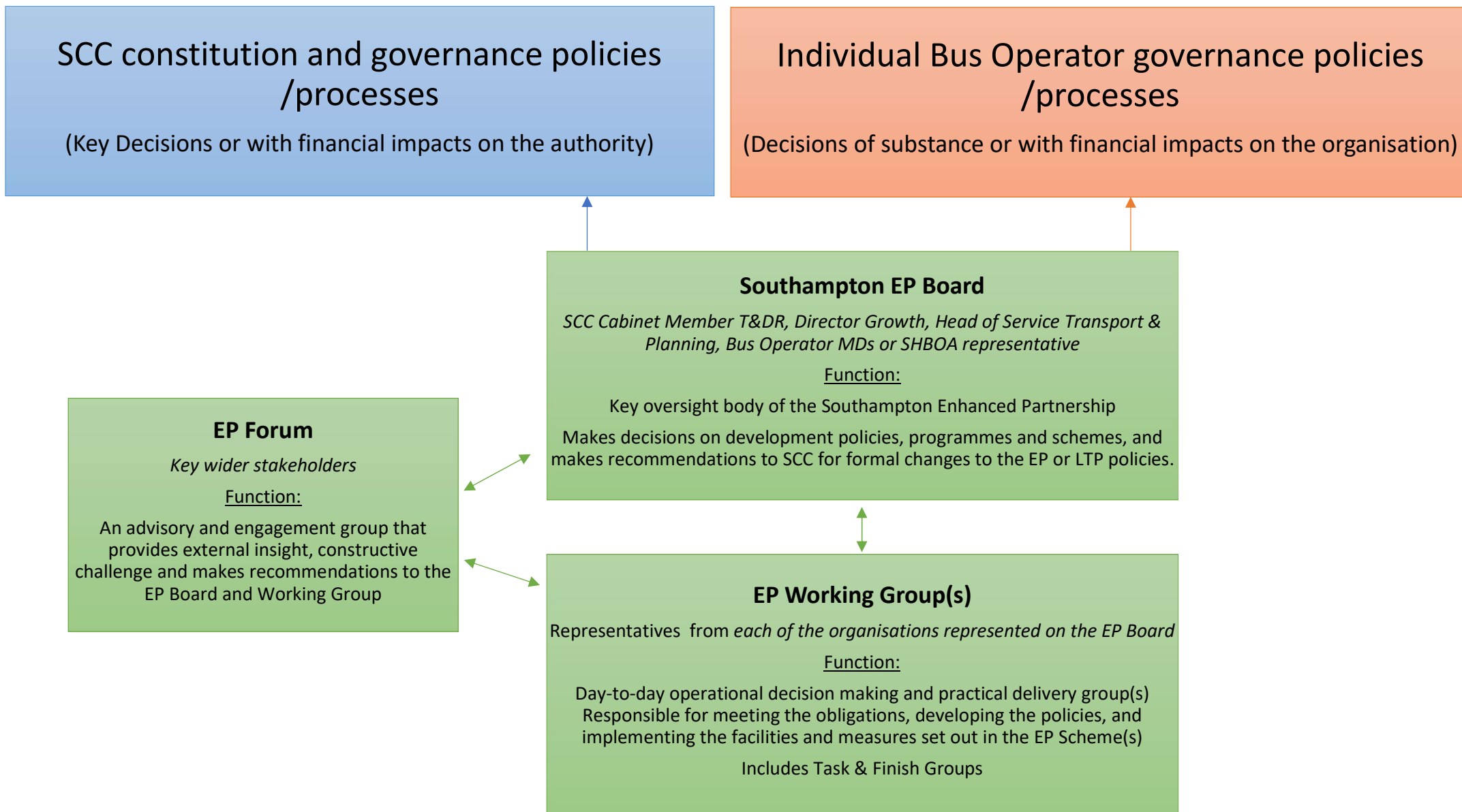
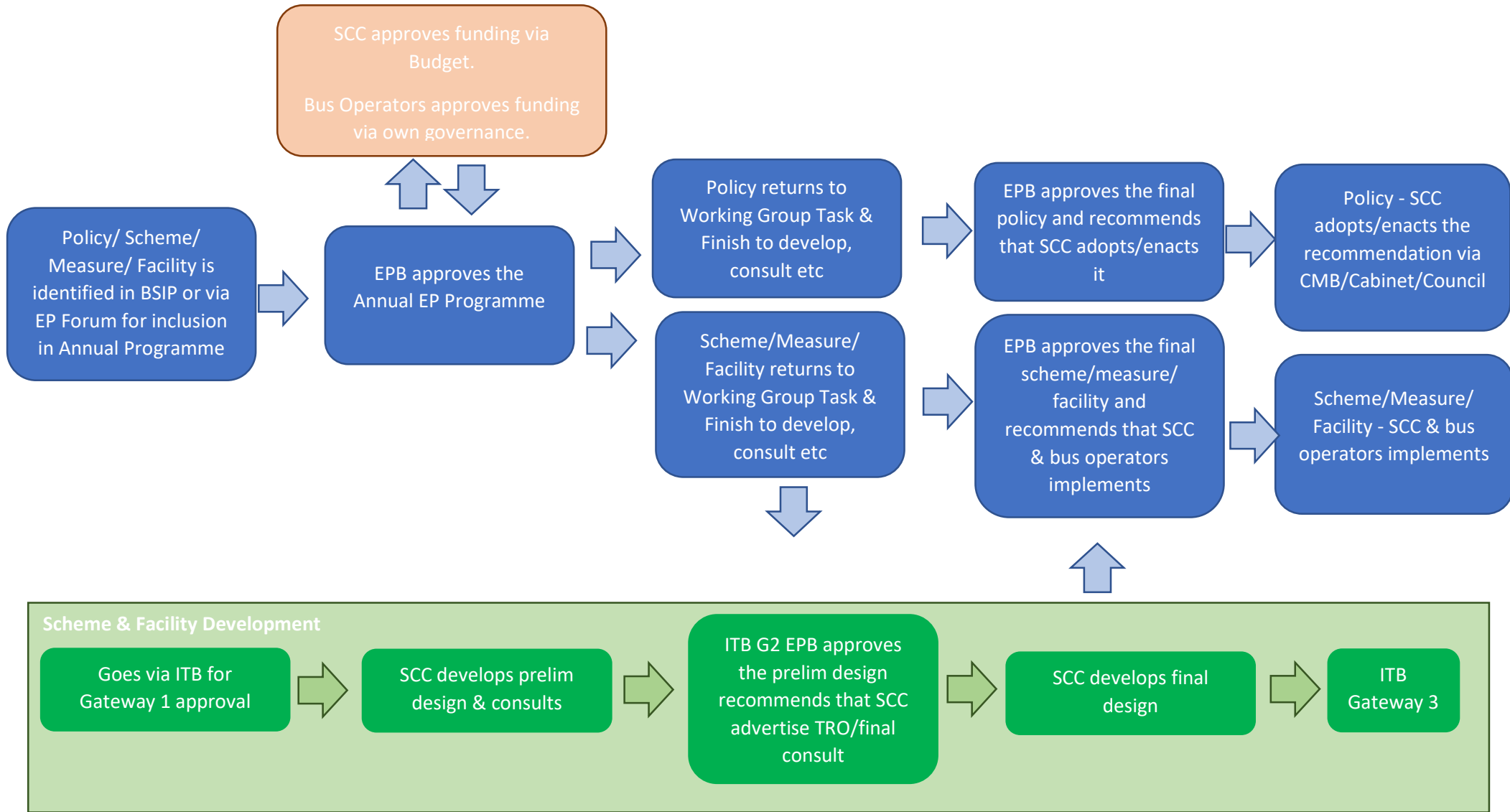


# Southampton Enhanced Partnership Terms of Reference

## Governance chart:



# Southampton Enhanced Partnership Terms of Reference



## Southampton Enhanced Partnership Terms of Reference

| Name:              | The Southampton Enhanced Partnership Board (EP Board)  | The Southampton Enhanced Partnership Forum (EP Forum)   | The Southampton Enhanced Partnership Working Group(s) (EP Working Group(s))  |
|--------------------|--|---|--|
| <b>Summary:</b>    | The EP Board will be the key oversight body of the Southampton Enhanced Partnership.   | An advisory and engagement group that provides external insight, constructive challenge and makes recommendations to the EP Board.  | Provide opportunities for discussing issues and considering and developing proposals of all kinds affecting the Southampton bus network including bus services. Task & Finish Groups are set up to carry out specific areas of work. Responsible for meeting the obligations, and implementing the facilities and measures set out in the EP Scheme(s).  |
| <b>Membership:</b> | <ul style="list-style-type: none"> <li>• Southampton City Council Cabinet Member for Environment &amp; Transport</li> <li>• Executive Director for Growth, Southampton City Council</li> <li>• Head of Service Transport &amp; Planning, Southampton City Council</li> <li>• Two Managing Director or senior representatives from operators making up 20% or more of local bus services operated within the city, and will be reviewed annually (each March). Initially this will be the Go South Coast Managing Director</li> <li>• The Managing Director of one other bus company representing the remaining bus operators or South Hampshire Bus Operators</li> </ul> | <ul style="list-style-type: none"> <li>• Officer representative(s) from Southampton City Council</li> <li>• Representative(s) from all bus operators who operate local bus services in Southampton</li> <li>• Representative from University of Southampton (as owner of UniLink)</li> <li>• Representative(s) from local passenger train, express coach, and ferry operators</li> <li>• Representative(s) from Solent Local Enterprise Partnership and Solent Transport</li> <li>• Representative(s) from neighbouring authorities who provide funding towards the cost of supported local bus services</li> <li>• Representative(s) from the Southampton Bus Users and</li> </ul> | <ul style="list-style-type: none"> <li>• Officer representatives from each of the organisations represented on the EP Board and University of Southampton (as owner of UniLink Services).</li> <li>• In addition, from time-to-time other external organisations, including but not limited to, the LEP, TfSE, HCC and neighbouring Local Transport &amp; Planning Authorities may be invited to join the Working Group on an advisory basis for fixed periods to provide specialist expertise.</li> </ul> |

## Southampton Enhanced Partnership Terms of Reference

|                 |   |   |  |
|-----------------|---|---|--|
|                 | <p>Association (SHBOA). Initially this could be the Managing Director of First Solent or Xelabus, or a SHBOA representative</p> <ul style="list-style-type: none"> <li>• A representative of Hampshire County Council is invited as an observer (participating non-voting).</li> </ul>  | <p>Accessibility Forums (once established)</p> <ul style="list-style-type: none"> <li>• Representative(s) from local young peoples' forums/Child Friendly City</li> <li>• Representative(s) from Workplace Travel Plan network (max 2)</li> <li>• Representative(s) from Hampshire Police</li> </ul>  |  |
| <b>Chair:</b>   | Southampton City Council Cabinet Member for Environment & Transport and   | Officer representative from Southampton City Council  | Officer representative from Southampton City Council   |
| <b>Purpose:</b> | <p>To have a delivery overview of all the Enhanced Partnership projects that form part of the work programme arising from the Southampton EP Plan to ensure:</p> <ul style="list-style-type: none"> <li>• successful delivery of EP Schemes to time, cost and quality</li> <li>• provide detailed technical project direction and scrutiny on interventions</li> <li>• collaboration across the strategy</li> <li>• transparency</li> <li>• resolution of any issues escalated by the EP Working Group or EP Forum.</li> </ul> <p>The EP Board is also responsible for providing a clear strategic direction, support, confirm priorities and deal with any conflicts impacting the delivery of Southampton EP Plan</p> | <p>To engage with key stakeholders and provide an overview and update on progress being made with the EP work programme and other plans affecting local bus and community transport services to ensure:</p> <ul style="list-style-type: none"> <li>• engagement and collaboration with key stakeholders across the programme</li> <li>• information sharing</li> <li>• promotion of schemes</li> <li>• transparency</li> <li>• sharing best practice</li> <li>• quality and inclusivity through constructive challenge</li> </ul> | <p>To work together to deliver EP Schemes on the ground including monitoring progress and outcomes.</p> <p>The Working Group may establish Task and Finish or theme Working Groups. This includes Task &amp; Finish Groups to oversee larger or area/corridor specific projects, and may be joint with Hampshire County Council, for example infrastructure improvements on a particular corridor, in this case some bus operators may choose not to be a member if it is not of relevant to them.</p> |

## Southampton Enhanced Partnership Terms of Reference

|                     |   |   |  |
|---------------------|---|---|--|
|                     | <p>measures and policies for example in new development and planning proposals. Make recommendations to Southampton City Council, drawing on the Southampton Bus Service Improvement Plan regarding any proposed changes to the EP Plan and/or Scheme.</p>  |   |  |
| <p><b>Role:</b></p> | <ul style="list-style-type: none"> <li>• Monitor the progress of the Enhanced Partnership in delivering the EP Plan.</li> <li>• Review proposals brought to it by the Working Group in respect of Facilities, Measures and Requirements, and any accompanying evidence, and to be responsible for prioritising interventions for Facilities, Measures and Requirements proposed by Working Group against available funding as required.</li> <li>• Monitor the effectiveness of implemented Schemes in achieving the EP Plan objectives.</li> <li>• Vote on whether to proceed with making recommendations to Southampton City Council to implement such as change and, if deemed appropriate, recommend that Southampton City Council, applies its normal statutory powers as required to</li> </ul> | <ul style="list-style-type: none"> <li>• Contribute to the monitoring of progress towards EP Plan targets.</li> <li>• input into annual reviews/ updates of EP Scheme(s) and EP Plan.</li> <li>• provide oversight of progress with delivery of EP Scheme facilities and measures.</li> <li>• act as formal consultees to the future content and arrangements for the variation and revocation of the EP Scheme.</li> <li>• ensure collaboration, synergies and a shared direction is maintained.</li> <li>• determine stakeholder and engagement priorities.</li> <li>• identify partnership-wide engagement opportunities.</li> <li>• support the promotion of bus travel and associated initiatives.</li> <li>• provide input into any other related matter as appropriate.</li> </ul> | <ul style="list-style-type: none"> <li>• Measure progress towards EP Plan Programme.</li> <li>• Undertake reviews of the BSIP and EP documents.</li> <li>• Deliver the EP Scheme Facilities, Measures and Requirements.</li> <li>• Action requests from the EP Board</li> <li>• Develop proposals for future schemes and variations.</li> <li>• Discuss and develop programmes of preparatory work (feasibility studies, business case preparation, design, public consultations, impact assessments etc) for bus interventions that may be taken forward as Scheme variations or new Schemes. This will be undertaken in accordance with officer delegations and within agreed budget envelopes.</li> <li>• To carry out the monitoring and evaluation of the BSIP and EP Plan and Schemes and report every six months line with the BSIP.</li> <li>• To develop an Annual Bus User perception survey.</li> </ul> |

## Southampton Enhanced Partnership Terms of Reference

|  |   |  |  |
|--|---|--|--|
|  | <p>deliver any such change, amend the EP Plan and/or Scheme as appropriate.</p> <ul style="list-style-type: none"><li>• Liaise with the Working Group and review proposals brought to it by the Working Group for changes to the EP Plan and/or Scheme to provide direction as required, and if content initiate the required process to make such changes.</li><li>• Review, discuss and agree priorities for delivery of interventions to achieve the EP Plan through an Annual Programme.</li><li>• Liaise with Southampton City Council, and others, regarding potential bids to external bodies for funding and ensure as far as possible that such bids reflect the priorities of the EP Plan and Scheme.</li><li>• Liaise with the EP Forum and Working Group on the forward work programme.</li><li>• Liaise with Southampton City Council to respond to Government or other funding opportunities that may arise for delivery of bus service improvement interventions.</li><li>• Have the power to make recommendations to Southampton City Council and</li></ul> |  | <ul style="list-style-type: none"><li>• To develop and maintain the Southampton Bus Charter</li><li>• To work on annual reporting updates on the BSIP.</li><li>• Providing timely updates to the EP Board.</li><li>• Provide input into any other related matter as appropriate.</li></ul> |
|--|---|--|--|

## Southampton Enhanced Partnership Terms of Reference

|                                     |  |  |  |
|-------------------------------------|--|--|--|
|                                     | <p>request such recommendations are formally considered by Southampton City Council to implement any changes that may necessitate the variation to the EP Plan and Scheme or to adopt/change policies.</p> <ul style="list-style-type: none"> <li>• Champion the aspirations of the EP with local and regional stakeholders, national groups and Government.</li> <li>• Provide input into any other related matter as appropriate.</li> </ul>   |  |  |
| <p><b>Authority – Decisions</b></p> | <p>The Executive Director for Place will have delegated authority to agree decisions, following consultation with the Cabinet Member, within the scope of the EP and variations to it on behalf of the EP Board. The Council will give regard to the decisions recommended by the EP Board. However, decisions on policy changes, and public investment in bus services and infrastructure will continue to be made through City Council decision making processes. Decisions on private sector investment in the bus network would be made by the relevant bus company using their own corporate decision making processes.</p> | <p>The EP Forum does not have any formal decision-making powers because the role is primarily to influence and provide input into decisions.</p> | <p>The EP Working group(s) will have the ability to make operational level decisions (subject to normal City Council decision making processes) in order to deliver work on the ground as required by the EP Scheme.</p> |
| <p><b>Authority – Approval</b></p>  | <ul style="list-style-type: none"> <li>• The Board must consider the recommendations of the EP Forum and EP Working Group and provide feedback on</li> </ul>   | <p>N/A</p>   | <p>N/A</p>   |

## Southampton Enhanced Partnership Terms of Reference

|                                    |   |   |   |
|------------------------------------|---|---|---|
|                                    | <p>whether recommendations are adopted, amended, or rejected.</p> <ul style="list-style-type: none"> <li>• Where rejected, the Board must give reasons for rejection.</li> <li>• The Executive Director Place will be granted delegated authority to make variations to the EP in consultation with the Cabinet member and EP Board.</li> </ul> |   |   |
| <b>Authority – Recommendations</b> | <ul style="list-style-type: none"> <li>• The EP Board will be able to make recommendations to each of the board member organisations for investment in the bus network.</li> <li>• Recommendations can be made to the EP working group for new schemes or variations to be developed or considered.</li> </ul>                                  | <ul style="list-style-type: none"> <li>• The Forum will be able to make recommendations to the EP Board and the EP Working Group.</li> <li>• Proposed EP Scheme variations will be considered by the forum and if agreed by all bus operator representatives present, and Southampton City Council, will be put forward for consideration by the EP Board.</li> </ul> | <ul style="list-style-type: none"> <li>• The EP Working Group(s) will provide progress updates and make recommendations on higher level decisions to the EP Board.</li> <li>• The EP Working Group(s) will also consider proposed variations to the EP Scheme. Where appropriate these will be reported to the EP Board.</li> </ul> |
| <b>Review of membership:</b>       | <ul style="list-style-type: none"> <li>• The EP Board can agree to add new members to the Board if considered appropriate. Changes to the SCC Cabinet Member will need to be agreed through executive appointments through a Cabinet decision.</li> </ul>   | <ul style="list-style-type: none"> <li>• The EP Forum will review membership, at least annually and provision will be made to invite guests to attend specific meetings when it is considered appropriate.</li> <li>• Membership of the Forum can be modified using a bespoke variation mechanism.</li> </ul>   | <ul style="list-style-type: none"> <li>• The EP Working Group may invite guests to join meetings from time to time as appropriate. For example to provide expert advice or to support joint working across borders.</li> </ul>  |
| <b>Quorum:</b>                     | An EP Board meeting will require a quorum of three representatives, with a minimum of two operator and one Council representative present.  | There is no quorum requirement.   | There is no quorum requirement, but working groups should be made up of operator and Council representatives, and other stakeholders as required.   |



## Southampton Enhanced Partnership Terms of Reference

|                              |   |   |  |
|------------------------------|---|---|--|
| <b>Voting:</b>               | <p>Decisions will be made on a simple majority of all members of the EP Board present. Each member will be entitled to one vote. The chair will not have a casting vote. In the event that Members are unable to attend, they can delegate their voting rights to another attendee by notifying the Chair in advance of the meeting.</p>  | <p>Any votes taken on representations will be on a simple majority basis, based on those attending a meeting where an issue is considered. No formal objection process is proposed.</p>   | <p>Working Group representatives can make recommendations to the EP Board can be on a unanimous or qualified basis.</p>  |
| <b>Meeting arrangements:</b> | <ul style="list-style-type: none"> <li>• The EP Board will meet <b>quarterly</b> either virtually or in person as agreed by the EP Board Members and be managed by officers of Southampton City Council who will be responsible for notifying attendees, circulating papers and for convening additional non-scheduled meetings, for example, to deal with urgent issues.</li> <li>• In person meeting will usually be held alternatively between Southampton City Council offices and bus operators' offices</li> <li>• All information will be circulated electronically and notification will be by email.</li> <li>• EP Board draft minutes will be approved at the next EP Board meeting.</li> </ul> | <ul style="list-style-type: none"> <li>• The Forum will meet <b>at least twice per year</b> either virtually or in person as agreed by the EP Forum Members.</li> <li>• The EP Forum will be managed by officers of Southampton City Council who will be responsible for notifying attendees, circulating papers and for convening additional non-scheduled meetings, for example, to deal with urgent issues.</li> <li>• All information will be circulated electronically and notification will be by email.</li> </ul> | <ul style="list-style-type: none"> <li>• The EP Working Group(s) will <b>quarterly</b>, usually 4 weeks before the EP Board meetings, and at other times as required and will be managed by Southampton City Council.</li> <li>• Separate Task &amp; Finish Groups may be set up for larger or area specific projects for example infrastructure improvements on a particular bus corridor.</li> </ul> |
| <b>Reporting:</b>            | <p>Summary notes recording actions will be taken and made available on the City Council website.</p>  | <p>Summary notes recording actions will be taken and made available on the City Council website.</p>  | <p>N/A</p>   |

## Southampton Enhanced Partnership Terms of Reference

|                               |  |  |  |
|-------------------------------|--|--|--|
| <b>Resources and Budget:</b>  | The Board is responsible for agreeing proposals on how any funding should be spent subject to final approval via the City Council and the relevant bus companies' own decision making processes.   | N/A  | The working group must operate within the budgets set by the Board.  |
| <b>Treatment of Disputes:</b> | In the event of a dispute, the Chair should endeavour to find a resolution that will benefit the majority of members.  | In the event of a dispute, the Chair should endeavour to find a resolution that will benefit the majority of members.  | In the event of a dispute, the Chair should endeavour to find a resolution that will benefit the majority of members.  |
| <b>Review:</b>                | The EP Board will oversee a review of the EP Plan annually, monitor progress with the delivery of the EP Scheme every six months and can review specific elements of the scheme on an ad-hoc basis. The Executive Director for Place will be granted delegated authority to make variations to the EP Agreement following consultation with the Cabinet Member and the EP Board. | Once the EP Scheme is made, progress in its delivery will be reviewed by the EP Forum every six months following publication of data on progress towards targets, as required by the Southampton EP Plan – this will ensure any necessary action is taken to deliver the targets set out in the EP Plan. Southampton City Council will initiate each review.<br>The EP Forum can also decide to review specific elements of the scheme on an ad-hoc basis. The results of both formal and ad hoc reviews will be considered by the EP Board. | The EP Working Group will be responsible for gathering and preparing the relevant data and information to support the EP Forum and Board with the annual EP Plan review, six monthly EP Scheme progress review and any other ad hoc reviews on specific elements of the scheme as appropriate. |