



Peninsula Rail Task Force

Terms of Reference

1 Purpose

- 1.1 These terms of reference concern the Peninsula Rail Task Force and its associated sub groups.

2 Introduction

- 2.1 The severe weather incidents in 2012 and 2013 brought into sharp relief the vulnerability of the South West Peninsula rail link and the investment rail connectivity for the South West.
- 2.2 The Peninsula Rail Task Force (PRTF) formed in 2013 and comprises the 5 Local Authorities and 2 Local Enterprise Partnerships that make up the South West Peninsula and works to address the significant underinvestment in the area's railways.
- 2.3 The South West Peninsula is an important economy with a population of 2.2m, with 1.1m jobs, contributing over £36bn of GVA to the national economy. The peninsula has significant opportunities for sustained growth. Improvements to the rail network to enhance connectivity and address capacity restraints will aid further growth.
- 2.4 The PRTF has built consensus for a 3-Point Plan, setting out the strategic priorities for the peninsula's rail network –
- A resilient and reliable railway
 - Faster journey times and better connectivity
 - Sufficient capacity and comfort.
- 2.5 Following publication of the 3-Point Plan, the Government has selected the PRTF to work with and develop a delivery plan for proposed improvements. This document sets out the terms of reference for the PRTF and the associated sub groups and stakeholder groups.

3 Role

- 3.1 The PRTF will
- Adopt a strategic role. It will coordinate local stakeholders, provide overall direction and identify options for schemes of strategic importance to the South West Peninsula economy. The PRTF will have regard to



local rail improvement schemes current, scheduled or required in the future currently being, or scheduled to be delivered.

- commission analysis, business case development and technical assessment work for all elements of the 3-Point plan not currently being delivered by Network Rail/DfT.
- Commission and agree a 20 year plan for railways serving the South West Peninsula for submission to the Secretary of State for Transport in July 2016 with a high level interim report delivered in summer 2015.
- Will secure a broad consensus of support for its 20-year-plan through a programme of consultation and engagement to ensure that the views of key stakeholders including Members of Parliament are taken into account and reflected in plans for the future of railway services to and from the south west peninsula.
- Use a robust evidence base on which to lobby for the required funding to deliver the 20 year plan and strategic schemes in Control Period Six (2019-2024) and subsequent control periods to deliver the long term aims of the 3-Point Plan.
- Will establish and support a Stakeholder Group to provide informed guidance and advice to the PRTF.
- Will seek feedback be sought through alternative channels (in addition to the SG) as the PTRF deems necessary.

4 Aim and Objectives

4.1 Long term aim

Through the 3-Point Plan, ensure an enhanced rail network is delivered, that will achieve an increased rate of growth across the south west peninsula, realising economic benefits and opportunities of improved connectivity.

4.2 Short term objectives

The PRTF has the clear aim of achieving the 3-Point Plan and will seek to gain Government agreement for the delivery of schemes that achieve incremental improvements to resilience, journey times, connectivity, capacity and comfort as quickly as possible over a timetable agreed by the Task Force, Department for Transport, Network Rail and train operating companies. This could include (but not limited to);

4.3 Resilient and reliable



PENINSULA RAIL TASK FORCE

- Full protection of the coastal route via Dawlish
- Enhanced resilience of track and equipment at vulnerable locations
- Increased capacity on diversion routes

4.4 Reducing journey times

- Upgrade signaling
- Increasing line speeds
- New trains incorporating automatic doors

4.5 Increasing capacity

- Higher frequencies
- Increasing the amount of rolling stock available for service
- Revised calling patterns

5 Membership

5.1 The membership for the group will consist of the following members–

5.2	Members	No. of Members
	Cornwall Council (Cabinet Member)	1
	Devon County Council (Cabinet Member)	1
	Plymouth City (Cabinet Member)	1
	Somerset County Council (Cabinet Member)	1
	Torbay Council (Cabinet Member)	1
	Cornwall and Isles of Scilly Local Enterprise Partnership (Chair)	1
	Heart of the South West Local Enterprise Partnership (Chair)	1
	Chair Stakeholder Group	1
	Total	8

5.3 Appointments to the PRTF will be made by through the usual governance



procedure of constituent organisations.

- 5.4 Elected member representatives will receive from their councils' or LEP executive the appropriate delegated authority to take part in decision making at the PRTF as long as this does not conflict with the constitution of the local authority or LEP that they represent.

6 Chair

- 6.1 The Chair of the PRTF will rotate annually amongst its elected membership. The rotation will be defined alphabetically by Local Authority with no single organisation holding the chair for successive years.
- 6.2 A year is defined as the municipal year of the host local authority.

7 Voting

- 7.1 In principle, decisions and recommendations will be reached by consensus. In exceptional circumstances and where decisions cannot be reached by a consensus of opinion and/or there is a need to provide absolute clarity on the will of the Board to executive bodies, voting will take place and decisions will be agreed by a simple majority of all members (councillors and co-opted members) present.

Where there are equal votes the Chair of the meeting will have the casting vote.

8 Meeting Administration and Support

- 8.1 Secretariat support will be provided by the Plymouth City Council.
- 8.2 Written notice of meetings, along with the agenda and associated papers will be sent to members at least five clear working days in advance of any meeting. Late items will be distributed or tabled only in exceptional circumstances with the agreement of the Chair.
- 8.3 Officer support for the PRTF will be provided by Local Authority Directors, Chief Executives of the Local Enterprise Partnerships, communications support and officers representing the Peninsula Rail Officers' Group.
- 8.4 The officer support group will be required to attend meetings of the PRTF as necessary.
- 8.6 The lead officer for the PRTF is the Chief Executive of Plymouth City Council.



9 Agenda

- 9.1 The agenda of the PRTF will normally be prepared by the lead officer in consultation with the Chair. Members of the PRTF will be invited to propose agenda items which are relevant to the priorities of the PRTF. Partner organisations proposing agenda items will be responsible for the production of all relevant reports and papers relating to that item.
- 9.2 Members of the PRTF may, from time to time, arrange for other individuals to attend meetings of the partnership in a supporting or advisory capacity with the approval of the Chair. Other officers or individuals may be invited to attend PRTF meetings to provide information or advice about specific matters, at the discretion of the Chair.

10 Frequency of meetings

- 10.1 The PRTF will meet quarterly to receive updates from sub groups. The date and time of the meetings will be fixed by the secretariat in consultation with constituent organisations.
- 10.2 Where required, extraordinary meetings can be held with the agreement of the Chair.

11 Conduct

- 11.1 Members of the PRTF will be expected to adhere to any code of conduct that applies to them.

12 Access to Information

- 12.1 The PRTF will be subject to access and procedure rules as set out in the constitution of the host local authority.

13 Quorum

- 13.1 The quorum for the meetings will be at least three members. A minimum of two elected members should be present.

14 Sub Groups

- 14.1 The PRTF is able to establish sub groups and discrete time limited working groups where required. A structural diagram is included in appendix A with



**PENINSULA RAIL
TASK FORCE**

terms of reference for the sub groups in appendix B and C.