

Appendix 2

West Yorkshire Combined Authority's Rail Forum

Proposed Terms of Reference

Aim/Objectives

To provide an informal forum for open and honest discussion between the train operating companies (TOCs), the Combined Authority and other relevant parties, to co-ordinate and work together to achieve the following:

- to improve the rail service for West Yorkshire customers
- to increase rail patronage by 75% by 2027 in line with our Transport Strategy
- to make the most effective use of the Rail North Partnership arrangements
- to identify opportunities for collaborative working between the rail industry and City Region partners

Attendees

Members	Chair of the Transport Committee (currently Cllr Kim Groves)
	Deputy Chair of the Transport Committee (currently Cllr Eric Firth)
	Lead Opposition Member of the Transport Committee (currently Cllr Martyn Bolt)
CA Officers	Director of Transport Services
	Head of Transport Policy
	Head of Rail
	Rail Policy Team Officers (as required)
Train Operators	Regional Director East – Northern
	Stakeholder Manager (East Region) – Northern
	Strategy Director – TransPennine Express
	Regional Development Manager – TransPennine Express
	Other TOC employees to be invited where appropriate based on topics to be covered.
Network Rail	Strategy and Planning Director Leeds station management if relevant to agenda
Transport for the North	Strategic Rail Director
Department for Transport	Passenger Service Director
Transport Focus	Passenger Director or nominee
British Transport Police	To be invited where topics affecting safety and security are covered
West Yorkshire Ticketing Company Ltd	Chair to be invited where fares, payment and ticketing topics are covered

The following have an open invitation to the Forum:

- Chair of Combined Authority (currently Cllr Susan Hinchcliffe)
- West Yorkshire's Representative on Transport for the North's Board (currently Cllr Judith Blake)

Train operators LNER, Cross Country and Grand Central may attend any meeting, but will be specifically invited for particular topics of discussion.

Other relevant organisations will also be invited when freight is on the agenda (a minimum of once a year).

Frequency

Quarterly

Scope

This forum is not a committee of the Combined Authority. Its primary function is discussion; formal decision making remains with the Combined Authority, (with relevant decisions usually taken by the Transport Committee on behalf of the Combined Authority).

Outcomes from the meeting will be used, for example to feed into Transport Committee papers.

Areas of discussion:

- Rail Performance
- Train Service Requirements
- Stations – quality/community use
- Station Investment
- Delivery of franchise commitments
- Service delivery arrangements during planned infrastructure works
- Service planning and communications for major events where high rail demand is anticipated
- Fares, payment and ticketing including roll-out of smart ticketing and penalty fare schemes
- Passenger information / communications at times of disruption
- Customer service including passenger assistance, carriage of cycles
- Integration of rail with other modes

Conflicts of interest

Attendees are expected to declare any potential conflicts of interest arising as a result of their own personal circumstances or interests, except those arising as a representative of the organisation which they represent.

All declarations will be minuted, and the Chair of the meeting may ask any individual not to participate in any item where a conflict of interest arises.

Administration

The Rail Policy team provide the necessary administration for the meeting. Chair and Deputy Chair of the Transport Committee agree the agenda three weeks before the meeting according to current priorities so that rail industry colleagues can be prepared and attend with the most appropriate people.

All parties to agree from time to time what data will be supplied by which organisations for monitoring purposes at the meetings.

The Forum is not open to the public; papers and minutes are not available on the Combined Authority's web-site.

Whilst the Forum is not a public meeting, papers prepared for the meeting are still subject to the Freedom of Information Act 2000 and Environmental Information Regulations 2004, and requests for information will be considered on a case by case basis. The Combined Authority will liaise with the relevant organisation before releasing any information, however the Combined Authority shall be responsible for determining at its absolute discretion whether information is exempt from disclosure in accordance with the provisions of the legislation and whether information is to be disclosed in response to a request.