

## Terms of Reference SELEP Transport Officers Group

### 1. Aim and Objective

1.1. The SELEP's Transport Officers Group's (TOG) overall aim is to ensure SELEP:

- (i) provides a co-ordinated response on pan-LEP transport priorities and issues; and
- (ii) develops a strong pipeline of transport schemes linked to the SELEP Strategic Economic Plan (SEP) and Infrastructure and Investment Strategy.

### 2. Membership

2.1. TOG membership will comprise of one representative from the following organisations:

- East Sussex County Council
- Essex County Council
- Kent County Council
- Medway Council
- Southend – on – Sea Borough Council
- Thurrock Council
- Network Rail
- Highways England
- Ebbsfleet Development Corporation
- Thames Gateway Kent Partnership

2.2. Additional members may join the group, subject to nomination by the SELEP Managing Director. This may include members selected from within the business and wider transport community.

2.3. The SELEP Capital Programme Manager will act as chair of the group. The role of the Chair is to set the meeting agenda and chair the meetings.

### 3. Scope of group

3.1. The TOG will act to:

3.1.1. Assist SELEP Strategic Board in defining and influencing the strategic transport visions for the South East including all strategic issues related to road, rail, air and maritime transport, as they impact on the SELEP area.

3.1.2. Work closely with government departments, including the Department for Transport (DfT), and other strategic transport partners, such as Network Rail, Highways England Port and Airport Authorities, to help achieve a co-ordinated approach to the delivery and operation of transport infrastructure in the South East.

3.1.3. Liaise with and provide representation to the Subnational Transport Boards;

- 3.1.4. Share learning and promote transport industry best practice across SELEP and with other neighbouring LEPs.
  - 3.1.5. Liaise with the industry supply chain, to prepare it for future schemes, to understand the status of the market and support the delivery of the SELEP programme of infrastructure investment.
  - 3.1.6. Review and respond to consultations on transport policy, frameworks, infrastructure and investment programmes which impact SELEP;
  - 3.1.7. Make recommendations to the LEP Strategic board on pan LEP transport issues and priorities.
  - 3.1.8. Support the development of the new SELEP Strategic Economic Plan.
  - 3.1.9. Help define SELEP transport priorities for future investment, including input into the Infrastructure and Investment Strategy.
  - 3.1.10. Where require, take a broader approach to consider other strategic infrastructure needs across SELEP, to support a coordinated approach to infrastructure investment.
- 3.2. TOG has no decision making authority.
- 3.3. TOG will act as an advisory group and is accountable to the SELEP Strategic Board; making recommendations on strategic transport issues to the SELEP Strategic Board when appropriate.
- 3.4. Updates will be provided to SELEP Strategic Board on the activities of the TOG at each Strategic Board meeting.
- 3.5. TOG will support the implementations of actions agreed at the SELEP Strategic Board meeting in relation to strategic transport issues.
- 3.6. Where there is specific local interest, TOG members should also report to Federated Boards.

#### 4. Meetings

- 4.1. The Chair will convene TOG meetings when there are specific pan-LEP transport issues or emerging priorities to discuss or at the request. It is expected that four meetings will be held each year.
- 4.2. Meetings will be themed to consider issues of strategic importance to the LEP and TOG members. The list of invitees for each TOG meeting will depend on the specific agenda of the meeting and will normally include speakers linked to the theme. TOG members will be invited to all TOG meeting.
- 4.3. The TOG Terms of Reference, meeting dates and reports produced as part of the meeting will be made available on the SELEP website.

## 5. Review

5.1. These terms of reference will be reviewed annually at the first meeting of the calendar year.

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