

# ENHANCED PARTNERSHIP BOARD TERMS OF REFERENCE

VERSION 2.1 DATE 0707/2022

## 1. STATEMENT OF INTENT

To make the public’s experience of South Yorkshire’s bus network better.

## 2. PURPOSE

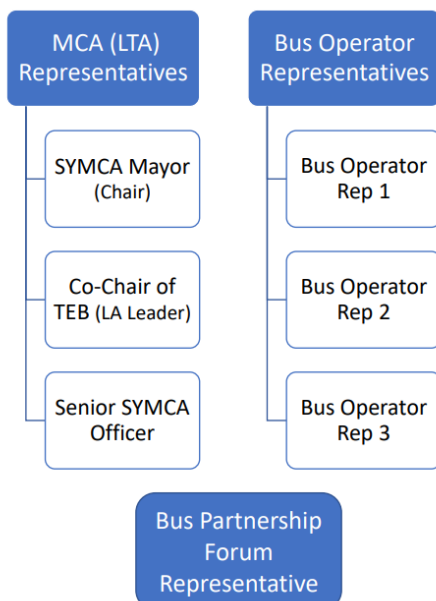
The purpose of the Enhanced Partnership Board (the ‘Board’) is to oversee the delivery of the South Yorkshire Enhanced Partnership Plan 01 April 2022 (EP Plan), the South Yorkshire Enhanced Partnership Scheme for Buses and any further enhanced partnership schemes made in accordance with the Transport Act 2000 (EP Scheme(s)).

The Mayoral Combined Authority (the ‘MCA’) is the overarching accountable body and has in place a robust Assurance Framework which outlines the governance in which any advice from the Board is formally considered. This Board advises the Transport and Environment Board (TEB) that in turn supports and advises the MCA.

## 3. MEMBERSHIP

The structure and membership of the Enhanced Partnership Board is shown in Figure 1.

Figure. 1



#### **4. RESPONSIBILITIES**

The South Yorkshire EP Scheme references the following:

*"Once the EP Scheme is made, it will be reviewed by the South Yorkshire Bus Partnership Board at least annually, in accord with the review of the EP Plan, commencing no later than on the anniversary of the scheme commencement date. SYMCA will initiate each review and it will take no longer than 6 months to complete."*

In accordance, the Board will:

- Review the work programme for delivery of all enhanced partnership schemes each year
- Provide the relevant formal governance boards with recommendations for the elements of the programme that fall within its remit
- Consider any proposed changes to the work programme suggested by the EP Development Group
- Monitor progress on delivery of enhanced partnership schemes alongside agreed targets from the EP Plan
- Publish on SYMCA's website, the six-monthly EP Plan update that outlines progress towards the agreed targets
- Act as a steering group for the annual update of the EP Plan
- Receive and consider requests for variations to the EP Scheme (such requests to be received by the MCA 14 days prior to a Board meeting)
- Develop and propose to the relevant formal governance boards, any additional Enhanced Partnership Schemes and/or variations to existing EP Schemes (all such schemes and variations to be subject to the approval of the MCA and relevant local highway authorities and to the legal processes in the Transport Act 2000)
- Receive and discuss the operator proposals for major service changes twice each year and the annual fare changes
- Set up the proposed Enhanced Partnership Forum
- Agree the Customer Charter using advice and input from the Enhanced Partnership Forum and monitor its implementation
- Develop and implement common EP branding across the South Yorkshire transport network working with the EP Development Group
- Provide review and feedback on the delivery of any further elements of the Bus Improvement Programme agreed by the MCA in January 2020 ("the 7-Point Plan")
- Where consensus cannot be reached, the Board should escalate risks that could impact on agreed budgets and delivery timescales
- Campaign for funding from Government or private section, where specific investments could support the progression of the EP Plan or the EP Targets through the development of new EP Schemes
- Review the on-going membership of Board to ensure it reflects representation across all relevant stakeholders, to meet the needs of the Board's function.

#### **5. MEETING FREQUENCY**

Meetings will typically take place every two months, with a break over the summer period in line.

On receipt of a valid request for a variation to the South Yorkshire Enhanced Partnership Scheme, the request will be presented to the next scheduled EP Board, giving at least fourteen calendar days' notice for the meeting, to consider the proposed variation.

## **6. DELEGATED AUTHORITY**

The Board is a non-constitutional body that will oversee the delivery of the work associated with the EP Plan and Scheme and any further enhanced partnership schemes made in accordance with the Transport Act 2000. Progress will be reported to the relevant accountable body.

## **7. SECRETARIAT**

The Mayoral Combined Authority Executive Team will provide the secretariat for the Board.

Papers and presentations for Board meetings will be circulated to Board members fourteen calendar days in advance of the meeting.

## **8. DECISION MAKING**

The ambition is that the Board is working on a consensus basis for decision making. However, in the event of disagreement a vote will be cast with the majority vote being the determining factor.

In the event that consensus cannot be reached for any variations to the South Yorkshire Enhanced Partnership Scheme then the bespoke operator objection mechanism process set out in the Scheme will be followed.

## **9. ATTENDANCE**

Attendance at Board meetings will be recorded. Consistent attendance is essential.

## **10. ADVISORY GROUPS**

The Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the oversight of individual projects or packages. Any such groups are purely advisory and must submit reports to the Board.

## **11. TRANSPARENCY**

Agendas and papers for the Board will be published on the SYMCA website, in redacted form if it contains information that is commercially sensitive to private sector partners. All EP Board papers will be subject to a request under the Freedom of Information Act and/or the Environmental Information Regulations.

## **12. MEETING RECORD**

Draft minutes will be issued to members within ten days of the Board meeting taking place.

The final meeting record (approved minutes) will be shared with Board members fourteen calendar days prior to the subsequent Board meeting.

## **13. AMENDMENTS TO TERMS OF REFERENCE**

These Terms of Reference will be reviewed annually. Any changes will be approved by Transport and Environment Board (TEB) or any other relevant formal governance boards.