

TRANSPORT & ENVIRONMENT BOARD

23rd October 2020

Terms of Reference & Meeting Arrangements

Purpose of Report

This report summarises the governance arrangements for the Transport and Environment Board, approved by the Mayoral Combined Authority on 21st September 2020 and the Local Enterprise Partnership on 10th September 2020. The paper also confirms the schedule of meetings.

Freedom of Information

Thematic Board Papers and any appendices will be made available under the Combined Authority Publication Scheme. This scheme commits the Authority to make information about how decisions are made available to the public as part of its normal business activities.

Recommendations

Board members are asked to:

1. note the approved governance arrangements and identify any issues,
2. note the schedule of Transport and Environment Board meetings

1. Introduction

- 1.1** Thematic Boards were first established by the MCA in early 2019 with the rationale of:
- achieving an efficient, effective and transparent model for decision making;
 - collaborating to build collective and combined decisions to deliver the outcomes identified in the Strategic Economic Plan (SEP);
 - providing strong and accountable leadership in setting the agenda, and delivering a defined programme of activity, to rigorously realise the outcomes of the SEP; and
 - scrutinising planned and ongoing activity to deliver the best outcomes for the region and value for money

A review of the Boards has been undertaken to ensure that they are well placed to fulfil the duties and responsibilities secured through the recent devolution agreement and are aligned to the priorities of the new Strategic Economic Plan (2020-2040). Proposed changes were considered by the LEP Board on the 10th September 2020 and approved by the MCA on the 21st September 2020.

- 1.2** This paper provides the Terms of Reference for the Transport and Environment Board (appendix 1), summarises the key changes and clarifies arrangements.

2. Proposal and justification

2.1 The Transport and Environment Board is one of four new thematic boards established within the MCA. The role of each Board is to take a city region wide strategic perspective on issues relevant to the thematic area, to support the delivery of the Strategic Economic Plan and the Recovery Action Plan. The principle role of the Transport and Environment Board is to:

- Oversee the implementation of the Transport Strategy
- Lead the implementation of the Climate Emergency Response Framework
- Shape future policy development and priorities on issues related to transport and the environment
- Develop new transport programmes and environmental programmes
- Monitor programme delivery and performance on transport and on the environment
- Oversee the performance of SYPTE in delivering operational transport services and its capital programme and providing SYPTE with political direction.

2.2 Other matters to note are:

Delegations (section 3 of the Terms of Reference)

Each Board has a delegation to:

- agree investments up to £2m
- recommend investments over £2m to the MCA
- accept grants up to £2m
- award contracts for the supply of goods/services up to £200,000

These delegations remain unchanged from previous arrangements.

2.3 Transparency (section 13 of the Terms of Reference)

To ensure an appropriate level of transparency it has been agreed that for each Board:

- papers will be made available to the public 5 clear working days before the meeting
- the public can submit questions and receive a written response
- meetings will be held in private and minutes made available to the public within 10 working days of the meeting taking place

These arrangements remain unchanged from those previously in place.

2.4 Advisory Boards (section 12 of the terms of reference)

It has been agreed that the Transport and Environment Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the management and monitoring of individual programmes or projects. Any such groups are purely advisory and must submit reports to the Transport and Environment Board.

2.5 Frequency of Meetings (section 5 the Terms of Reference)

It has been agreed that the Board continues to meet on (at least) an 8-week cycle aligned to the 8-week MCA meeting schedule. This remains unchanged from the arrangements previously in place. Additional meetings, dependent on business need, can be agreed with co-Chairs and will observe publication requirements for papers, minutes and key

decisions. The Board may also determine to have informal intermediate meetings where discussion is required mid-cycle

2.6 Meeting Schedule

Meetings have been scheduled to ensure the Transport and Environment Board meets around the 4th week of the MCA 8-week cycle. This allows any decisions requiring escalation to the MCA, for example, due to the value exceeding delegations, to progress through the decision-making process in a timely manner. The next meeting of the Board is scheduled for 8th January ahead of the MCA taking place 25th January. More dates are in the process of being identified.

3. Consideration of alternative approaches

- 3.1** There is no discretion to change governance arrangements, as these have been approved by both the MCA and the LEP however, each Board is empowered to determine an appropriate work plan to ensure thematic priorities are met.

4. Implications

4.1 Financial

Thematic Boards have the authority to approve projects and schemes with a value of less than £2m. The Thematic Boards are also able to accept tenders and quotations for the supply of goods, materials and services up to a limit of £200,000.

4.2 Legal

The changes to the Terms of Reference have been captured in the MCAs Constitution.

4.3 Risk Management

Strong governance arrangements are an important mechanism in managing a number of corporate risks. These arrangements reflect the commitment of both the MCA and LEP to transparency, and the clear delineation of responsibilities between different elements of the decision-making system.

4.4 Equality, Diversity and Social Inclusion

There are no equality, diversity and social inclusion issues arising from this report.

5. Communications

- 5.1** The roles and responsibilities of the new Thematic Boards are explained in the Assurance Framework and the MCA Constitution which is published on the website. All meeting papers, minutes and membership of the Thematic Boards are also published on the website. In addition, members of the public can submit questions to the Thematic Board and receive a written response.

6. Appendices/Annexes

- 6.1** Appendix 1- Terms of Reference

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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

- [MCA Meeting September 2020](#) & [LEP Board Meeting September 2020](#)