



## **Solent Transport Joint Committee Decision Record**

**Date:** 11 October 2017

**Report by:** Richard Ivory, Service Director; Legal and Governance, Southampton City Council

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**Subject:** Proposed Minor Revisions to Solent Transport's Constitution

### **1. Summary**

1.1 The following decisions have been made:

- (a) That the Constitution of Solent Transport is revised to permit any properly appointed substitute members to attend meetings on behalf of constituent authorities rather than as currently restricted.
- (b) That Solent Transport Joint Committee support the proposed update to the Membership criteria of the Terms of Reference as set out in Annex 1 of the report and recommend the adoption of this update to the constituent Authorities of Hampshire County Council, Isle of Wight Council, Portsmouth City Council and Southampton City Council. Subject to such agreement, Solent Transport Joint Committee recommends that the appointment of substitute Members is made accordingly.
- (c) That the meetings cycle be revised to two formal and two member briefings each year. For clarity, no decisions will be made at those meetings, they are simply informal briefings. Should additional formal meetings be required to consider additional business then they will be arranged and advertised in the usual manner.

2. **Reason**

- 2.1 The Constitution of Solent Transport Joint Committee as currently drawn up requires the presence of the relevant Executive Member of each of the partner authorities in order for a meeting to be quorate. On exception, a Leader or another Executive Member may be a substitute. On occasions this has proven difficult and proposed meetings have had to be cancelled due to unavailability. In order to aid flexibility and the smoother running of the committee the Chair has proposed that this rule be amended so that any properly appointed substitute member of the constituent authorities can attend, contribute and vote (if needs be) in lieu of the original nominated lead member.
- 2.2 In addition, having reviewed the business transacted by the Joint Committee it is proposed to revise the requirement for meetings and it is suggested that the formal meetings be reduced to two per year (spring and autumn) with the remaining two becoming informal member briefings. If members wish, this could be trialled for the year 2017/8 and reviewed thereafter to ensure it still meets members' needs.
- 2.3 If agreed, the revised Constitution will need to be considered by each Council individually and signed by all constituent authorities.

3. **Other Options Considered and Rejected**

- 3.1 To leave the Constitution as currently drawn.

4. **Conflicts of Interest Declared by the Decision Maker or Other Executive Member Consulted – None.**

5. **Dispensation granted by the Conduct Advisory Panel – None.**

6. **Reason(s) for the Matter being dealt with if Urgent – None.**

Approved by: ..... Date: .....

**Councillor Jacqui Rayment  
Chair  
Solent Transport Joint Committee**