

Report to: Transport Committee

Date: 26 May 2023

Subject: **Local Transport Forum Arrangements 2023/24**

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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	
Are there implications for equality and diversity?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

1.1 To establish arrangements for the Local Transport Forums in 2023/24.

2. Information

2.1 Members will be aware of the creation of the role of Transport Engagement Lead in 2022, one per Council area. The purpose of these roles is to act as engagement lead on local transport matters for each council area, to help secure engagement in the Combined Authority's transport activity. Alongside the respective transport related Portfolio Holder, the Transport Engagement Leads help to facilitate effective joint working between the Combined Authority and its Council partners. The role profile for the Transport Engagement Lead is attached as Appendix 1.

2.2 The Transport Engagement Leads also assist the Deputy Chairs and Chair of Transport Committee to maintain a good working knowledge of local transport matters across West Yorkshire.

- 2.3 Central to the role of the Transport Engagement Leads is to lead open Local Transport Forums for their respective council area. The Local Transport Forums will be open public sessions. They provide an opportunity for:
- Updates to be provided on the Combined Authority's transport activity, policies and programmes, together with those of council partners.
 - A forum for local in-person engagement in new policies and proposals (e.g. local transport plan, mass transit development, local transport scheme development).
 - An opportunity for the public and local interested parties to raise specific transport-related matters to the attention of Transport Committee.
- 2.4 The aim is to provide for two Local Transport Forums to be held per council area per year, with the main points and issues raised being reported back to Transport Committee. The Local Transport Forums are just one way in which the Combined Authority engages in its transport activity. There is no expectation that the Forums are a stand-alone consultation mechanism.
- 2.5 The Local Transport Forums are not formally constituted committees and other than being led by the Transport Engagement Lead, will not have a formal membership. Transport Committee Deputy Chairs will be invited, together with the relevant transport-related Portfolio Holder, and local members of the Transport / Infrastructure Scrutiny Committee. Officers from the Combined Authority will present at the Local Transport Forums, alongside transport officers from the respective council.
- 2.6 It was intended to establish two Local Transport Forums in each district per municipal year. However, these were not fully delivered in 2022/23 and it is appropriate to establish more definite arrangements for the coming municipal year. The following arrangements will be put into place:
- Each Transport Engagement Lead will be allocated a senior transport officer at the Combined Authority to provide support.
 - Two Local Transport Forums will be held in each district, one during the period September to November and one in January to March.
 - The date, venue and time of the meeting will be agreed with the Transport Engagement Lead – the Combined Authority will support venue booking when appropriate.
 - The Combined Authority will promote the Local Transport Forums through its media communications. Transport Engagement Leads will facilitate communications through Council and local comms networks.
 - Combined Authority Governance Services will not be in attendance and formal minutes will not be provided. A Combined Authority officer will summarise the key points of the meeting to support of reporting back to Transport Committee.
- 2.7 Whilst the Transport Engagement Lead will agree the agenda for the Forum, the following elements are recommended:

1. Chair's Update
2. Combined Authority officer update
3. Council officer update
4. Bus/ rail operator update
5. Specific topic/ theme for the meeting
6. Questions / issues from the floor
7. Chair's summing up

This does not preclude the Forum being focused on a particular key topic or theme at any point.

3. Tackling the Climate Emergency Implications

- 3.1 Like all committees, the terms of reference for the Transport Committee include a commitment to tackling the climate emergency.

4. Inclusive Growth Implications

- 4.1 The terms of reference require Transport Committee and its associated Forums to promote inclusive growth in its actions.

5. Equality and Diversity Implications

- 5.1 The terms of reference require this, and all other committees, to consider equality and diversity in its actions and decision making.

6. Financial Implications

- 6.1 The positions of Ordinary member, Transport Engagement Lead and Deputy Chair attract an allowance under the Combined Authority's Members' Allowances Scheme. The Allowances Scheme was revised and approved at the Annual Meeting to reflect the new positions.

7. Legal Implications

- 7.1 The Combined Authority's Procedure Standing Orders (including statutory access to information provisions), do not apply to Working Groups.

8. Staffing Implications

- 8.1 There are no staffing implications directly arising from this report.

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

- 10.1 That the arrangements for Local Transport Forums in 2023/24 be approved as set out in this report.

11. Background Documents

None.

12. Appendices

Appendix 1 – Role profile for the Transport Engagement Lead is attached as Appendix 1