



Strategic Steering Group: Terms of Reference

Purpose

The purpose of the Transport for Hertfordshire Strategic Steering Group is to provide oversight and steer the delivery of the Growth Board's Mission to "deliver a safe and integrated transport system which unlocks growth and enables communities and businesses to thrive". It will liaise with all relevant agencies which have a statutory or business role in delivering transport infrastructure and services in the county.

Strategic Goals

The strategic goals of the Transport for Hertfordshire Steering Group are set out in the Hertfordshire Growth Board Vision and Missions as agreed in January 2024:

- 1** Create an integrated, connected and inclusive transport system meeting the needs of communities and businesses in Hertfordshire.
- 2** Provide greater choice and opportunity for people to travel safely, sustainably and healthily, harnessing new technology and innovation to access key services, employment and leisure.
- 3** Improve air quality by reducing transport-related emissions.
- 4** Ensure the planning system supports new development that seeks to increase walking and cycling and the use of buses.
- 5** Manage the impact of traffic including freight on the network whilst supporting the needs of communities and businesses.



Membership

Table 1 identifies members/officers and roles of the Strategic Steering Group for 2024/25:

Cllr Phil Bibby	HCC Executive Member, Highways & Transport - Chair
Mayor Peter Taylor	Elected Mayor of Watford Borough Council – Vice Chair, SW JSP & HGB Representative
Cllr Nik Oakley	Hertsmere Borough Council Cabinet Member: Planning, infrastructure & transport - SW JSP
Cllr Jane Quinton	Welwyn Hatfield Borough Council, Deputy Leader and Executive Member for Leisure and Community – NEC JSP
Cllr Sarah Hopewell	East Herts Council, Executive Member for Wellbeing – NEC JSP
Amanda Foley	CEx St Albans City and District Council - Lead Executive Officer
Mark Doran	Executive Director of Growth and Environment, HCC - Lead Executive Officer
Rupert Thacker	Director of Transport for Hertfordshire, HCC – Lead Officer
Zayd Al-Jawad	Assistant Director – Planning & Regulation, Stevenage Borough Council
Ellen Higginson	Planning Strategy and Infrastructure Lead, Watford Borough Council
Trevor Mason	Team Leader Strategic Transport and Rail, HCC
Brenda Harris	HGB Team, Supporting Mission Delivery Group

Role of Chair

- The role of Chair shall be reviewed every two years in agreement with the Steering Group and HGB.
- The Chair is to be nominated by the Steering Group and approved at HGB.

Representation from other public, private or voluntary organisations, such as those below will be invited to attend as and when appropriate:

- Department for Transport
- Active Travel England
- Network Rail
- National Highways
- Homes England
- England Economic Heartland
- Train operating companies
- Enhanced Bus Partnership



- Businesses – Chamber of Commerce / LEP
- University of Hertfordshire – Further education colleges
- National Campaign Groups e.g. Campaign for Better Transport / SusTrans, Cycling UK, RAC

Frequency

The Transport for Hertfordshire Strategic Steering Group will meet every quarter initially, and if possible, prior to HGB. This frequency will be reviewed once the Group and work programme are established.

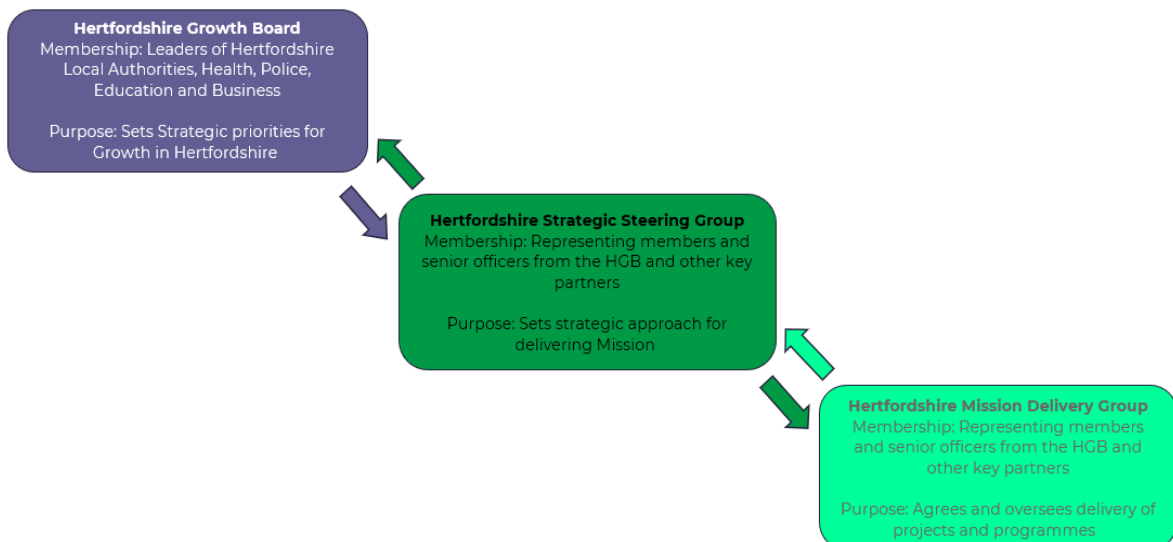
Governance arrangements

The Transport for Hertfordshire Strategic Steering Group identifies and steers the strategic priorities and oversees the delivery of projects and outcomes for this Mission. It is not a decision-making body and any decisions relating to the delivery of projects and spend will be subject to the relevant HGB member authority's governance arrangements.

The Steering group is expected to provide updates on progress every 6 months to the Hertfordshire Growth Board and provide an annual presentation (Mission deep dive) detailing priorities, progress, and challenges.

Delivery of projects and programmes related to this mission will be co-ordinated and managed by the Mission Delivery Group (supporting officers). The Mission Delivery Group will provide updates to the Steering Group, as well as escalate any issues which require strategic oversight.

The diagram below demonstrates these arrangements.





Budget

In respect of financial matters, a local authority member of the steering group will act as the accountable body and its financial procedures will apply in this context. For any funding allocated to the Steering Group by Hertfordshire Growth Board, financial and performance information will need to be reported to the Board on a six monthly basis.

Review

A review of these terms of reference will be undertaken in July 2025.