wider work programme.

Advisory Panel Governance and Outputs

Governance

- The current governance outlines that the Chair of the Transport Forum also Chairs the Advisory Panel, this position is currently vacant.
- In the current governance structure outputs from thematic groups and the Transport Forum are intended to be brought to the Advisory Panel prior to reporting back to the Partnership Board.
- A lack of consistency between Transport Forum and Advisory Panel attendees has meant that the intended linkages between the groups do not exist.

Key standing items on the Advisory Panel agenda include thematic group updates, TfSE work programme and governance updates.

Feedback from thematic groups is specific to expertise in these areas, calling into question the value to other members of the Advisory Panel.

There is duplication with other groups on the TfSE work programme.

Key takeaways:

- The current intended flow of feedback through to Partnership Board does not reflect the workings of the groups.
- Feedback from thematic group work has been welcomed by TfSE but not always useful between group representatives due to the specific expertise in each.

Advisory Panel Recommendations

	Review Outputs	Recommendations	Benefits	Risk and Mitigations
Purpose and Strategic Role	The reduction in thematic groups has removed the need for the core purpose of this group.	The Advisory Panel should cease to operate	Reduces the number of groups for both members and on TfSE resource.	Feedback from thematic groups which remain can be shared as part of wider Partnership Board papers
Membership, representation and attendance	Attendance has dropped as thematic groups have ceased.	- The Advisory Panel no longer has enough members to warrant its continuation. - Remaining members are retained as part of the Transport Forum.	Retains current members on the Transport Forum while removing this additional meeting.	The Transport Forum retains a mechanism for group representatives to feed into TfSE work and have their views fed back to the Partnership Board.
Supporting Stakeholder feedback to Partnership Board	The intended link between the Forum and Advisory Panel does not exist.	The Advisory Panel is not a suitable group to gather strategic feedback to support the Transport Forum and is not needed.	Slims the number of groups and removes duplication of input sought.	The Transport Forum Chair can act as the link between the Forum and Partnership Board.

Recommendation Summary

The following changes are recommended to the Transport Forum and Advisory Panel in response to the outputs of this review.

- The Membership of the Transport Forum is revised to focus away from local transport authority officers and to providing a strong mechanism for groups not engaged with TfSE through other key channels by:
 - LTA officers removed from the Transport Forum
 - Universities Panel and Funding and Finance Group brought onto the Transport Forum.
 - District and Borough Members removed due to lack of engagement with the Transport Forum.
- Future Transport Forum events are largely unchanged due to positive feedback on previous content and events. There is a small reduction in frequency of in-person events reduced to once per year but supported by virtual events as needed.
- The views of the Transport Forum group should continue to be fed into our work through the Chair of the Transport Forum retaining a seat at Partnership Board. Once structural Forum changes are agreed TfSE officers should begin the process to seek a new Chair to lead the reformatted group.
- Acknowledging wider changes, the Advisory Panel should cease to operate.

Next Steps

Upon agreement from the Partnership Board, the immediate next steps are as follows:

- **Amend the Membership of the Transport Forum:**
 - Remove Members according to recommendation
 - Add members according to recommendations
 - Communicate outputs of the review to the redefined group
- **Plan for future events of the Transport Forum** taking into account:
 - Appropriate tie ins with the TfSE work plan and opportunities where stakeholder input can be maximised.
 - The balance of resourcing and financing to deliver the next in-person event.
 - Minor changes to content and delivery i.e. appetite for virtual events and reduction in the number of in-person events per year.
- **Begin the process to seek a new Chair for the Transport Forum**
 - Review previous job description and election process.
 - Identify suitable candidates
 - Bring forward a preferred choice to a future Partnership Board for formal election to the role.
- **Amend the Transport Forum Terms of Reference** in response to the outcomes of this review.

Appendix 2 – Transport Forum Members Survey Results

Background

At the March meeting of the TfSE Partnership Board, it was agreed to undertake a review of the Transport Forum in response to the resignation of the Chair and changes in funding from the DfT. The review looked at attendance levels, wider changes impacting governances and membership.

One key element agreed at the Partnership Board was that the review would also include direct engagement with current Transport Forum members to gather feedback on the current structure and content of events, how best to engage with Forum going forward and areas of value.

Methodology

An online survey was launched on 17 August 2026 and ran until 14 September. This survey was hosted on the TfSE engagement portal and the link sent directly to all current Transport Forum members.

Full Results

The survey received 21 responses from the 330 on the distribution list giving a response rate of 6.4%. The responses to individual questions are shown below.

1. How familiar are you with TfSE's current priorities and work programme?

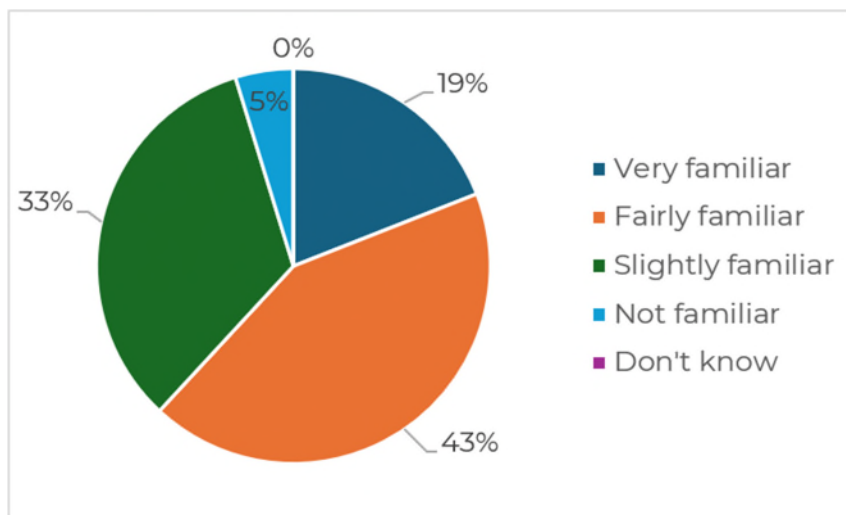


Figure 1: % Response to Q1 Familiarity with TfSE's work

All respondents showed some level of familiarity with the work of TfSE, indicating active engagement.

2. As part of our review, we're looking at refreshing the way we engage with the Transport Forum. Which option would you prefer?

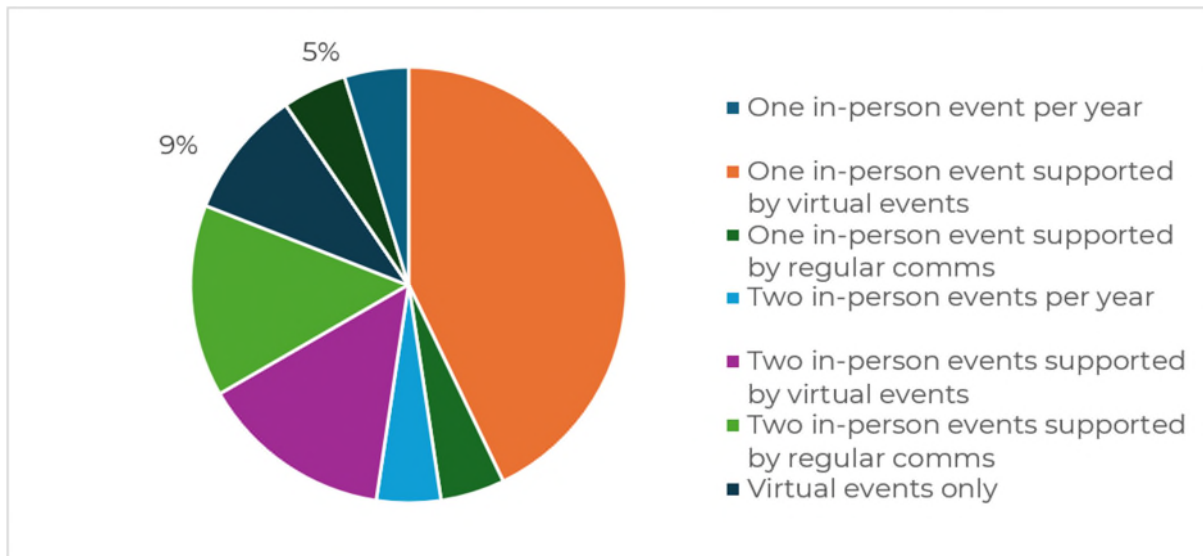


Figure 2: % Response to Q2 Future Engagement Methods

There was a strong level of support for the continuation of in-person events, with the support of virtual events alongside these. There were low levels of interest in supporting communications alongside Transport Forum events. The respondent who answered other indicated 'no preference but at least one in-person event'.

3. Would you attend virtual events if these were offered between in-person meetings?

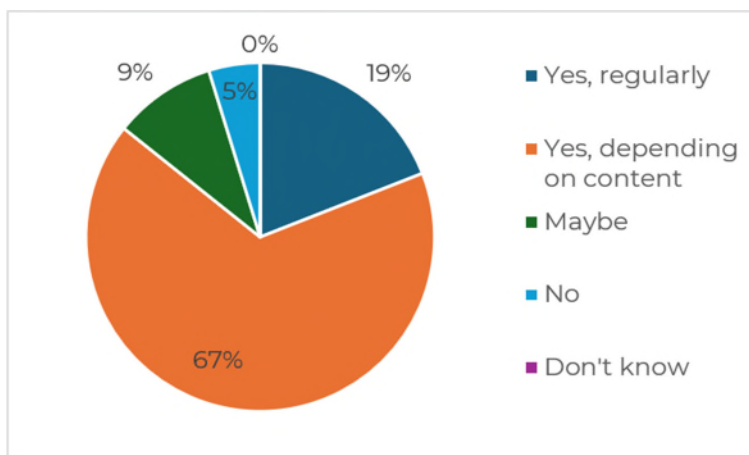


Figure 3: % Response to Q3 on virtual events

In line with the response to question 2, there was a strong indication that future virtual events would be attended. However, this is dependent largely on the content.

4. Of previous Transport Forum events you have attended what have you found most valuable?

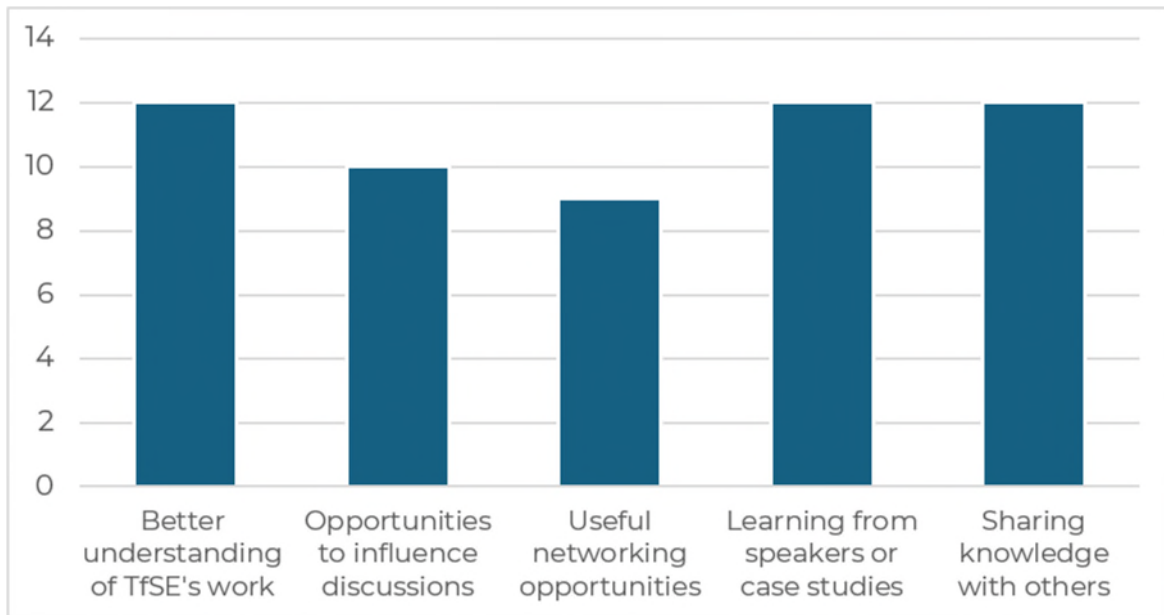


Figure 4: Response to Q4 on previous event content

All five areas of previous content were considered valuable to respondents. This question also demonstrated that the respondents asked were highly engaged as all have been previous attendees at a Transport Forum event.

5. What would you like to see more of at Transport Forum events?

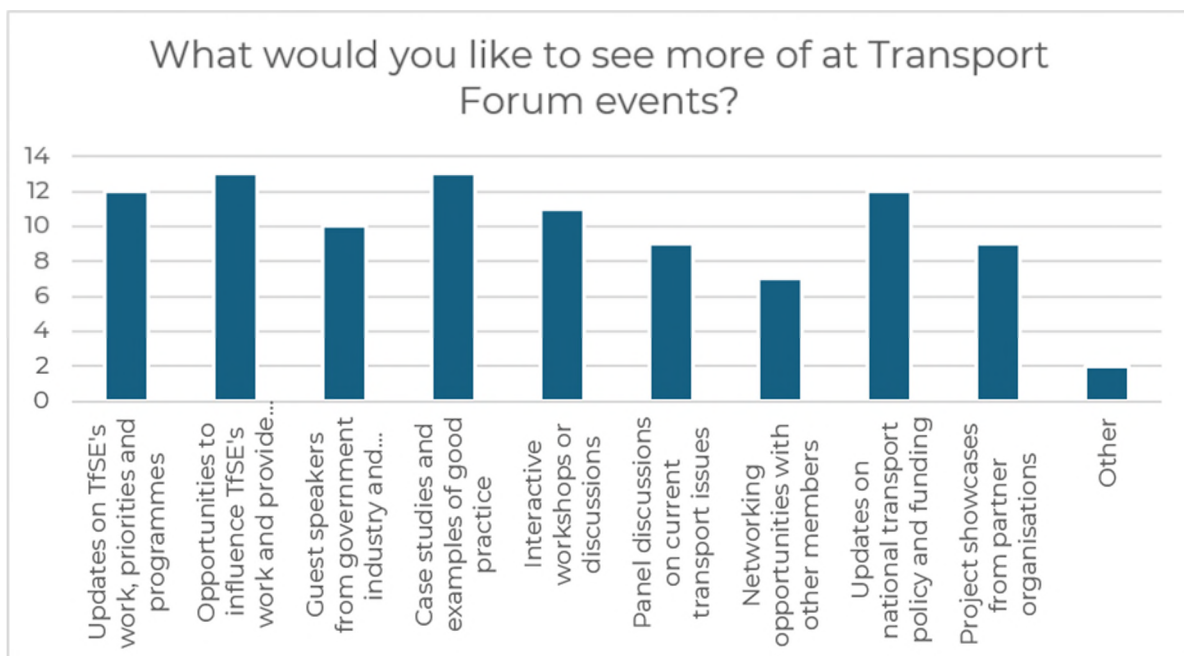


Figure 5: Response to Q5 on future event content

All future content types were considered valuable, with the most popular being case studies and examples of good practice. There were also high levels of interest in TfSE's work. The respondent who answered 'other'

stated they wanted to see “How this will be aligned with the Sussex & Brighton Strategic Authority priorities”.

6. How useful would regular communications tailored to the Transport Forum about TfSE's work be to you?

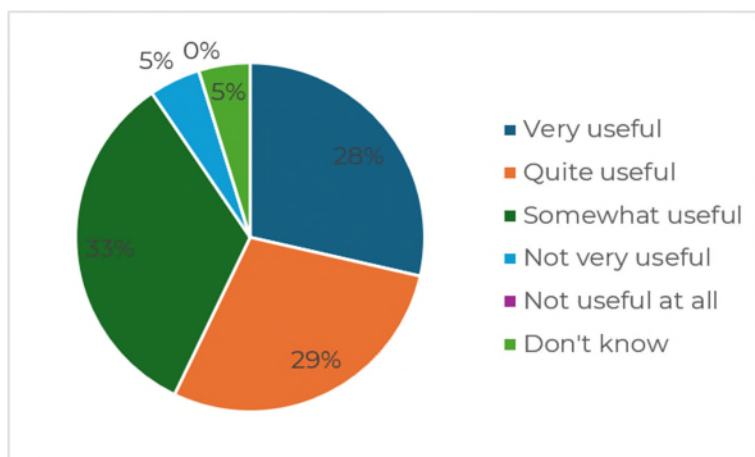


Figure 6: Response to Q6 on communications

There was value seen in prospective regular communication to the Transport Forum when respondents were asked specifically about this. However this should be considered alongside the earlier response to question 2, whereby in-person meetings were still the favoured method of engaging the group.

7. How often would you like to receive updates?

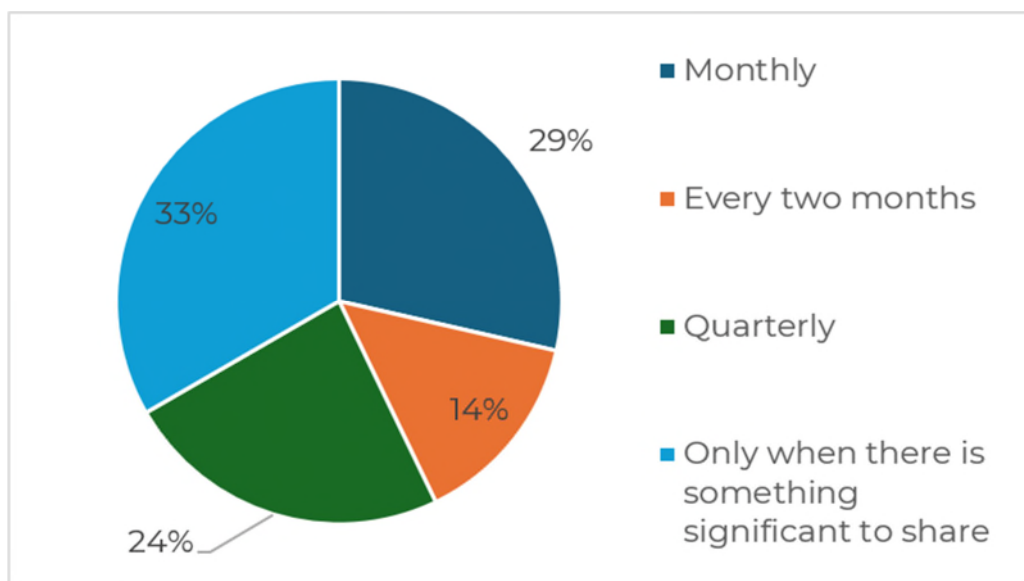


Figure 7: Response to Q7 on communication frequency

When asked specifically of any future communications which may come into effect, the preference was for these to be received less frequently, with the largest amount of respondents in favour of this only happening when there was something that needed to be shared rather than being on a regular basis.

8. Do you have any other comments or suggestions on the future of the Transport Forum?

7 respondents chose to share further thoughts on the Transport Forum. These are set out below.

As mentioned above, now Sussex & Brighton has a new Strategic Authority, I would like to understand how the transport priorities will be aligned.	I would like the Forum to be a more obvious critical friend, championing TfSE when it does good work but prepared to challenge it over some of the focus of its work and the assumptions underpinning it.
The main purpose of a forum is to provide a space for discussion, support and challenge. Ideally this should be face to face but offering virtual opportunities can increase equity of uptake and involvement. A forum isnt the best way to deliver communications so reading or	A focus on hard to reach communities and the issue of support for rural transport solutions .

learning about developments, unless interactive, should be done by other communication methods.	
Information on how TfSE has influenced /is influencing transport in the region	A greater focus on developing policy strategies, or assessing and advising on Gov-proposed policy strategies. I would benefit from a stronger (perception of) link of what we do as advisors. An agenda/set of goals for the year/Parliament would be value-adding.
I believe the forum should pay more attention to rural transport	

Table 1: Responses to call for open comments

Suggested topic areas included more focus on rural transport, and the importance of remaining a space for discussion but also challenge.

9. Which of the following best describes how you would like to engage with the Transport Forum over the next two years?

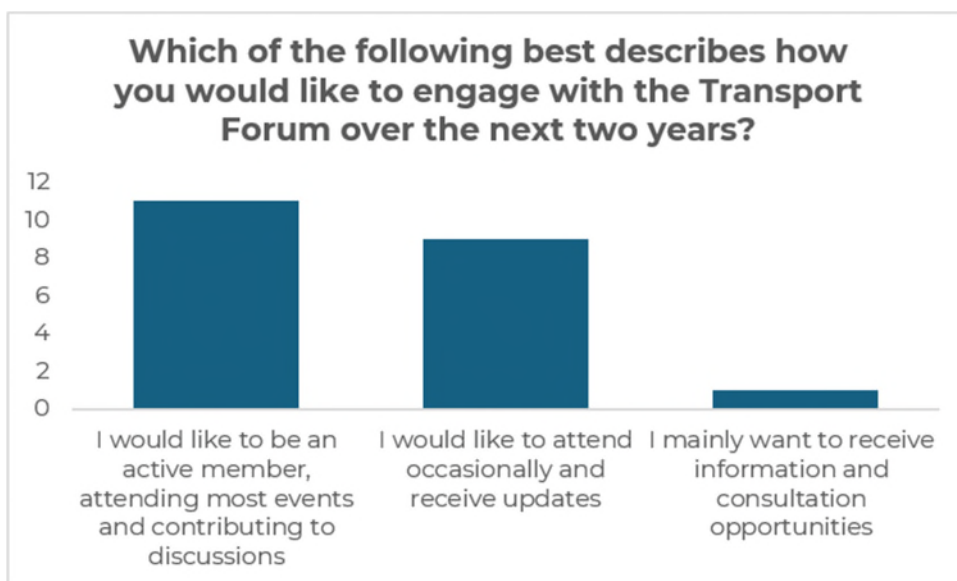


Figure 8: Response to Q9 on future engagement

There was a strong indication from respondents that they had intention of continuing as active Transport Forum members. This once again supports the findings that active and engaged members were the ones who chose to respond to this survey.

Conclusion

Overall the survey found good support for the continuation of the Transport Forum with no need for major changes to the current structure of events. In-person events are still considered important, but with the supplement of virtual events to support this. The most notable conclusion to draw is there are a core group of members who have been and remain actively engaged in the group, while a large number on the distribution list chose not to respond, linking to the low levels of attendance seen at some Transport Forum events.

Next Steps

The outputs from this survey will be considered alongside other elements of the review of the Transport Forum. As a result of these recommendations will be brought to the Partnership Board for agreement and implementation.