



## Regional Transport Planning

### TERMS OF REFERENCE

#### General.

5.1 Subject to Rule 5.5 below, the CJC may arrange for the discharge of its function by:

- 5.1.1 A sub-committee;
- 5.1.2 A member of staff;
- 5.1.3 Any other corporate joint committee;
- 5.1.4 Any county or county borough council in Wales.

#### Membership

5.2 A sub-committee appointed by the CJC may include, or be wholly comprised of, persons who are not members of the CJC.

5.3 The functions of a sub-committee, the number of members of a sub-committee and the term of office of each member must be fixed by the CJC and the subcommittee may only exercise those functions as are delegated to it by the CJC.

#### Delegation

5.4 Subject always to Rule 5.5 below, the CJC delegates operational decisions on the discharge of its functions and anything that is required to facilitate or is conducive or incidental to the discharge of its functions as set out in the Section 7.

5.5 The CJC may not delegate any of the following to any other person or subcommittee:

- 5.5.1 Its function in relation to developing policies under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);
- 5.5.2 Its function in relation to preparing a Strategic Development Plan under the relevant provisions of the Planning and Compulsory Purchase Act 2004 (the “Strategic Development Plan Function”);
- 5.5.3 The decision to agree the CJC budgets and contributions of the Constituent Councils and the National Park;
- 5.5.4 The decision to establish CJC sub-committees; and
- 5.5.5 Other specific decisions and responsibilities set out in the Establishing Regulations.

### **Rules Applying to All Sub-Committees.**

5.6 The following Rules apply to all Sub-Committees:

- Rule 4.29 to 4.30 (Location of Meetings)
- Rules 4.31 to 4.35 (Notice of Meetings and Summons to attend),
- Rules 4.37 to 4.38 (Remote Attendance)
- Rule 4.40 (Closure Motions)
- Rule 4.41 (Point of Order)
- Rule 4.42 to 4.43 (Personal Explanation)
- Rule 4.44 to 4.46 (Declarations of Interest)
- Rules 4.47 to 4.49 (Access to Agenda and Connected Reports),
- Rules 4.50 to 4.52 and 4.54 to 4.55 (Minutes),
- Rule 4.60 (Filming, Audio Recording and use of Social Media during Meetings)

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Rules 4.62 (Inspection and Publication Of Minutes and Other Documents After Meetings), and

Rules 4.63 (Language and Translation ) apply to a meeting of a sub-committee of the CJC as they apply to a meeting of the CJC.

Rule 8.7 (Right for Public to Attend Meetings)

### **Quorum**

5.7 At least one quarter of the members of a Sub-Committee must be present at all meetings and the Brecon Beacons National Park Member must be present at:

- 5.7.1 meetings where the Strategic Development Plan is to be discussed; and
- 5.7.2 for decisions to change voting procedures in relation to the Strategic Development Plan.

### **Voting**

5.8 Each person entitled to vote has one vote.

5.9 Any vote is to be decided by majority decision.

5.10 Where a vote is tied, the chairperson has the casting vote.

### **Regional Transport Planning Sub-Committee.**

5.13 The CJC shall appoint a Sub-Committee (known as the Regional Transport Planning Sub-Committee) to exercise the development of transport policies under sections 108(1)(a) and (2A)(a) of Part 2 of the Transport Act 2000.

5.14 The Terms Of Reference Of The Regional Transport Planning Sub-Committee are set out in Appendix B and those terms of reference may be amended by the CJC from time to time.

### **Regional Transport Planning Sub-Committee – Terms of Reference**

#### **B1. Introduction**

- B1.1 The Welsh Government has now brought forward The Corporate Joint Committees (**Transport Functions**) (Consequential Modifications and Transitional Provisions) (Wales) Regulations 2022 (the Transport Functions Regulations 2022)
- B1.2 The Transport Functions Regulations 2022 changes the responsibility of functions under Section 108 of the Transport Act 2000 moves the responsibility for delivering a transport plan from the local authorities to the Corporate Joint Committee and revokes the Regional Transport Planning (Wales) Order 2014.
- B1.3 The Constituent Councils established a joint committee to oversee and co-ordinate the discharge of the Councils obligations in relation to Regional Transport Planning.
- B1.4 The CJC will appoint the Regional Transport Planning SubCommittee to advise the CJC on its Regional Transport Planning function . The sub-committee will be responsible for making the necessary recommendations to the CJC in relation to the delivery of a Regional Transport Plan for the Constituent Councils.

#### **B2. Composition of the Regional Transport Planning**

- B2.1 The composition and functions of the Regional Transport Planning Sub-Committee will consist of 6 members, 3 from each of the Constituent Authorities. (to include members with responsibility for transport, highways and economic development)
- B2.2 The Chair of the Sub-Committee shall be elected from Members of the Constituent Authorities and rotated between Authorities on an annual basis.

#### **B3. Regional Transport Planning Sub Committee Recommendations**

- B3.1 The Regional Transport Planning Sub-Committee will make recommendations to the CJC in relation to the development of Regional Transport Planning. The CJC will then be asked to consider the recommendations. If the recommendations are not approved by the CJC, they may be referred to the Regional Transport Planning Sub-Committee for reconsideration and re-submission to the CJC.

#### **B4. Meetings**

- B4.1 The Regional Transport Planning Sub-Committee shall meet on at least a quarterly basis, or at such frequency as the Sub-Committee shall determine from time to time in order to fulfil its role.
- B4.2 The Regional Transport Planning Sub-Committee may invite such number of appropriate third parties to observe Regional Transport Planning Sub-Committee Meetings as it sees fit from time to time. Such third parties may include individuals or representatives of such organisations and private sector companies as the Regional Transport Planning Sub-Committee shall determine from time to time.

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- B4.3 Any third parties invited to a Regional Transport Planning Sub-Committee Meeting shall be entitled to take part in such meeting but shall not be able to vote in respect of any decisions to be taken. Any third party in attendance at a Regional Transport Planning Meeting may be required by the Chairperson **not to attend some or any part of** a Regional Transport Planning Meeting
- B4.4 A Regional Transport Planning Sub-Committee Meeting may be held in accordance with Rules 4.29 to 4.30 (Location) and 4.37 to 4.38 (Remote Meetings).
- B4.5 Meetings will be held in public and arrangements for the publication of and access to documents will be the same as for meetings of the CJC as set out in Section 4.

### **B5. Quorum**

- B5.1 The quorum necessary for the Regional Transport Planning Sub-Committee Meeting shall be at **least two elected members** from the Constituent Councils or the appropriate deputies appointed.

### **B6. Voting**

- B6.1 At meetings of the Regional Transport Planning Sub-Committee each elected member or appropriate deputy appointed in attendance shall have one vote each. Decisions at meetings of the Regional Transport Planning Sub-Committee will be taken by a majority vote of a quorate meeting.

### **B7. Minutes**

- B7.1 Minutes of the proceedings of a Regional Transport Planning Sub-Committee meeting must be drawn up and recorded. The minutes must be approved by the person chairing the Sub-Committee meeting or the person chairing the next suitable such meeting by signing the minutes, or by electronically signifying approval.

### **B8. Proceedings of Meetings**

- B8.1 Rule 5.6 above will apply to the meetings of the Regional Transport Planning Sub-Committee.
- B8.2 Members of the Regional Transport Planning Sub-Committee shall be subject to the Code of Conduct for Members.
- B8.3 Meetings may be rearranged, cancelled or additional meetings scheduled with the agreement of the Chair.
- B8.4 Each meeting will be recorded through the production of notes which will be made available to the public online after the meeting with the exception of any exempt or confidential information. Notes of meetings will usually be brief, containing a summary of discussions, action points and recommendations.
- B8.5 The Regional Transport Planning Sub-Committee is not a decision-making body for delivery of a Regional Transport Plan and the Chair should aim to facilitate consensual agreement on matters under consideration. Where a consensus cannot be reached, the Chair shall present the split views of the committee to the CJC.
- B8.6 The Members' Code of Conduct in Section 9 will apply.