

**TCF Programme Advisory Board**  
**V2.8**  
**16<sup>th</sup> September 2020**

**1.0 Purpose and Role**

- 1.1 The purpose of the TCF Programme Advisory Board (the '**Board**') is to maintain oversight and act as an advisory body to the MCA Executive Team on the effective delivery of the TCF Programme (the '**Programme**').
- 1.2 The Mayoral Combined Authority (the '**MCA**') is the accountable body and has in place a robust Assurance Framework which outlines the governance in which any advice from the Board is formally considered. The MCA Executive Team supports the decision-making process of the MCA. This Board advises the MCA Executive Team that in turn supports the work of the Transport Board and MCA.
- 1.3 The purpose and role of the Advisory Board relate to the delivery of the Transforming Cities Fund, a £166m programme (2019-2023) investing in public and active travel schemes to reduce journey times, increase connectivity, cut congestion, improve journey reliability and secure a wide range of benefits including improved health and wellbeing.
- 1.4 The roles of the Board are to:
- a) Ensure the Programme is delivered in line with the Strategic Outline Business Case (SOBC);
  - b) To maintain an oversight of the projects/packages that form the Programme to ensure alignment with the SOBC;
  - c) To advise on Programme -
    - delivery: including financial resources and timescales, progress, risks and issues
    - impacts of proposed project/package changes
    - benefits realisation scope and evaluation requirements; and
  - d) To advise on issues relating to resourcing available and bottlenecks to deliver projects including capacity and market intelligence
  - e) To provide senior officer advocacy on all activities included within the Programme - internally as well as externally.

**2.0 Responsibilities**

- 2.1 The Board is responsible for:
- a) Finance
    - Advising upon the proposed addition, removal or substitution of projects or packages in the Programme which could be considered by the MCA
    - Advising upon proposed changes to the project/package costs within the Programme to be considered by the MCA
    - Working collectively to ensure implementation reduces financial risks and issues occurring.
  - b) Strategy and Policy

- Ensuring that transport policy agreed by the MCA and LEP is enacted effectively through investment proposals for Programme activities
- Ensure delivery of effective communication with external stakeholders within projects/packages in line with the stakeholder Management Plan and Communications Plan
- Ensuring partners communicate clearly and work collaboratively to ensure the Programme is delivered within time and budget; and
- Ensuring the on-going membership of Board reflects representation across all relevant stakeholders to meet the needs of the Boards function.

#### c) Programme Delivery

- To provide information on resource availability to implement the Programme;
- To scrutinize the work of the Programme theme sub-boards including making sure they align with the outcomes expected from the Programme;
- To ensure co-ordination of activity between the Programme theme sub-boards, ensuring progress and lessons learnt are shared and fed into future delivery options;
- Escalation point relating to the Programme where consensus cannot be reached at a theme sub-board level;
- Proposing the prioritization of project/package access to the Sheffield City Region Transport Model (the 'SCR TM1');
- To facilitate successful delivery of the outputs/outcomes delivered as part of the Programme, especially in terms of the user and suppliers requirements; and
- Providing advice to the MCA Executive Team to inform items being considered in Appraisal Panel, Transport Board or MCA.

#### d) Performance and Risk Management

- Consideration of performance and, where appropriate, remediation to address delivery issues/risks;
- Reviewing performance at a partner level to determine where lessons learnt may benefit future delivery, and advise upon change control, to implement the agreed enhancements;
- Consider the Programme level risk register, advising upon risk allocations to enable formal consideration; and
- Engage in the Programme evaluation and facilitate implementation.

### **3.0 Delegated Authority**

3.1 The Board is a non-constitutional body. It acts as an advisory body on the Programme to the MCA Executive.

### **4.0 Membership**

4.1 The Board will be chaired by the Programmes Senior Responsible Officer (SRO), currently the Director, Transport, Housing and Infrastructure (SCR) with the Deputy Chair being the SCR Assistant Director (Transport).

4.2 Membership of the Programme Board will comprise of:

- SRO – SCR Director of Transport, Housing and Infrastructure
- SCR Assistant Director, (Transport)
- A nominated Transport representative for each of the four constituent Local Authorities
- A nominated representative from SYPTE
- A nominated representative from the Local Transport Partnership
- Chair of Active Travel
- A nominated representative from the Department for Transport
- Chair of Public Transport Board
- A nominated representative from the SCR Commissioning Team
- A nominated representative from the SCR Programme and Performance Unit
- A nominate representative from the SCR Assurance Team

4.3 Board members can nominate a deputy to attend meetings of the Board in their absence.

4.4 Additional members can be co-opted for specific agenda items or areas of work as long as their names and organisation are notified to the SCR secretariat in advance.

## **5.0 Frequency**

5.1 The Board will meet on a monthly cycle.

## **6.0 Secretariat**

6.1 The South Yorkshire Passenger Transport Executive will provide the secretariat for the Board.

6.2 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.

## **7.0 Attendance**

7.1 Consistent attendance at Boards meetings is essential and attendance will be recorded.

## **8.0 Decision Making**

8.1 Advice provided by the Board will be escalated by the MCA Executive Team. The Board is a non-constitutional body and acts in an advisory role.

## **9.0 Advisory Groups**

9.1 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 within the Programme. Any such groups are purely advisory and must submit reports to the Board.

9.2 The MCA Executive Teams supports the decision-making process via the Assurance Framework. Where appropriate, information will be shared with the Board to enable advice to be considered from stakeholders.

## **10.0 Transparency**

### **Meeting Papers**

- 10.1 Agendas and papers for the Board will not be published on the SCR website, but would be subject to a request under the Freedom of Information Act

### **Meeting Record**

- 10.2 Draft minutes will be issued to members within ten days of the Board meeting taking place. The meeting record (approved minutes) will be shared with Board members within ten clear working days of the subsequent Board meeting.

### **11.0 Amendments to Terms of Reference**

- 11.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA Transport Board