Regional Transport Forum
Draft Terms of Reference for the Transition Period
(2011/2012)

1) The Regional Transport Forum (RTF) will exist as a Transition Forum until April 2012 or until new strategic transport partnerships emerge for example, a consortium of Local Enterprise Partnerships.

2) To provide the principal forum enabling discussion, co-operation and collaboration between Local Authority Transport Portfolio Holders / Officers, the Department for Transport, Highways Agency, Network Rail and other organisations at the invitation of The Forum. Only Local Authority Transport Portfolio Holders will be entitled to vote.

3) To encourage the exchange and sharing of knowledge, ideas and best practice between Local Authorities and to enable Local Authorities to build a consensus for the co-operation and planning of cross boundary transport interventions. To receive presentations on topical transport issues from representatives of the Department for Transport, Highways Agency, Network Rail and / or other organisations or eminent experts at the invitation of The Forum.

4) The Forum will meet 3 times during 2011 or as otherwise agreed by Local Authority Transport Portfolio Holders.

5) Since the RTF has been established each Local Authority contributed £6000 (counties) and £3000 (unitaries) in the form of an annual levy. For the year 2011/12 the accumulated annual levy funds from the previous year will be used to provide a budget for administration costs, studies and other work of The Forum. Auditable accounts will be maintained and a single Local Authority will be appointed in the role of Forum Treasurer. A report will be presented at each meeting of The Forum.

6) One Local Authority will be elected to provide The Forum secretariat for the transition period, with The Forum meetings chaired by the Transport Portfolio Holder of that Local Authority. The secretariat will also Chair the EEDET STSG meetings, the officer group that supports The Forum. Costs associated with the role of secretariat will be drawn from the annual levy funds.

7) In addition to chairing The Forum and EEDET STSG meetings, the secretariat will take responsibility for pulling together the agenda for each meeting, commissioning topic papers from members of The Forum, and writing and circulating the minutes of meetings.

8) All Local Authorities will contribute and support the writing and presentation of topic papers for The Forum meetings. Forum papers will generally be in the form of a concise report and recommendations.

9) Hosting Forum meetings and the associated EEDET STSG meetings will rotate between each Local Authority. EEDET STSG will compile a rotation order, starting with those authorities who to date have not yet acted as secretariat.