

Strategic planning advisory panel Terms of Reference (version 0.3)

Purpose of the Panel

1. Highways England's is committed to establishing a Strategic Planning Advisory Panel to provide advice to the Board on "*issues directly affecting local authorities and communities*"¹.
2. Our commitment is to establish a Strategic Planning Advisory Panel during the first half of Road Period 1. In our Delivery Plan annual update (2016/17)² we made a public commitment to establish a Strategic Planning Advisory Panel to:

Provide expert advice on issues relevant to the operation of our network, in particular strategic planning and our role in supporting economic growth and housing development as well as providing technical advice and commercial intelligence.

How the Panel will function in relation to the Board

The Panel Chair will keep the Board informed of the work of the Panel. In the event that the Board may wish to commission work from the Panel, this will be communicated through the Panel Chair.

The Panel will act in partnership with the company to sense check and provide challenge in the consideration of strategy proposals.

Composition of the Panel

3. In accordance with the Licence, membership of the panel must include "*representation from a credible range of local government and other stakeholders, including environment bodies as appropriate*". An initial list is appended at Appendix A.
4. Other organisations may be invited to contribute on an ad hoc basis at the Panel's request.

Statutory functions

5. The Strategic Planning Advisory Panel will **not** have any statutory function in its own right but its advice could potentially inform how Highways England operates and responds to statutory consent processes (e.g. via our statutory planning role). The Strategic Planning Advisory Panel would have no legal status and would act in an advisory nature only.

Annual work programme

6. The Strategic Planning Advisory Panel will be required to agree the issues it wishes to address over the forthcoming year. An annual work will be agreed by Strategic Planning

¹ Highways England Licence (April 2015; para. 5.22):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431389/strategic-highways-licence.pdf

² Highways England Delivery Plan annual update (2016/17; page 36):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/538130/S160049_Highways_England_Delivery_Plan_2016_Final_-_Digital_version.pdf

Advisory Panel to reflect the pertinent issues it believes are directly affecting local authorities and communities and relevant to the company's strategic business planning.

7. An annual progress report will be published 12 months after the inaugural meeting and every 12 months thereafter. This will set out the issues the Strategic Planning Advisory Panel has considered and provided advice on. The annual progress report should evidence how the work of the panel has directly impacted the operational and strategic work undertaken Highways England.
8. Following agreement of an annual work programme the Strategic Planning Advisory Panel may wish to commission work to further explore and report on the key issues agreed.
9. The Strategic Planning Advisory Panel will take a national perspective when considering the issues affecting local authorities and communities.

Role of Chair

10. The Chair of the Strategic Planning Advisory Panel will be an Executive Director or Divisional Director of Highways England.

Secretariat

11. The Strategic Planning Advisory Panel will be supported by a permanent secretariat (Strategy and Planning). The secretariat will prepare agendas, record minutes/actions and manage the provision and distribution of project information to Panel members. Communications will support the production of published reports such as the annual progress report.

Frequency of panel meetings

12. The Strategic Planning Advisory Panel will meet at least six-monthly, or at such frequency as members consider necessary.

Review of terms of reference

13. These terms of reference will be reviewed annually by the Strategic Planning Advisory Panel or at an appropriate time agreed by the panel.

APPENDIX A

MEMBERSHIP

Theme	Potential stakeholders to be invited to become a member of the Stakeholder Advisory Panel
Housing	<ul style="list-style-type: none"> • Homes and Communities Agency (HCA) / Homes England
Infrastructure	<ul style="list-style-type: none"> • National Infrastructure Commission
Business sector	<ul style="list-style-type: none"> • Confederation of British Industry (CBI) • British Chambers of Commerce
Local Government	<ul style="list-style-type: none"> • Local Enterprise Partnership (LEP) Network • Local Government Association (LGA) • Association of Directors for Environment, Planning and Transport (ADEPT)
STBs	<ul style="list-style-type: none"> • Transport for North • Transport for South East • Midlands Connect • England's Economic Heartland • Representative from the SW region
Professional bodies	<ul style="list-style-type: none"> • Royal Town Planning Institute (RTPI) • Royal Institute for Chartered Surveyors (RICS) • Chartered Institute of Highways and Transportation (CIHT) • Institute of Civil Engineers (ICE)
Environment	<ul style="list-style-type: none"> • Environment Agency