

## **CP 2.13 Nations and Regions Group:**

### **terms of reference**

#### **1. Purpose**

1.1 The purpose of the Nations and Regions Group is to support the Board and Senior Leadership Team in the delivery of Transport Focus's policy, strategy and activities, within Scotland and Wales and, to the extent that cross-cutting issues apply, in the Mayoral and Combined Authority regions in England.

1.2 The group shall have specific regard to the promotion and effective realisation of cross team working and joined up service delivery, and take account of agreed priorities.

#### **2. Tasks and responsibilities**

2.1 to consider and agree Business Plan priorities as they relate to Scotland and Wales and, to the extent that cross-cutting issues apply, in the Mayoral and Combined Authority regions in England at the outset of the business planning process and, where there are differences of approach, these are discussed and agreed;

2.2 to review and discuss business plan objectives as approved with a view to exploring and exploiting opportunities for collaboration, with a particular view to ensuring business plan objectives in Scotland and Wales are aligned to those of Great Britain as a whole;

2.3 to discuss and agree strategies for maximising Transport Focus' impact in Scotland, Wales, and the Combined and Mayoral Authorities in England, and that effective stakeholder engagement and communications arrangements are in place to support such strategies;

2.4 to discuss and review issues of particular importance in Scotland and Wales and, to the extent that cross cutting issues apply, in England.

#### **3. Provisions in respect of accountability and delegated authority**

3.1 The Nations and Regions Group is formally established by the Board.

3.2 No delegated authority for decision making outwith these terms of reference is provided and none should be assumed.

#### 4. Proceedings

4.1 The provisions of part B of the *Constitutional General* shall have effect only to the extent agreed by the Group.

4.2 The Group will convene quarterly either in person or by MS Teams (or in hybrid format) but, to the greatest possible extent, not in London. Other SLT or Board members not on the group may attend as observers.

4.3 The Group will be supported, and notes of each meeting taken, by the governance staff of the corporate support directorate. Notes will be made available for discussion at Board and SLT meetings.

4.4 The Group will review its own performance annually and its Chair shall report to the Board and SLT with any conclusions and / or recommendations.

#### 5. Membership and Chair

The Group shall be chaired by the Transport Focus Chair

Other Board Members shall include

Scotland: Trisha McAuley OBE

Wales: Cllr William Powell

England: Rob Wilson

SLT and other staff in attendance shall include:

Chief executive: Alex Robertson

Directors: Natasha Grice, Louise Collins

Governance: at least one member of the team

SEM Scotland: Robert Samson

SEM Wales: David Beer

SEM England: Jordan Sargeant

##### Document history

Version	Author	Comments	Approved by	Date
1	Jon Carter	Discussion at SLT	n/a	18/09/24
2	Jon Carter	Post SLT discussion	n/a	18/09/24
3	Jon Carter	Amended post Board approval	Board	08/10/24
4	Jon Carter	Amended post further discussions		02/01/25
5	Jon Carter	Final amends inc TM comments		09/01/25