



Enterprise M3 Transport Action Group

Terms of Reference

(approved by Transport Action Group on 20th February 2015)

Transport is an issue that is vital to all of the LEPs activities. Our Strategic Economic Plan, (SEP) highlights that *“the effective functioning of [the] strategic transport network by air, rail and road is a priority for businesses, local communities and people who visit our area. The network plays a crucial role in supporting wider economic prosperity and competitiveness across the whole Sci:Tech Corridor, and within our Growth Towns and Step-up Towns.”*

The SEP further indicates, *“we know our network is straining to accommodate growth. One in 10 businesses in the area has stated that transport congestion is a barrier to growth and we recognise that the amount of traffic on our roads and rail network is projected to increase causing further congestion and delays.”*

The Transport Action Group is one of five action groups established by the LEP, which are led by a chair from the private sector. These groups report directly to the Enterprise M3 Board, Local Transport Body or Programme Management Group as appropriate and play a key role in providing specialist advice and recommendations on the delivery of the Strategic Economic Plan (see appended Structure diagram)

Purpose

The purpose of the Transport Action Group is to bring together public and private stakeholders to coordinate all transport related activities for the LEP, develop and recommend policies and action plans and oversee the development and delivery of transport projects that will support economic growth throughout the LEP area.

Objectives

To achieve this, it is proposed that the action group will have five primary objectives:

1. Facilitate a forum for business to influence and steer strategic issues on transport and have a voice for more local considerations.
2. Be the technical and professional advisory body that provides definitive transport advice to the Enterprise M3 LEP Board on strategic and local transport issues.
3. Oversee the delivery of projects by local authorities, consultants and other partners as well as monitoring outcomes and outputs as requested by the Enterprise M3 LEP Board.
4. Develop close working links with businesses, stakeholders, transport operators and neighbouring LEPs.
5. Develop an Action Plan including outcomes, timescales and costs.

Focus Areas - 2015

Areas for focus where the TAG intends to maximise its influence and impacts are:

1. Working with stakeholders to secure significant funding through the Local Growth Deal, for transport related schemes. This will focus on making the case for a series of catalytic transport and infrastructure measures to alleviate congestion and enhance capacity, adding value in aspects including town centre renewal to promote inward investment, skills centres of excellence and interventions to unlock housing sites.
2. Effective lobbying of strategic infrastructure owners/providers, namely the Highways Agency and Network Rail, to bring forward strategically important major transport infrastructure schemes, which are identified in the SEP. These schemes are outside the scope of funding available to the LEP, but are vital in the provision of capacity for future growth and retaining our connectivity to national and international hubs of economic activity.
3. Work closely with the Highways England and Network Rail in developing their Road Investment Strategies, Control Period Plans and Route Studies, which form the basis of their approach to future investment planning for the strategic road and rail networks.
4. To work closely with Heathrow Airport and neighbouring LEPs to influence the outcome of policy, with particular regard to surface access. This will include providing evidence and demonstrating the importance of having a hub airport in west London is to the whole economy of the Enterprise M3 LEP area. We will also work alongside Gatwick Airport given the airport's positive contribution to the Enterprise M3 economy.
5. Work closely with neighbouring LEPs on a range of issues, including cross-boundary transport schemes and strategic asks. This will include lobbying central

Government and strategic service providers on issues and schemes of common interest.

6. Provide advice to the LEP Board on the validity and value-add of the Local Transport Body, as policy and growth evolves, and provide the evidence needed for them to prioritise which major transport schemes should be delivered in the area and helping to ensure that robust business cases are brought forward. This will be achieved by overseeing the independent audit and scrutiny of business cases brought forward by scheme promoters.
7. Work closely with the highways authorities to support them in the delivery of transport schemes, so they are developed effectively, with robust delivery plans in place and sufficient resources available to deliver the future programme of transport schemes.
8. Ensuring developing Local Plans in the area adequately consider transport issues by involvement in the consultation process.
9. Responding to specific consultations and policy documents, to identify specific actions through which the LEP and partner organisations can promote and increase the effectiveness of the wider transport network.
10. Working with the appropriate Government Departments (including DEFRA, BIS, DCLG, HCA and DfT) to identify transport funding streams and ensure they are appropriately publicised and utilised.

Delivery

This will be achieved through the following.

1. The Chair of the group is appointed by the Enterprise M3 Board and is a private sector representative. The Transport Action Group reports directly to the Enterprise M3 main board, Local Transport Body and Programme Management Group as appropriate and the Chair will be asked, as necessary, to provide progress reports.
2. The Chair and membership of the group will be appointed for a period of up to 3 years, subject to formal review after 2 years.
3. Membership will be sought from senior representation from the private sector, Local Transport Authorities, district councils, Network Rail, Highways England, Heathrow Airport, Train Operating Companies and Bus Operators as well as a wide range of business representatives.
4. All members of the group will be expected to adhere to the code of conduct for members of public bodies, based on the Seven Principles of Public Life recommended by the Nolan report.

5. There will be a lead board member for transport, who feed to position of the Board to the TAG and ensure that the views of the TAG are consider at Board level
6. The full group will meet 4-5 times each year, there will also be an Executive Group consisting of representatives from the LEP and highways authorities that will meet more often as required. Alongside attendance at scheduled meetings, members will be encouraged to support the work of Enterprise M3 through attendance on an ad-hoc basis at workshops, events, dinners and Government briefings.
7. Standing items for the meeting will include a declaration of interest for members. Members will be requested to complete a declaration of interest form for the term of their involvement. Any member declaring an interest in an agenda may be required, at the discretion of the group and dependent on the nature of the interest declared, to leave the meeting for the duration of that item. Declarations of interest will be recorded in the minutes of the meeting.
8. Members are encouraged to attend each meeting. A schedule will be issued in advance. If members cannot attend they will be encouraged to submit their views in writing. If a member does not attend for three meetings in a row, the chair will be encouraged to review continued membership of that person. Named substitutions will be accepted on occasion by the group.
9. Sufficient resource, through the Enterprise M3 Transport Project Manager, Kevin Travers, will be available to support the group
10. Developing links and work with other transport orientated organisations to achieve these objectives.
11. To use the established networks and partnerships for sources of information and support to avoid duplication of resources and/or information gathering.
12. To use the wider contact list for the transport group to keep partners informed and to act as a liaison group.