



England's Economic Heartland Sub-national Transport Body Governance Framework

1. Context

- 1.1. Sub-national transport bodies (STB) are established under the terms of the Cities and Local Government Act 2008, as modified by the Local Transport Act 2016.
- 1.2. EEH was established in autumn 2014 on the initiative of local political leaders in response to their understanding that:
 - Strategic infrastructure issues (and solutions) extend beyond any one single local transport authority area
 - Issues that are common to one or more areas can benefit from a co-ordinated response, and that in so doing it is possible to achieve change and realise efficiencies
 - Delivery of a sustainable transport system is dependent upon the integration of investment by government, its arm-length bodies, local authorities, as well as infrastructure owners and service providers
- 1.3. These guiding principles continue to underpin the work of EEH and reflect the commitment amongst political and business leaders to harness the benefit of collaborative working to unlock added value that benefits residents, communities, and businesses.
- 1.4. Central to the ethos of EEH is the understanding that its work complements the powers, responsibilities, and accountabilities of its partners. As a partnership the added value of collaborative working is to speak with one voice on issues of genuine strategic interest.
- 1.5. EEH was recognised by the Department for Transport as an STB in 2016 and benefits from the receipt of funding from the DfT in support of that role.

2. Purpose

- 2.1. As the region's sub-national transport body, England's Economic Heartland is tasked with providing leadership on transport issues of strategic interest, more specifically it:
 - Prepares, publishes, and maintains the regional evidence base upon which the regional transport strategy is prepared
 - Prepares, publishes, and oversees implementation of the regional transport strategy
 - Publishes and keeps under regular review the prioritised investment pipeline that flows from the transport strategy
 - Monitors and reports on progress with the implementation of the regional transport strategy
 - Uses the published regional transport strategy to inform the investment programmes of national agencies and infrastructure owners to support its delivery



- Undertakes reviews of the regional transport strategy as appropriate, and at least every five years

- 2.2. England's Economic Heartland works closely with adjoining sub-national transport bodies on issues of common interest. It is also an active member of the wider network that brings together all of England's seven sub-national transport bodies.
- 2.3. As the region's sub-national transport body, England's Economic Heartland works closely with the Greater London Authority and Transport for London on issues of common interest

3. Membership

- 3.1. The members of England's Economic Heartland are the relevant transport authorities, specifically unitary councils, county councils and the Cambridgeshire and Peterborough Combined Authority.
- 3.2. However, in providing leadership on strategic transport it is essential that membership of the STB reflects the need to have a strong and effective working relationship with other sub-national groupings, including but not limited to the Oxford to Cambridge Arc; and with sub-regional groupings, such as growth boards.
- 3.3. Membership of the sub-national transport body shall be:

Local transport/highway authority	Member
Sub-regional growth boards *	Associate member
EEH Bus Operators Association	Associate member
Department for Transport	Observer
Highways England	Observer
Network Rail (to become Great British Railways)	Observer

*Note: for Swindon the appropriate body is the Swindon and Wiltshire LEP.

- 3.4. Associate members and observers are entitled to participate in meetings. Only members are entitled to vote.

Appointments to the Sub-national Transport Body

- 3.5. At the start of each municipal year the leader of each transport authority will nominate their representative to the sub-national transport body for the following 12 months.
- 3.6. Each leader will also nominate a substitute who, in the absence of the named representative, may attend meetings of the sub-national transport body and represent the views of the transport authority. Substitute members have the same rights of speaking and voting at the meeting as the nominated member.
- 3.7. Representatives appointed to the sub-national transport body will be expected to represent the view of the appointing organisation. They shall also be responsible for ensuring that their authority is kept briefed on the work of the body and decisions made.
- 3.8. In agreeing to work collaboratively as the sub-national transport body, individual authorities retain the roles and responsibilities as transport authorities. It is also recognised that individual authorities retain the ability to work collaboratively with other partners/groupings on other issues where that is appropriate.
- 3.9. At the start of each municipal year the chair of the sub-regional growth boards will be invited to nominate their representative to the sub-national transport body for the following 12 months.
- 3.10. At the start of each municipal year the chair of the Swindon and Wiltshire LEP will be invited to nominate their representative to the sub-national transport body.
- 3.11. The sub-national transport body may co-opt representatives from other organisations to its membership where this is appropriate and where their participation is seen as adding value to its work. The duration of a co-opted member's appointment will be determined by the body at the time of the appointment.

Declarations of Interest



- 3.12. Normal rules as to declarations of interest and conflicts of interest will apply to all elected members in accordance with their respective local authority's code of conduct.
- 3.13. Elected members appointed to the sub-national transport body are required to identify at the start of the municipal year any specific declarations of interest relevant to the function of the body. The EEH business unit will maintain a register of interests declared by members of the body.
- 3.14. Elected members shall at the start of each meeting identify any additional interests where these are pertinent to items on the agenda of that meeting. These will be recorded in the meeting minutes.

4. Appointment of Chair and Vice-Chair

- 4.1. The members of the sub-national transport body shall elect a Chair and Vice-Chair at the first meeting of the municipal year. The Chair and Vice-Chair must be nominated and elected representatives from a transport authority.
- 4.2. The Chair and Vice-Chair may serve up to a maximum of two consecutive years, at which point they will be required to stand down as chair or vice-chair. An elected member who has served two consecutive years may put themselves forward for consideration again as chair or vice chair but only after a minimum period of two years has elapsed.
- 4.3. The Chair will represent the interests of the sub-national transport body in national and other sub-regional activity and decision making. Where the Chair is unavailable, he/she may delegate representation and decisions to the Vice-Chair.

5. Meetings

- 5.1. Meetings of the sub-national transport body will be held quarterly as a minimum. Additional meetings will be arranged with the agreement of the Chair if required.
- 5.2. The Chair shall be responsible for conducting the business of the sub-national transport body. In the absence of the Chair this responsibility will pass to the Vice-Chair.
- 5.3. The EEH business unit will provide the administrative and secretariat support to the sub-national transport body. The chief officer of the EEH business unit will work with the Chair and Vice-Chair to ensure that the agenda for each meeting supports the delivery of the agreed programme of work.
- 5.4. All papers and meetings of the governance structure to oversee the sub-national transport body will be held in public, with all interested parties able to attend meetings.
- 5.5. Papers for each meeting will be issued one calendar week in advance of the meeting and will be published on the EEH website.
- 5.6. The Chair may seek the agreement of the members of the sub-national transport body for consideration of specific items to be undertaken in 'closed' session. In such circumstances the Chair shall set out to the body the reasons as to why a closed session is appropriate: this may include the need to consider issues that are of a commercial or sensitive nature.
Right of Address
- 5.7. Interested third parties may request the opportunity to address the sub-national transport body in respect of any item on the body's agenda, or in respect of an issue pertinent to the work of the sub-national transport body. Where an interested third party addresses the body, they will be limited to a maximum of five minutes per organisation.
- 5.8. Requests to address a meeting of the sub-national transport body must be submitted to the EEH business unit in advance and should be received no later than two working days before the meeting is held.
- 5.9. The EEH business unit will advise the Chair of any requests to address the meeting. The Chair will have the right to defer a request to address the body if they think such a deferment is appropriate.
- 5.10. The Chair, may in exceptional circumstances, agree to accept a request to address a meeting made from the floor at the start of that meeting.
- 5.11. Interested third parties may be invited to participate in meetings of the sub-national transport body where this adds value to the body's debate on a specific issue.



Sub-Groups/Task and Finish Groups

- 5.12. The sub-national transport body may establish sub-groups and/or time-limited task and finish groups where this is appropriate to address specific issues. Such groups will be member-led and may involve interested third parties where their participation adds value to the work of the group.

6. Decision Making

- 6.1. Each full member of the sub-national transport body shall have a vote. The Chair of the body will have an original but not a casting vote.
- 6.2. For decisions to be quorate, the body must have representation from at least 50% of members with voting rights, either members of the body or their delegates.
- 6.3. In the interim period between body meetings, the chair shall have delegated responsibility to make any decisions that require urgent attention. All decisions made shall be reported back to the subsequent meeting of the body.

7. Ways of Working

- 7.1. The members of the sub-national transport body will:
- Consider and agree the annual business plan for the body, based on advice received from the chief officer of the EEH business unit
 - Consider and agree the level of local contribution payable by each local transport/highway authority in support of the work of the sub-national transport body
 - Consider and agree a three-year medium term financial plan, based on advice received from the chief officer of the EEH business unit and updated on an annual basis
 - Maintain a register of strategic risks in so far as they relate to the work of England's Economic Heartland as the sub-national transport body
 - Receive a monitoring report from the chief officer of the EEH business unit on progress with delivery of the annual business plan
 - Publish an annual report at the end of each municipal year summarising the work of the sub-national transport body
- 7.2. The annual business plan will be finalised in the final quarter of each municipal year and be consistent with the overall budget available for the subsequent municipal year.
- 7.3. The level of local contribution will be finalised in the final quarter of each municipal year, payable in the first quarter of the next municipal year to which it applies.
- 7.4. England's Economic Heartland will publish an annual report at the end of each municipal year summarising the work of the sub-national transport body.

Access to Technical Work and Tools

- 7.5. The technical work and tools commissioned by EEH as the sub-national transport body will be freely available to all members of the body. Members may in turn, in consultation with the EEH business unit, arrange for organisations working on their behalf to have ready access to the technical work and tools.
- 7.6. As the sponsoring department within government, the Department for Transport will have free access to the technical work and tools commissioned by the sub-national transport body.
- 7.7. The chief officer for the EEH business unit may determine that additional third parties shall have access to the technical work and tools commissioned by the sub-national transport body. In these circumstances the chief officer may determine it appropriate to recover reasonable costs incurred with providing such access.

Additional Commissioned Work

- 7.8. The accumulated knowledge, experience and expertise held within the EEH business unit provides the members of the sub-national transport body with a technical capacity and capability upon which members of the body may draw.



7.9. Additional work, beyond that agreed in the annual business plan, may be undertaken by the EEH business unit subject to the scope of that work being agreed the chief officer and the funds required to undertake the work being available.

8. Accountable Body

8.1. England's Economic Heartland is a strategic collaborative partnership. The members of EEH will ensure that arrangements are made for there to be an accountable body.

8.2. The accountable body shall:

- Undertake S151 and monitoring officer duties on behalf of England's Economic Heartland
- Be responsible for collecting and holding all funds associated with England's Economic Heartland – including monies from DfT and partner organisations
- Host the EEH business unit on behalf of the partnership

8.3. The accountable body shall ensure that, within the funds associated with England's Economic Heartland, a reserve is identified sufficient to cover current liabilities associated the work of the EEH business unit.

9. Technical and Administrative Support

The EEH business unit

9.1. The business unit is a dedicated lead established to support the work of England's Economic Heartland. Led by its chief officer it is responsible for ensuring the agreed annual business plan is delivered in a timely and cost-efficient manner.

9.2. The business unit shall provide the administrative and technical support to the sub-national transport body. It may also provide administrative and technical support to other groupings where this is consistent with the purpose of England's Economic Heartland. The chief officer may, where it is appropriate, recover any additional costs incurred in providing such support to other groupings.

9.3. Contracts of employment for staff employed by the EEH business unit shall be held by the accountable body unless otherwise agreed by the chief officer.

Transport Officer Group

9.4. To aid and inform the delivery of the work programme associated with the annual business plan the EEH business unit shall convene the Transport Officer Group.

9.5. The Transport Officer Group shall comprise representatives from all members of the sub-national transport body, including associate members and observers. In addition, it may include representatives from third parties where this will bring added value.

9.6. The Transport Officer Group shall be chaired by a representative drawn from its membership. The chief officer of the EEH business unit shall work with the chair of the Transport Officer Group to ensure that the work of the group supports the delivery of the agreed annual business plan.

9.7. The work of the Transport Officer Group is to provide informed advice and input into policy development. The output of the group's work will either feed into papers presented to the sub-national transport body, or in technical work subsequently published on the EEH website.

9.8. Meetings of the Transport Officer Group are not held in public and papers considered by the meeting are not public documents.

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