

Dorset Local Enterprise Partnership

Connected Dorset Advisory Group
Terms of Reference

January 2021

1. Purpose

- 1.1. As a sub-group of the Strategic Infrastructure Committee focused on transport, the Connected Dorset Advisory Group ("Group") will help work towards achieving efficient and reliable systems that improve transport in Dorset.
- 1.2. The Group will bring together key partners in order to assist in promoting integrated, efficient and sustainable transport strategic priorities in the area.
- 1.3. The Group is a stakeholder group providing industry-wide views on activity that is progressing and adds value through member input and commitment to change agendas over time.
- 1.4. The Group acts in an advisory capacity to the Strategic Infrastructure Committee and complements existing Council meetings and sub-national groups that help define strategy and action around transport in Dorset.

2. Objectives

- 2.1. Act as a collaborative forum bringing together key partners to share strategic transport priorities and objectives and identify future transport infrastructure needs to support economic growth in Dorset.
- 2.2. To improve the suitability of the Transport Network across Dorset by providing a forum to increase business confidence in the reliability of connections to, from and within Dorset by road, rail, air and sea.
- 2.3. To advise the Strategic Infrastructure Committee how best to support economic growth through delivery of local transport outcomes.
- 2.4. To work closely and facilitate a partnership ethos with Local Authorities and Private Sectors Partners.
- 2.5. Provide information to inform discussion and influence decision making in transport infrastructure provision and investment in Dorset at a local, regional and national level.
- 2.6. Act as a forum to share best practice relating to transport infrastructure development and delivery.
- 2.7. Advise the Strategic Infrastructure Committee to respond to and where agreed act upon recommendations of commissioned transport infrastructure reports.
- 2.8. Identify potential external transport related policy changes that will impact on Dorset responding where appropriate.
- 2.9. Creating a coordinated effort towards ensuring network resilience.
- 2.10. To discuss coordinated approaches to future technologies and climate change requirements as the decarbonisation agenda develops through Department for Transport.

3. Status

- 3.1. The Group is established as sub-Committee to the Strategic Infrastructure Committee.

The Group is administered by Bournemouth, Christchurch & Poole Council

4. Membership

4.1. Representation

4.1.1. All business of the Group will be conducted in accordance with the Nolan Principles of Public Life (Appendix 1).

4.1.2. The Group will have a minimum membership of 8.

4.1.3. The role of business and third sector members is to represent the views and interest of private and community/voluntary sector businesses, with reference to particular sectors, business size and geographical area, whilst always ensuring that decisions are taken in the best interests of Dorset's business community as a whole.

4.1.4. Membership to include:

- Public: Local Authority representatives
- Board Members x 2
- Private sector. For example: Network Rail, Yellow Buses, Freight Transport Association, National Express, South Western Railway, Condor Ferries, Wyvern Cargo, Swanage Railway, Bournemouth Airport, Portland Port, Poole Harbour Commissioners, PRC Streamline Taxis, Go South Coast, Road Haulage Association, Casterbridge, First Group
- Advisors to the committee, such as representatives from Department of Transport, Highways England,

4.1.5. The Group will invite other parties to meetings as appropriate to provide specific expertise and advice

4.2. Chair

4.2.1. The Group Chair shall be a member of the Dorset LEP Board. A Deputy -Chair will be appointed within the first meeting.

4.2.2. Duties of the Chair will include:

- Leading the smooth and effective operation of the Group;
- To ensure timely advice and reporting relating to the work of the Group and any key issues that arise;
- To undertake activity as required according to the delivery plan and strategy.

4.3. Attendance

4.3.1. Group members are expected to attend not less than 75% of meetings over a twelve month period.

4.4. Conflict of Interest

4.4.1. The Group shall ensure that all conflicts of interest are fully disclosed.

4.4.2. The Secretariat shall maintain a Register of Members' Interests. Members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the Group, in response to any request for an update and on becoming aware of any new interest. The Secretariat will circulate a request for information about interests annually.

- 4.4.3. Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 4.4.4. Should an issue be discussed by the Group which presents a conflict of interest to a member, the member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Members' Interests. Such declarations shall be minuted.
- 4.4.5. Members shall not vote or participate in discussions on any issues on which they have registered an interest.

5. Meetings

5.1. Frequency

- 5.1.1. Group meetings will initially be held on a quarterly basis in a schedule that allows feeding into the Strategic Infrastructure meetings.
- 5.1.2. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is two weeks, to ensure that all members are afforded the opportunity to attend.

5.2. Papers

- 5.2.1. The agenda and papers for meetings will be issued at least 5 working days in advance of the meeting by the Secretariat.

5.3. Quorum

- 5.3.1. There should be a quorum of 60%.

5.4. Decision Making

- 5.4.1. The Group will make recommendations to the Strategic Infrastructure Committee. The decisions referred to within this section are related to recommendations and not strategic decisions on behalf of their organisation.
- 5.4.2. The Group shall operate on the basis of consensus.
- 5.4.3. In the event that a consensus cannot be achieved on a matter requiring decision, that decision shall be taken by vote and carried if it is supported by over 50% of those present.
- 5.4.4. In the event of a tied decision, the Chair of the meeting will cast the deciding vote.

5.5. Minutes

- 5.5.1. Meeting minutes shall be disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Committee at the next meeting.
- 5.5.2. Minutes shall be made publicly available on the Dorset LEP website. Minutes will be redacted where they contain personal information about individuals or commercially sensitive data or for good legal reason.

6. Performance Review

- 6.1. The Group shall arrange for periodic reviews of its own performance and review its Terms of Reference annually to ensure it is operating at maximum effectiveness and to recommend to the Strategic Infrastructure Committee any changes it considers necessary.

Appendix 1: Nolan Principles of Public Life

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 2: Written Procedures

1. A copy of the written resolution must be sent to every member of the committee together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse.
2. A member of the committee signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
3. If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
4. If the Document is sent to the Company by Electronic Means, it is authenticated if it bears the member's signature or if it is from an email Address notified by the member to the committee for the purposes of receiving Documents or information by Electronic Means.
5. A written resolution is passed when the required majority of eligible members have signified their agreement to it.
6. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.