

Motorists Forum - Terms of Reference

Background & aims

It is important for Ministers to understand and take full account of the views of those who use and manage roads to inform work on both longer term strategies and short term interventions affecting road users and/or aimed at improving the performance of roads.

The Motorists Forum is intended to be the primary regular channel through which road users and other key stakeholders from the roads and motoring sector contribute to government thinking on priorities for and performance of roads. The Forum will both have a role in helping to shape topics of current interest, and setting a longer term strategic direction for roads and motoring policies.

Terms of reference

The Motorists Forum will:

- a) Represent motoring interests in developing and promoting strategies and policies relating to English roads. The Forum will:
 - (i) Suggest and seek to shape strategic direction;
 - (ii) Provide expertise and private commentary on developing policies on motoring or roads issues, including DfT business plan commitments;
 - (iii) Where appropriate, support the Department in delivering and explaining individual initiatives on roads issues.
- b) Support the creation of high quality government policy on motoring issues by:
 - (i) Examining policy interventions that can assist the Department in meeting its business plan commitments;
 - (ii) Examining policy interventions that can assist the Department more generally in supporting the motorist;
 - (iii) Respecting the organisational limits and political constraints under which the Department operates;
- c) Share the conclusions of its work with Ministers.

The Forum will not have an independent research capability, but will be able to suggest areas to Ministers where it believes research is necessary to meet a policy or strategic need.

Duration

The Forum is empowered for a twelve-month period, coterminous with the chair's period of office. At the end of this period, Ministers will decide whether they wish to continue to use the Forum as a channel of engagement.

Membership

Membership of the Panel reflects individual expertise as well as seeking to achieve a balanced representation of motoring interests. The appointed membership is expected to be as follows:

EXTERNAL	
David Quarmby	RAC Foundation
Edmund King	AA
CC Phil Gormley	ACPO
Christopher Macgowan	Centre for Automotive Management
Stephen Joseph	CBT
Garrett Emmerson	TfL (for local authorities)
Nick Starling	ABI
Theo de Pencier	FTA
John Lewis	BVRLA
Robert Gifford	PACTS
Paul Everitt	SMMT
INTERNAL	
Tricia Hayes	Roads
Graham Dalton	Highways Agency
Miriam Lea	Communications
Michael Dnes (Secretariat)	Roads Policy

The Chair is entitled to appoint subject specific experts as invited members ahead of a meeting of the Forum, or to take part in specific sub-groups.. The views of invited members should be reflected in any feedback to Ministers.

Chair

The chair shall be appointed by the DfT, and shall serve for a period of twelve months. David Quarmby, chair of the RAC Foundation, has accepted the DfT's invitation to chair the Forum for the first year. The duties of the chair shall include:

- Chairing each session of the Forum
- Reporting the Forum's proceedings to the Minister, with the assistance of the Secretariat.
- Appointing temporary members of the Forum ahead of specific meetings or on specific sub-groups.

When reporting to the Minister, the Chair is expected to reflect the views expressed by members of the Forum.

Subgroups

The chair is entitled to set up sub-groups to consider particular topics in detail. These may be constituted of full members of the Forum (appointed or invited), or of individuals appointed by the chair solely to sit in the sub-group.

Before any findings of a sub-group are included in the chair's report to Ministers, they should first be considered by a meeting of a full Forum.

Frequency of meetings

The DfT will provide a secretariat for service for the Forum. The Secretariat will aim to ensure a minimum of three meetings over the course of the year. In between formal meetings, Forum members will be invited to participate in the policy development process as and when opportunities arise. At least once a year Forum members will be able to suggest topics for a more strategic engagement with Ministers (including the Secretary of State) on the future direction of policies on roads and motoring.