

STATEMENT OF COMMITMENT AND UNDERSTANDING

of the

***DOVER FASTRACK* ADVISORY BOARD (FAB)**

October 2022





Fastrack Advisory Board (FAB) **Statement of Commitment and Understanding**

Explanatory Note

The Dover Fastrack Advisory Board was established as a multi stakeholder group to support the planning, delivery and operation of the Dover Bus Rapid Transit service which is due to open in 2023. This Board is to play an important co-ordination and championing role in the planning, construction, launch and operation phases of the Dover Fastrack schemes.

Kent County Council as the transport and highway authority has the lead role in the delivery of Fastrack project, supported in partnership by Dover District Council. The rationale for the establishment of the Dover Fastrack Advisory Board was that the Fastrack Project formed part of the managed expansion of Whitfield alongside the redevelopment of a number of sites along the route. As such the Fastrack Dover scheme has a scope way beyond that of a conventional transport project and as such requires significant input and endorsement by a range of partners.

The Board will be supported by officers of both KCC and DDC. KCC support will include an engineering lead focusing on the delivery of the road infrastructure, and an operational lead focusing on the service, vehicles and charging infrastructure. From DDC, a Programme Manager will provide support to the Board and Local Members from a District standpoint.

The FAB will be presented with key papers relating to the development of Fastrack and be asked to make recommendations on key decisions. Below the FAB will sit an officer working group (FWG).

This Statement of Commitment and Understanding sets out detail of the roles, responsibilities and proposed operation of the Dover Fastrack Advisory Board (FAB) and is intended to form it's 'constitution'



STATEMENT OF COMMITMENT AND UNDERSTANDING

of the FASTRACK ADVISORY BOARD

1. Name

The name of the entity is the *Fastrack* Advisory Board (FAB)

2. Postal Address

The postal address for the FAB is:

Dover Fastrack Advisory Board
Public Transport
Kent County Council
Aylesford Highways Depot
St Michaels Close
Aylesford
Kent
ME20 7TZ

3. Purpose and Objectives

The purpose of the FAB is to utilise the knowledge and influence of FAB Members in order to inform its decisions with respect to the delivery of all elements of the *Fastrack* programme.

The FAB seeks to complement the Enhanced Partnership model of bus governance in place in Kent and build on the previous work of the Dover Quality Bus Partnership (QBP). This tasks members through strong cooperation to create a public transport network acknowledged by local residents, visitors and the business community as an increasingly attractive alternative to private car usage. This will seek to be a sustainable and self-sufficient transport service, capable of meeting the needs of the 21st century, enriching the quality of life in the Dover District, attracting investment, and enhancing work and leisure opportunities.

The key objectives for the FAB are:

Business Planning

- (a) Input into and seek agreement on the scope and boundaries of the Programme
- (b) Champion the Programme objectives and assist in maintaining a common vision amongst partners
- (c) Input into the list of projects required to deliver the programme and assist with ensuring smooth delivery where appropriate



- (d) Input into the financial requirements and funding sources necessary to deliver the Programme, monitoring and evaluating progress and suggesting solutions to potential barriers to delivery
- (e) Identify other resources required to drive forward the Programme, including appropriate staffing levels
- (f) lobby as necessary to secure additional resources
- (g) Continue to review and update business planning for the Programme as necessary

Specification

- (h) Input into the overall quality standards, timetable and key outcomes required of the Programme
- (i) Input into appropriate cross-ticketing arrangements and overall operational model
- (j) Achieve technical integration of *Fastrack* components

Programme Management

- (k) Operate with a focused remit to ensure a co-ordinated, timely and comprehensive approach to input into the delivery of the Programme
- (l) Input into a progress reporting procedure, ensuring that any changes in circumstances affecting the Programme are assessed and that appropriate action is taken
- (m) Agree work required by partner organisations in the delivery of the Programme
- (n) Report regularly on progress to partner organisations

Procurement

- (o) Provide input to assist in the establishment of the most appropriate procurement mechanism(s) or regulatory framework for building and operating a comprehensive *Fastrack* service and securing risk transfer from the public to the private sector in accordance with the Programme objectives

4. Authority

The Fastrack Advisory Board (FAB) is a grouping of parties who agree to work together. It is not a separate legal entity and is not an incorporated body or a partnership and cannot employ staff, enter into contracts or acquire and hold land directly.

The FAB will not have any powers in its own right. Input and knowledge of FAB members will be utilised in order to assist KCC and DDC officers with the delivery of the Programme.



The ability to deliver the Programme will require FAB Members, amongst other things, to exercise their statutory and/or corporate powers in ways that work towards the stated objectives of the Programme. The Members will seek to influence in a positive manner the continued commitment of their organisation to the principles set out within the Programme. In addition, FAB Members make a commitment to provide information on a regular basis to enable KCC and DDC officers to undertake co-ordination of delivery. In return, Members will be kept fully apprised of the Programme's progress.

5. Members of FAB

The following parties who have signed this Statement of Commitment and Understanding will be Founder Members of the FAB:-

Kent County Council

Dover District Council

Homes England

For the avoidance of doubt, collectively the Founder Members and any invited Members will be known as FAB Members.



REGULATIONS of the FASTRACK ADVISORY BOARD

1. PRELIMINARY

- 1.1 These Regulations must be read in conjunction with the Statement of Commitment and Understanding
- 1.2 In these regulations:
 - the “FAB” means the *Fastrack Advisory Board*;
 - the masculine includes the feminine and neuter and, where appropriate, the singular the plural.

2. MEMBERSHIP

- 2.1 The subscribers to the Statement of Commitment and Understanding of the FAB and such other persons as are admitted to membership in accordance with these Regulations shall be FAB Members.
- 2.2 The Board of the FAB will be made initially of six (6) persons representing the Founder Members, those persons being:
 1. The Cabinet Member for Highways and Transport (or other elected member nominated by the Cabinet member – CHAIR) and Two Chief Officers from Kent County Council
 2. The Cabinet Member for Transport, Licensing and Regulatory Services and a Chief Officer from Dover District Council;
 3. A Senior Officer of Homes England
- 2.3 The above Board Members may decide to invite a further three (3) parties that have either land and/or development interests related to the Programme to become Members and to nominate a senior representative as a FAB Board Member. This will bring the maximum FDAG Board membership to nine (9) persons.
- 2.4 The FAB Board Members may, whenever the business of the FAB requires it, authorise an increase in Members including on a temporary or guest basis. No party shall be admitted as a Member unless approved by a majority of the FAB Board Members.

3. REGULATIONS FOR THE FAB

Board Member Functions

3.1 Board Members General Authority to Manage the FAB

- 3.1.1 The Board Members functions are to:



- (a) Collectively work together to provide input and knowledge in order to inform KCC's delivery of the Fastrack Programme. Help shape the key projects to achieve this
- (b) individually act as the representative of the FAB Member by which he was nominated and be accountable to the Member of any comments / views expressed in relation to individual *Fastrack* projects or the programme
- (c) act as champions of the overall Programme.

The Board Members may delegate their functions in accordance with these regulations.

3.2 Meetings of Board Members

- 3.2.1 It is anticipated that the FAB will meet regularly (i.e. at a minimum every quarter) however, any Member may call a meeting at any reasonable time.
- 3.2.2 Every Member must be given reasonable notice of a meeting of the FAB
- 3.2.3 It is expected that Members will make every effort to attend every meeting. In exceptional circumstances a substitute may attend subject to advance notice being given to the Chairman.
- 3.2.4 Meetings will be open to Members and their nominated advisors only.
- 3.2.5 Members participating at a meeting of the Group:
 - (a) must participate at the same time, but may be in different places; and
 - (b) may communicate with each other by any means.

3.3 Records to Be Kept

- 3.3.1 KCC will be responsible for ensuring that:
 - (a) the FAB keeps a record of each meeting through the production of minutes. Draft minutes will be circulated within 4 weeks of the meeting in question and approved at the next meeting of the FAB. .
 - (b) the FAB keeps a record of every declaration by a Board Member of an pecuniary or commercial interest in a decision of the FAB.

Appointment of Members

3.4 Methods Of Appointing Member

- 3.4.1 Any person who is willing to act as a Member, and is permitted by law to be a company director, may be appointed to be a Member:
 - (a) by nomination of their respective company or organisation; or
 - (b) by a decision of the Members in accordance with these regulations

3.5 Termination of Member's Appointment

- 3.5.1 A person ceases to be a Member as soon as:



- (a) he is prohibited by law from being a Director of a company;
- (b) any notification that he is resigning or retiring from office takes effect;
- (c) the company or organisation he is representing notifies the FAB that he is no longer its representative;

**Fastrack Advisory Board
Statement of Commitment and Understanding**

We, the subscribers to this Statement of Commitment and Understanding, wish to be members of the *Fastrack* Advisory Board

Kent County Council
County Hall
Maidstone
Kent
ME14 1XQ

Name: _____

Signature: _____

Dover District Council
Council Offices
White Cliffs Business Park
Whitfield
Dover
Kent
CT16 3PJ

Name: _____

Signature: _____

Homes England
Windsor House
42-50 Victoria Street
Westminster
London
SW1H 0TL

Name: _____

Signature: _____

Invited Organisations to be Members of the FAB

Section to be updated as determined by the founding members:

Stagecoach South East (The Bus Station, St. George's Lane, Canterbury, Kent, CT1 2SY) – Guest Member. At the Fastrack Advisory Board held on 19 April 2022, it was agreed to invite Stagecoach Kent as a guest member to the Board for future meetings. It was agreed that Stagecoach Kent can be excluded from particular meeting agenda items at the request of the Founding Members (for example for sensitive discussions). Upon agreement of a contractual partnership with Stagecoach for the operation of the service, a further discussion will be held regarding their position on the Board.

