

**TRANSPORT BOARD**

**17<sup>TH</sup> JULY 2019**

**GOVERNANCE AND TERMS OF REFERENCE**

**Purpose of Report**

This report summarises for Transport Growth Board Members the approved governance arrangements for the Transport Board, approved by the Mayoral Combined Authority and the Local Enterprise Partnership. The paper also proposes dates for future 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 clarify any issues
2. note the proposed future scheduling of Transport Board meetings

**1. Introduction**

- 1.1** Following consultation with partners and a review of the models in other mayoral combined authorities, the MCA and LEP at their meetings 17<sup>th</sup> December 2018 and 14<sup>th</sup> January respectively approved strengthened governance arrangements. These arrangements have been designed to create more efficient, effective and transparent decision-making processes. The MCA Constitution has been amended to reflect these new arrangements. From the 1<sup>st</sup> April 2019 five thematic boards, with appropriate delegations to complement their role in implementing policy and programmes more transparently, came into effect.

**2. Proposal and justification**

**2.1 Governance Model**

Appendix 1 to this report attaches the approved governance paper for Board Members to review and discuss.

**2.2 Terms of Reference**

Appendix 2 of this report includes the terms of reference for the Transport Board to review and discuss.

## 2.3 Meeting Schedule

This paper proposes that the Transport Board meets during week four of the MCA eight-week cycle. This will allow any decisions requiring escalation to the MCA due to the value exceeding the delegation, to progress through the decision making process in a timely manner. The proposed dates are suggested below.

## 2.4

Proposed Transport Board dates (week 4 of the 8-week cycle)	MCA Date (week 8 of the 8-week cycle)
26/08/19 – 30/08/19	23/09/19
21/10/19 – 25/10/19	18/11/19
*30/12/19 - 03/01/20	27/01/20
24/02/20 – 28/02/20	23/03/20
04/05/20 – 08/05/20	01/06/20
29/06/20 – 03/07/20	27/07/20
24/08/20 – 28/08/20	21/09/20
19/10/20 – 23/10/20	16/11/20

\*potentially move to week 2 or 5 to avoid Christmas and new year period.

## 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 but to note, it is planned that there will be a review of arrangements after 6 months of meetings.

## 4. Implications

### 4.1 Financial

The delegation limit from the MCA to the sub boards is set at 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 have been captured in the MCAs Constitution and elements of the LEPs governance framework and came into force on 1<sup>st</sup> April 2019.

### 4.3 Risk Management

Strong governance arrangements in the Sheffield City Region are an important mechanism in managing a number of corporate risks. This reflects 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

In line with the LEP's Diversity Policy equality and diversity has been taken into consideration in the composition of the Thematic Boards.

## 5. Communications

- 5.1 The roles and responsibilities of the new Thematic Boards are explained in the SCR Assurance Framework and the MCA Constitution which is published on the SCR website. All meeting papers, minutes and membership of the Thematic Boards will be published on the SCR 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 – MCA paper on revised governance arrangements
- Appendix 2 - 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: