

Enhanced Partnership Board – Terms of Reference

The Board will have the following initial terms of reference:

Purpose

The Enhanced Partnership (EP) Board has been established to oversee the Cheshire East Enhanced Partnership. The purpose of the EP Board is therefore to:

- Ensure successful delivery of EP Schemes (time, cost and quality)
- Provide technical project direction and scrutiny on interventions
- Resolve any issues escalated by the EP Forum

Role & Remit

The role of this board is to:

- Monitor the progress of the Enhanced Partnership in delivering the EP Scheme and BSIP
- Agree a forward plan of work including any feasibility studies, business case preparation, design, public consultations and impact assessments
- Ensure the Enhanced Partnership Scheme and BSIP documentation is robust and ready for future funding opportunities
- Coordinate scheme variations where necessary (subject to the bespoke voting procedure of the Enhanced Partnership Board)
- Monitor the effectiveness of any future implemented Schemes in achieving the EP Scheme and BSIP objectives
- Review proposals brought to the board for changes to the EP Plan and Scheme and once content initiate the required process to make proposed changes/variations
- Liaise with the EP Forum on the forward work programme

The Board shall be entitled to keep under review these terms of reference and further develop them. The Board are responsible for all decisions relating to administration of the affairs of the Board including frequency of meeting, requests for the attendance of individuals and representatives of organisations and the manner in which the affairs of the Board are made to all Operators and interested parties.

Enhanced Partnership Board – Summary Extracts

The Cheshire East Enhanced Partnership Board will be the decision-making body of the Enhanced Partnership.

Certain decisions of the Board may constitute Enhanced Partnership Scheme Variations if the requirements are met. Membership of the Board will comprise the following representatives:

- **Four Bus Operators (4 votes):**
 - Two Large Operators
 - Two Small Operators
- **Four Cheshire East Borough Council representatives (2 votes):**
 - Two Council Members:
 - Chair of Highways and Transport Committee
 - Vice Chair of Highways and Transport Committee
 - Two Cheshire East Council Officers:
 - Head of Highways
 - Head of Strategic Transport and Parking

Under the Cheshire East Council constitution the LTA's votes are vested in the Officers and will be exercised in consultation with the Councillors, as described in the protocol.

The Chair of the EP Board will be a member of the Board (i.e. Operator, Councillor or Council Officer) and will be confirmed by all Board members annually.

Board meetings will require a quorum attendance of one Bus Operator per category (one Large and one Small) and two Council representatives (with a minimum of one Officer). An Operator representative may, if necessary, arrange for an alternate or deputy from the same category to participate with voting rights.

Cheshire East Borough Council will provide a secretary for Board Meeting arrangements and minuting.

Operator representative selection

Operators representing each of the categories of Operator Membership above will be invited to self-nominate or nominate other willing operators in writing to the secretary for the Enhanced Partnership Board (care of Cheshire East Borough Council Democratic Services) prior to each Forum AGM.

Where there are more than two nominees for a single category, all Bus Operators in the same category will be given the opportunity to vote by secret ballot undertaken among those present at the Enhanced Partnership Forum AGM for a preferred representative.

Voting will be on the basis of one vote per Operator (where Operators are part of the same holding company or group, they will only be entitled to one vote between them). Operator representatives will be reselected on an annual basis.

The voting procedure for membership selection will be a simple majority and be administered by the Council. Where there is a tie, a run-off vote will take place between the leading tied Operators.

In the event that a Forum AGM ballot fails to select Operator representatives for one or more Operator category, the default Operator objection mechanism set out in the Enhanced Partnerships and Schemes (Objections) Regulations will be used to determine the views of Operators in that category for the purposes of Board votes (in terms of objection or otherwise to the proposals).

Operator representatives will be acting on behalf of all Operators in that category, not on behalf of their own company alone. Representatives will be responsible for ensuring attendance at all Enhanced Partnership Board meetings in that year, and ensure they have:

- fully reviewed and understood all meeting papers in advance of attendance,
- the required mandate from the Operators they represent. **Protocol for Enhanced**

Partnership Board Members

Members on the Board must ensure:

- all decisions must be within the Cheshire East Council's agreed Policies
- decision-making will be by consensus not by vote
- the Chair will ask the Councillor representatives for their view first before asking the LTA Officer
- if agreement between Councillors and Officers cannot be reached, then the matter will be referred to the Highways and Transport Committee for advice, before returning to the EP Board.
- if agreement is reached, then the Director of Highways and Infrastructure will formally record their decision and a copy of this will be retained within the minutes of the meeting. No formal decisions can be taken at the meeting unless the Director of Highways (or delegated officer) is present.

Meeting Observers

Any other Bus Operator and Council representatives will be able to attend the Board meetings as observers but will not have the right to vote.