

**SOUTHEND-ON-SEA ENHANCED
PARTNERSHIP PLAN 2023-2028
AND
SOUTHEND-ON-SEA ENHANCED
PARTNERSHIP SCHEME**

**Governance Arrangements, insofar as they
concern the Local Bus Forum**

Taken from Section 5 – Governance
Arrangements, of ‘The Southend-on-Sea
Enhanced Partnership Plan 2023-28 and
Southend-on-Sea Enhanced Partnership
Scheme’ as presented as Appendix 1 to
Agenda Item 11 of papers to Cabinet 12
January 2023

**Agenda
Item No.**

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- 1 The Enhanced Partnership will constitute two separate bodies: the Local Bus Board and the Local Bus Forum. The Local Bus Board’s primary function is to advise and agree on, and manage, the delivery of the EP Plan and Scheme. The Local Bus Forum’s primary function is to set the strategic direction of the Enhanced Partnership, and to appoint individual members of the Board, subject to the rules contained within these governance arrangements**
 - 2 All members of both the Board and the Forum are expected to act with due propriety. This means that all members should act in accordance with the broader public interest and the needs of bus passengers, and in the spirit of working in partnership to improve bus services. All members of both the Board and the Forum are expected to exercise their own professional judgement in meeting this expectation, and must not act only with their own interests or those of their individual companies or constituents.
 - 3 The Forum will bring together representatives from a wide range of key stakeholder groups to review the progress of the BSIP and EPP. It may also recommend to the Board the priorities for improving the bus network that it should consider for the following year. The Forum will need to participate in the review of the EP and of the BSIP, which is expected to take place by 31 March 2024
 - 4 The Forum will be responsible for advising the Board on the strategic direction of the EP, and may make recommendations to the Board about the priorities for improving the bus network that it should consider in the future. The Forum is an advisory body and has no formal decision-making powers over the Board, but it has two formal roles within the EP:
 - To nominate and appoint an independent Chair of the Board, to serve

a minimum period of 12 months;

- To consider and make recommendations of any variations proposed by the Board on the Enhanced Partnership Plan or Scheme.

5 The following organisations will initially be formally invited to be members of the Forum:

- Southend-on-Sea City Council, constituting the Cabinet Member with responsibility for Highways and Transport, the Cabinet Member with responsibility for Planning, and the appropriate Director with responsibility for Highways and Transport.
- All operators of qualifying bus services operating in the EPP Area;
- Essex County Council;
- Castle Point Borough Council;
- Rochford District Council;
- Southend Area Bus User Group;
- Transport Focus;
- Bus Users UK;
- Essex Police;
- Southend Business Improvement District.

6 The Forum may nominate additional representatives from other groups to attend future Forum meetings. Any additional members would be subject to a vote of the Forum, requiring a majority for additional members to be confirmed.

7 The Forum will be chaired by the Council's Cabinet Member with responsibility for Highways and Transport.

8 The Forum will be a public meeting, advertised on the Council's website no later than two weeks prior to the meeting. An agenda will be made available no less than one week prior to the meeting. This will be sent to all invited participants and be made publicly available.

9 At each Forum, there will be a minimum of one agenda item at which members of the public will be invited to ask questions or make comment about any of the agenda items at the meeting. Each member of the public will have no more than 3 minutes in which to speak. For the rest of the meeting, members of the public can attend in an observing capacity only.

10 Forum meetings will only take place if the meeting is quorate. To be quorate, the following Forum members must be in attendance:

- The Chair of the Forum

- At least 50% of the nominated bus operator representatives or their substitutes
- At least 50% of the nominated Council representatives or their substitutes
- Of all non-Council and non-operator parties, at least one being in attendance.

11 The Forum will meet at least annually in September of each year, with additional meetings as required. Meeting dates will be set and notified to members at least a month in advance.

12 All Forum members will be responsible for ensuring attendance at all Forum meetings that they are invited to. They should ensure that they have reviewed and understood all meeting papers in advance of the meeting, and where feasible the required mandate for whom they represent.

13 If a Forum member cannot attend a particular meeting, they can nominate a substitute of another person of a similar level or role within the same organisation.

14 All Forum members will have a single vote on all matters requiring a recommendation to be made. For a recommendation to be carried by the Forum, a majority of votes from all representatives present is required.

15 Representatives not exercising their vote, through not casting a vote at the meeting or through not attending the meeting and not nominating a substitute or their substitute not casting a vote, will be deemed to have abstained and will not have their vote counted.

16 The Council will act as the Secretariat for the Forum, with the role being performed by a member of Council staff who is not one of the nominated representatives on the Forum. The person undertaking that Secretariat role will not have the rights corresponding with representatives on the Forum at Forum meetings.

17 Nominations for the position of Chair of the Board must be received by the Secretariat no later than one week prior to the Forum meeting. No representative of the Council or any operator of registered local bus services, or any person with a financial interest in either the Council or any operator of registered local bus services will be eligible for the position of Chair of the Board. All candidates for the position of Chair will be vetted by the Secretariat prior to being put to a vote.

18 All prospective Chairs of the Board will be invited to state their case to be Chair at the Forum for no longer than 3 minutes. Once all nominations who have chosen to state their case have done so, a vote will then be taken.

19 To elect a Chair of the Board, a minimum of 50% of the representatives present must vote in favour of a Chair of the Board. Where the vote results in no candidate securing the vote of at least 50% of representatives present, the candidate with the lowest number of votes will be eliminated, and a further round of voting will take place with the remaining candidates.

Further rounds of voting will take place, with the candidate with the lowest number of votes being eliminated in each round, until a candidate wins a minimum of 50% of the votes of the representatives present.

20 All papers will be circulated by the Secretariat at least 2 weeks before a meeting. Should papers be submitted less than 2 weeks in advance of the meeting, its inclusion on the agenda is at the sole discretion of the Chair of the Forum.

21 At each meeting, the Forum will receive an update on the Enhanced Partnership and the BSIP by a nominated representative from the Board.

22 Wherever feasible, Forum meetings will take place in person at the Civic Offices, Victoria Avenue, Southend. They can also take place online via remote access, such as MS Teams.

23 Draft minutes of the Forum meetings will be circulated no more than two weeks after each meeting to all attendees.