

## **Terms of Reference for the Transport Forum**

### **Transport for the South East**

#### **Transport Forum Terms of Reference**

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

#### **Purpose**

The purpose of the group is to provide technical guidance and expertise to the TfSE Shadow Partnership Board and Senior Officer Group. The Forum will ensure that a broad range of stakeholder and partner views are recommended to the Shadow Partnership Board and Senior Officer Group, ensuring that the following key areas are considered:

- Integration of various modes of transport and the impact of technology;
- Enhanced user experience;
- Changing the approach to connecting people across the South East; and
- Freight and logistics.

If a recommendation proposed by the Transport Forum is not agreed by the Shadow Partnership Board, an explanation will be provided to the Interim Chair of the Forum so that feedback can be shared with all members.

Members of the Forum will have the opportunity to shape and guide the development of the Transport Strategy for TfSE.

#### **Objectives of the Transport Forum**

The objective of the Forum is to:

- Bring together a wide range of stakeholders to gather views on strategic transport issues to feed into the Shadow Partnership Board;
- Provide technical guidance and expertise to the Shadow Partnership Board on key issues, including integration of modes, the impact of emerging technology and user experience;
- Support the development of the emerging Transport Strategy and provide guidance on how to consult and engage with different audiences and stakeholders;
- Share evidence and data to support the development of business cases;
- Develop shared understanding of the key issues facing users, operators and the supply chain; and
- Provide support to the Shadow Partnership Board on influencing Government decisions around TfSE.

## Accountability

The Transport Forum will report to the Shadow Partnership Board. See below a diagram showing the relationship between the Transport Forum and the Shadow Partnership Board.

## Appointment of Chair

It will be chaired by an independent representative. The Chair will be appointed by the TfSE Shadow Partnership Board for an interim period in 2017, with a view to running a formal recruitment process for 2018.

The Chair will be appointed by the TfSE Shadow Partnership Board for the period of two years, with an option to reappoint for a further term.

The Chair of the Transport Forum will have a voting role on the Transport for the South East Shadow Partnership Board.

## Membership

Following the discussion at the first meeting of the Transport Forum, sector / operator groups will confirm their nominated representatives. The table below gives an indication on the likely composition of the Forum.

Members will be selected by their representative groups for a period of two years.

When appropriate, subject matter experts may be invited to attend the Transport Forum to support and inform the discussion.

## Frequency of Meetings

The Transport Forum will meet on a quarterly basis, in advance of the Shadow Board meeting.

# Our governance

