

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

Date of meeting: **21 March 2022**

By: **Cllr Tony Page**

Title of report: **Governance Update**

Purpose of report: **To provide an update on the Governance sub-group and agree the Terms of Reference**

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**RECOMMENDATIONS:**

**The members of the Partnership Board are recommended to:**

- 1) Note the discussions at the recent meeting of the Governance sub-group;**
- 2) Agree the Terms of Reference for the sub-group; and**
- 3) Agree the proposed work programme.**

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**1. Overview**

1.1 At the January 2022 Partnership Board meeting it was agreed that the governance sub-group should be reconvened, with the first meeting to be scheduled for March 2022. The group should have a focus on ensuring that the governance arrangements for Transport for the South East (TfSE) remain robust and appropriate to support the implementation of the Strategic Investment Plan (SIP).

1.2 The governance sub-group met on 7 March 2022 and this report provides a progress update and proposes revised terms of reference and a work programme to the Partnership Board.

**2. SIP Background**

2.1 In July 2018, the Partnership Board agreed that a small member sub-group should be formed to guide the development of the proposal to Government for statutory status, as well as informing the development of governance proposals, such as voting mechanisms. Meetings of the group have been paused since early 2020. The Partnership Board agreed in January 2022 that the group should be reconvened to review the governance arrangements and ensure that they are appropriate as TfSE works towards the development and implementation of the SIP.

2.2 The members of the sub-group are as follow:

- Cllr Tony Page – Berkshire Local Transport Body
- Cllr Rob Humby - Hampshire County Council
- Cllr Daniel Watkins – Kent County Council

- Cllr Amy Heley – Brighton and Hove City Council
- Daniel Ruiz – Enterprise M3 LEP
- Geoff French – Chair, Transport Forum

2.3 The group met on 7 March 2022 to consider revised terms of reference and to discuss a proposed work programme for the next 12 months. Cllr Tony Page was nominated as Chair of the group.

### **3. Terms of Reference**

3.1 The sub group considered the revised terms of reference, which are attached as Appendix 1. The terms of reference set out that the objectives for the sub-group are:

- Review the existing governance structures for Transport for the South East and make proposals for any changes to ensure that the organisational structures are fit for purpose for the SIP implementation;
- Review the constitution and make recommendations on issues such as delegated authority to senior officers;
- Review the existing intra-authority agreement and ensure it remains fit for purpose as TfSE evolves;
- Review and update the policies and procedural arrangements for Transport for the South East that will apply to Board members, such a register of interests and the use of the accountable body policies.

3.2 The group agreed to meet bi-monthly and the next meeting of the group has been arranged for 9 May 2022. The group will report regularly to the Partnership Board.

### **4. Proposed work programme**

4.1 Members considered the proposed work programme, attached as Appendix 2. This sets out how the four objectives will be achieved and their alignment with the SIP programme and future Partnership Board meetings.

4.2 The work programme proposes that an initial review of the current governance structures and processes will be completed by the end of June 2022. The sub-group will then consider any proposed revisions to the constitution, processes and intra-authority agreement. This activity will run until the end of December 2022, which accounts for the requirement to engage with legal colleagues from the constituent authorities in the event of any changes to the constitution or the intra-authority agreement.

4.3 It is intended that any changes to the processes or procedures would be considered by the Partnership Board alongside the final SIP and that they would be implemented from April 2023.

4.3 The legal team at East Sussex County Council, as the accountable body, will offer legal support to the TfSE team for this work.

## **5. Conclusions and Recommendations**

5.1 The Partnership Board are recommended to note the progress of the sub-group and agree the terms of reference and the proposed work programme.

**CLLR TONY PAGE**

**Deputy Chair**

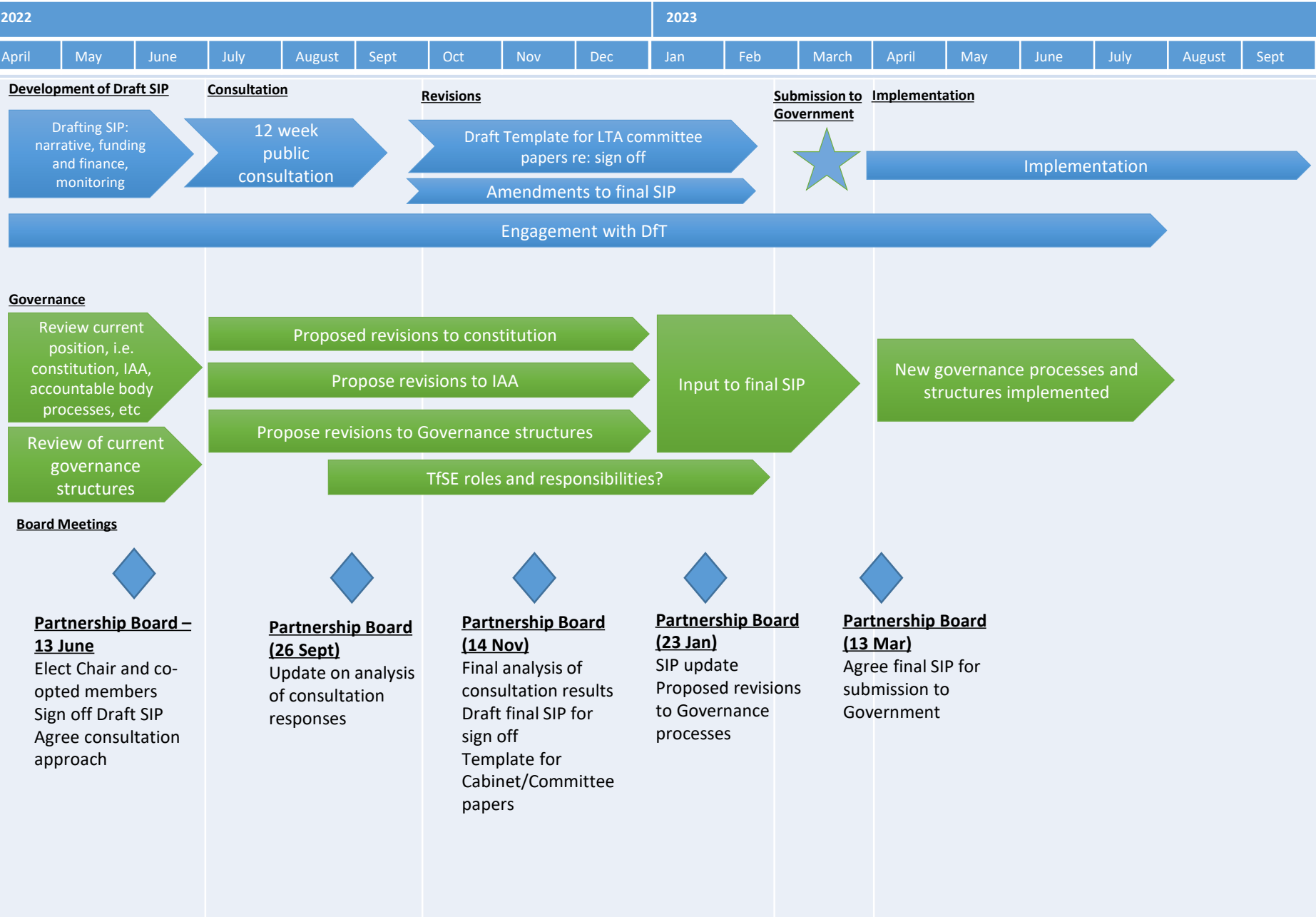
**Transport for the South East**

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# Draft Governance Roadmap



## **Governance sub-group Terms of Reference**

The governance sub-group is part of Transport for the South East (TfSE), reporting into the Partnership Board. The governance sub-group has a clearly defined remit and purpose.

### **Purpose**

The purpose of the governance sub-group is to consider a number of issues relating to the governance structures and policies for the operation of Transport for the South East as it develops and implements the Strategic Investment Plan. This will include making recommendations to the Board on a revised constitution, the governance structures and the policies that members will be required to adopt.

The final SIP will be presented to the Partnership Board in March 2023. The sub-group will be expected to report to the Partnership Board throughout 2022/23 to make recommendations and proposals for governance issues. The Partnership Board will be expected to consider the proposals, with a view to implementing any changes in the governance structures.

### **Objectives of the Governance sub-group**

The objectives of the sub-group are to:

- Review the existing governance structures for Transport for the South East and make proposals for any changes to ensure that the organisational structures are fit for purpose for the SIP implementation;
- Review the constitution and make recommendations on issues such as delegated authority to senior officers;
- Review the existing intra-authority agreement and ensure it remains fit for purpose as TfSE evolves;
- Review and update the policies and procedural arrangements for Transport for the South East that will apply to Board members, such a register of interests and the use of the accountable body policies.

### **Accountability**

The governance sub-group will report to the Partnership Board.

### **Appointment of Chair**

The governance sub-group will be chaired by an elected member from a constituent authority represented on the Partnership Board.

### **Membership**

- Cllr Tony Page, Berkshire Local Transport Body
- Geoff French, Chair of the Transport Forum
- Cllr Dan Watkins, Kent County Council
- Cllr Rob Humby, Hampshire County Council
- Cllr Amy Heley, Brighton and Hove City Council
- Daniel Ruiz, Enterprise M3 Local Enterprise Partnership

**Frequency of Meetings**

The governance sub-group will meet on a bi-monthly basis. Further meetings will be determined following the Board meeting in March 2023.