

Updated Terms of Reference – Nov 2019

Bristol One City Transport Board

Title: Terms of reference

Purpose: The purpose of the group is to oversee/guide the implementation the One City Plan and oversee the delivery of partnership activity aimed at tackling priorities identified within the Transport Element of the One City Plan across Bristol.

As ambassadors for Bristol: the Bristol One City Transport Board will support the City Office's overall aim so that *"In 2050, Bristol is a fair, healthy and sustainable city"*. It will champion, initiate and drive forward projects and initiatives within Bristol that contribute to achieving a net-zero carbon, inclusive and connected transport network from which all will benefit.

Role of the Board: The Bristol One City Transport Board will:

- Act at a strategic level to help oversee transport elements of the implementation and delivery of the Bristol One City Plan
- Oversee implementation, delivery and evolution of the Bristol Transport Strategy
- Support the West of England Combined Authority on transport policies and delivery of the Joint Local Transport Plan to ensure that the Joint Local Transport Plan (JLTP 4) delivers real benefit for the residents of Bristol and the wider West of England.
- Offer advice and/or recommendations to the Mayor of Bristol, The Cabinet member for Transport and/or other stakeholders on decisions on transport related matters, including the allocation of regional and central government funding and investments, and funding bids, and other relevant businesses or organisations, as appropriate
- Liaise with other Bristol One City Boards on matters impacted by and affecting the transport agenda, and offer advice and make recommendations on these matters
- Engage stakeholders with the Bristol One City Plan and its associated projects
- Convene and enable sub groups to meet on a task and finish basis to investigate issues as required
- Receive reports from the Council and other relevant stakeholders, businesses or organisations as appropriate
- Work closely with regional, sub regional and national stakeholders

Decision Making: The Board has no formal decision-making power, however, The Mayor, and the Cabinet Member for Transport may receive recommendations and/or take advice from the Board.

Delegation and working with others: The Board may consider national and local developments and will avoid duplicating the work of other bodies. Board Members will use their involvement in other forums to ensure greater coordination and coherence across the city.

The Board will oversee Task and Finish Groups, to undertake work on identified priorities. These groups will reflect the decision making of the Board and report regularly on activity and progress. The Board will support partners with their strategic planning for transport, to broaden perspective, maximise resources and create new opportunities. Board Members may be asked to take a lead role for key aspects of work and/or represent the Board.

Co-Chairs: Melanie Watson, Transport Focus and Cllr. Kye Dudd – Cabinet Member with responsibility for Transport, Energy & New Green Deal

Frequency of Meetings: A minimum of four times a year.

Membership: A core group of circa 14 - 18 invited members that specifically represent key transport sectors and relevant stakeholder networks within Bristol, this will be reviewed annually and can contract, expand and respond to changing circumstances. Board members will have proven ability to convene, influence, champion and bring different organisations together to deliver outcomes for the city.

Substitution for Meetings: Substitution will be by exception only.

Equality and Diversity: The Board will recognise and encourage the valuable and enriching contribution that people from all backgrounds and experiences bring to the city and make an effort that membership of the board is reflective of the city. All individuals should be treated on the basis of merit and without prejudice. The Board therefore, aims to actively promote equality of opportunity and freedom from discrimination on grounds of age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, part-time worker, language, union activity, and an individual's health status. We will strive vigorously to remove conditions which place board members at a disadvantage and will actively challenge bigotry and discrimination.

Attendance by Non-Board Members: Invitations may be extended to non-Board members, where their input or advice supports the discussion taking place at the meeting.

Communication and Engagement: The City Office will take a supporting role in communication of transport issues to engage citizens and partners in priorities agreed by the Board. Board members are encouraged to disseminate communications and encourage engagement within their areas of influence.

Any requests from the media for either information or comment should be directed to the co-chairing Councillor. Board members are free to comment themselves upon board matters should they so wish; however it should be made clear that they are commenting in their personal capacity, should they choose to do so.

Public authorities are required to disclose information that they hold upon request, subject to the provisions of the relevant legislation (Freedom of Information Act 2000 'FOIA' /Environmental Information Regulations 2004 'EIR'), which permit certain types of information to be withheld.

The Council has decided to adopt the approach that the Transport Board is subject to FOIA/EIR. It is thought probable that the Information Commissioner's Office ('ICO') would reach this view, if ever required to make a determination, but that it would be sensible to adopt this position from the outset for purposes of both transparency and uniformity. It is proposed that the Council will co-ordinate responses to requests. Requests may well come to the Council in the first instance anyway, but if you do receive a request, please send it to complaints.feedback@bristol.gov.uk.

Review: The Board will keep the purpose of its work, priorities for action and governance structure under review.

Access to information about the Board: A list of members and Agendas for all meetings will be available on the Bristol One City Website. A summary of the discussion, key recommendations and / or conclusions may be provided after each meeting.

Communication of Conclusions: The Transport Board meeting recommendations, conclusions and / or actions shall be communicated to the appropriate organisation for their due consideration.

Declaration of Interest:

All members of the Board must complete a register of interests, and declare any items under discussion that are of direct or indirect personal or professional pecuniary or non-pecuniary interest.

Confidentiality: Sensitive Information that is provided to the Board such that the Board can make informed and timely recommendations to the Mayor of Bristol, The Cabinet member for Transport shall be kept confidential. The Board will operate according to 'Chatham House' rule, under which information disclosed during a meeting may be reported by those present, but the source of that information may not be explicitly or implicitly identified. At times the Board may flag items as confidential, and these shall remain so unless and until agreed otherwise.

One City Principles for the 6 Thematic Boards:

- To ensure that all activity is enabling the delivery of the full 2050 vision
- Inclusion and increasing diversity are at the core of all activity and at the heart of the culture of each board
- Commitment to breaking down silos between sectors and that key decisions are taken with consideration to other boards
- Open communications between thematic boards when tackling systemic challenges or maximising opportunities
- Responsibility for reviewing and updating the One City Plan on an annual basis; this includes to their specific thematic section but also reviewing other strands for cross-cutting activity
- Each board has a responsibility for ensuring that activity is aligned to achieving the 2050 thematic vision and priorities.

- A representative from each board is to participate in the quarterly monthly multi-board sessions to enable a culture of cross-sector working and report key offers and asks to the city leaders breakfast group

November 2019

EXISTING Terms of Reference for the Bristol Transport Board

Purpose

- To act at a strategic level to oversee the Implementation and Delivery of Bristol's Transport Strategy
- To receive reports from the City Council Transport Team and other stakeholders and to make recommendations to the Mayor and Cabinet
- To comment on the delivery plan for the Transport aspects of the City Councils Service Plan which delivers the Five Year Business Plan
- To oversee progress against the Bristol Transport Plan and provide recommendations on all plans and policies
- To offer advice to the Mayor and to inform cabinet decisions on transport related papers submitted to the cabinet
- To offer advice and make recommendations on the Capital Programme
- To offer advice on Transport related funding bids and the allocation of government/WECA investments
- To offer advice to the Mayor on transport issues affecting the city and sub region including on national transport policy matters
- To commission sub groups to meet on a task and finish basis to investigate issues as required
- To be part of the City Office structure assisting the Mayor's office in delivery.

Scope

- All transport related matters that come under the responsibility of the Mayor and City Partners
- Any additional transport related matters that the Mayor identifies
- To work closely with WECA on Transport policies and plans to ensure Bristol's residents derive the maximum benefit from the outcomes
- To support sustainable transport which promotes inclusive economic growth, a Clean Air strategy and drives environmental innovation in transport
- To consider issues within the Travel to Work Area for Bristol, which affects the prosperity and functioning of the city