

East West Main Line Partnership Strategic Board

6 October 2022

Agenda Item 9 annex 1 Draft Partnership terms of reference

1. Purpose

- 1.1. The East West Main Line Partnership champions the ambition for East West Rail by promoting and supporting the delivery of a strategic railway connecting East Anglia with Central, Southern and Western England and, potentially, South Wales.
- 1.2. The core areas of interest for the Partnership are set out in the Introducing the East West Main Line Partnership document (September 2021) which is available on our website. In short these are:
 - Delivery of the Oxford-Cambridge section (including link to Aylesbury) at the earliest opportunity
 - Coast-to-coast connectivity: Realising opportunities east of Cambridge to Norwich and Ipswich; and west of Oxford to Swindon, Bristol and South Wales
 - North-south connectivity: Including the Aylesbury link and opportunities for new journeys using intersection with radial main lines
 - Interchange and strategic transport hubs: Frictionless interchange, including with other modes
 - A 21st century main line: Ensuring East West Rail supports the environment and the communities it serves. This includes making it electrified and 'digitally-enabled' from the start (providing digital connectivity to nearby communities). It must also be built with communities at its heart – with appropriate mitigation during construction and operation, and quality local connectivity to stations when it is opened
 - Freight: Ensuring East West Rail contributes to the requirements of the national rail freight strategy, while ensuring that the impact on local communities of rail freight movements is minimised.
- 1.3. The Partnership will work with the government, the East West Railway Company, Network Rail, rail operators, sub-national transport bodies, local enterprise partnerships and other interested parties, to ensure that the full potential of East West Rail is realised in support of the delivery of economic growth while working towards a net zero transport system.

2. Membership

- 2.1. Membership of the Partnership is open to organisations, businesses and bodies that support its purpose.
- 2.2. Local authority members are classed as 'full members' and are required to pay an annual contribution (the level of fee depends on whether an authority is a district council or unitary/ local transport authority).
- 2.3. Other organisations invited to join the Partnership have 'ex-officio' status and may contribute to discussions.
- 2.4. The list of members is published on the website.

- 2.5. Membership applications are considered by the Partnership's Strategic Board at the first available opportunity after the application has been received by the Partnership's secretariat.
- 2.6. Upon an application for local authority membership being approved a new member (if local authority) is required to pay the contribution current at that time.
- 2.7. Where a new local authority joins the Partnership in the second half of the financial year, a reduction of 50% will be applied to the contribution for that year.
- 2.8. Membership of the Partnership shall be deemed to have ended if the annual contribution is not paid.
- 2.9. The interests of a local authority that is a member of the Partnership shall be represented by an elected member of that authority.
- 2.10. Each member organisation shall be responsible for advising the Partnership's secretariat of their nominated representative at the time of their application to join the Partnership and to update this as appropriate.
- 2.11. Each nominated representative can be supported at meetings by their officer/s in order to provide technical and/or professional advice.
- 2.12. The Partnership may agree to invite third party organisations to be ex-officio members of the Strategic Board.

3. The Strategic Board

- 3.1. Meetings of the Partnership shall be held to conduct its business: these are known as meetings of 'the Strategic Board'.
- 3.2. All members of the Partnership are eligible to attend and participate in meetings of the Strategic Board.
- 3.3. Where the nominated representative of a Partnership member is unable to attend a meeting of the Strategic Board, a substitute may attend and represent that organisation.
- 3.4. Only members and ex-officio members of the Partnership may attend meetings of the Strategic Board: however the papers and minutes of the Strategic Board are matters of public record and are published on the Partnership's website.
- 3.5. The Strategic Board will be responsible for:
 - Monitoring progress with the delivery of the agreed work programme
 - Considering issues arising from the agreed work programme
 - Responding to requests from the Department for Transport, the East West Railway Company, Network Rail and Great British Railways
 - Commissioning work to support the future development of East West Rail as appropriate, for example as outlined in the 'Purpose' section
 - Considering applications to join the Partnership
 - Any other issue identified by the Chair as being consistent with the Partnership's purpose.
- 3.6. The Strategic Board will conduct its business at all times with a view to securing a collective position on issues through consensus.
- 3.7. Where the Partnership has an agreed collective position members should support this through the principle of collective responsibility.
- 3.8. The principle of collective responsibility does not preclude individual members making representations on any other issue.
- 3.9. If the Chair determines that it is appropriate for the Strategic Board to hold a vote on a specific issue each current local authority member of the Partnership shall be entitled to participate in that vote: all votes carry equal weight.
- 3.10. Local authority members (including substitute members) of the Partnership are entitled to vote at meetings of the Strategic Board. Ex-officio members of the Strategic Board do not have voting rights.
- 3.11. Meetings of the Strategic Board will take place remotely unless otherwise agreed by the Board.

4. Annual General Meeting

- 4.1. The Strategic Board will hold an annual general meeting in March (or as near to March as scheduling permits).
- 4.2. The Annual General Meeting shall, as a minimum:
 - a) Elect the Chair and Vice-Chair for the forthcoming year
 - b) Receive the report on the Partnership's finances
 - c) Set the Partnership contribution for the forthcoming year
 - d) Discharge any other business deemed as being relevant by the Chair.

5. Chair and Vice-Chair

The Chair and Vice-Chair:

- Must be from a local authority that is a current member of the Partnership
- Are elected on an annual basis
- Are eligible to stand for re-election
- Must stand down from the role if they have served in the role for a continuous period of three-years.

6. Secretariat and accountable body

- 6.1. England's Economic Heartland provides officer support and secretariat functions for the Partnership. This is overseen by the Managing Director of England's Economic Heartland.
- 6.2. Buckinghamshire Council is the Accountable Body for both England's Economic Heartland and the East West Main Line Partnership.
- 6.3. Buckinghamshire Council will, on behalf of the Partnership, collect all relevant financial contributions due.
- 6.4. The Partnership will pay a contribution towards EEH's costs to be determined at the annual general meeting.
- 6.5. The secretariat undertakes a wide range of activities in support of the Partnership, including:
 - Managing the work of the Partnership – including arranging and supporting meetings
 - Managing the Partnership's media work and promoting the project more widely
 - Engagement in meetings with Network Rail and Department for Transport relating to the detailed development of the project
 - Commissioning and managing bespoke pieces of technical work on behalf of the Partnership
 - Maintaining records of 'Work in Kind' undertaken by Partnership members and submitting details to the Department for Transport

7. Eastern Section Board

- 7.1. The Partnership has an Eastern Section Board which oversees progression of the case for East West Rail to be extended to Ipswich, Norwich (and potentially beyond).
- 7.2. The Chair and Vice-Chair of the Eastern Section Board must be a local authority member of the Strategic Board.
- 7.3. Membership and working practices of the Eastern Section Board are at the discretion of the Eastern Section Board members.
- 7.4. Transport East provides the secretariat for the Eastern Section Board.
- 7.5. The Strategic Board will have a standing item for the Chair of the Eastern Section Board to provide an update on its work.

8. Sub-groups

- 8.1. At the Strategic Board's discretion other sub-groups may be established around a particular issue.