

To: Mike Penning MP

From: *[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]*

Date: 18 July 2011

Motorists Forum – New Membership

Issue

1. Seeking your agreement to the new membership, leadership and way of working for the Motorists' Forum

Timing

2. Routine.

Recommendation

3. That you:

- Approve the new membership of the Forum (Annex A), and allow us to begin the process of contacting new, continuing and former members;
- Approve David Quarmby as the new chair of the Forum.
- Approve the proposed terms of reference (Annex B)

Consideration

4. As you know, the Motorists' Forum has been the main group through which we engage with representatives of the motoring community. When you attended its last meeting in April, you said you wanted to make sure the Department had an effective forum for engaging with motoring stakeholders. You believed that a variant of the previous Forum would be the right place to discuss specific policies and broader motoring strategy.

5. The Forum wanted to update its membership and way of working to bring it into line with the Government's position on advisory bodies, to reflect the fact that it no longer had a dedicated secretariat or research budget, and to contribute to policy and strategy. Both we and they agreed to move towards a different structure, with a smaller core membership and a flexible wider group.

6. Since that meeting, a number of Forum members have been heavily engaged in supporting the Department's work on the Red Tape Challenge – acting as Champions in our internal Star Chamber processes and encouraging wide sectoral participation. We see this as an effective model for Forum members to work with us on individual topics on which they and we have a mutual interest. But we also need to make progress now on delivering some structural changes to the Forum so that we can move on to other issues in the autumn.

Membership

7. We have discussed a different approach to working and to membership with a number of the Forum's key members. Our goal in creating a new membership list has been to deliver a panel of people who are both individually expert, and provide reasonable coverage of roads interests. The previous and proposed membership lists are attached as Annex A.

8. We are not proposing to include politicians on the new Forum, and we have also proposed removing a number of members who either have an interest in a very narrow agenda (on which we can still engage them on an ad hoc basis) or whose participation in previous Forum work had been intermittent.

9. The consequence of this is that the following organisations or individuals will no longer be represented permanently on the Forum:

- Institute for Advanced Motorists
- Mobilise
- Ford UK
- UK Petroleum Industry Association
- Local Government Association

We suggest that Garrett Emmerson, currently of TfL and formerly of Bucks CC, should be invited to join the forum to represent the local roads management interest. Informally, he says he would be happy to join the Forum.

- Lord Whitty
- Secondary representatives for AA, RAC Foundation and ACPO

10. We are not – however – closing the door to participation of these individuals in discussions of particular interest to them. The Chair will be able to invite these, or any other stakeholders, to act as temporary members of the Forum or to take part in subgroups to discuss individual topics.

11. We propose to contact all the members of the forum – whether new, continuing or former – to explain this new, looser, model of engagement. Afterwards, we would like to formally confirm the status of the membership using letters in the style of annexes C (continuing members) and D (former members). This will allow you to thank the former members for their contributions in the past, and to make clear that you will continue to listen to their views.

Leadership

12. Our proposal – which is supported by some of the key figures in the Forum – is that David Quarmby should be invited to become the new chair for the forum, to serve for a period of 12 months.

13. Of all the Forum members, David has the broadest range of interests and his expertise is extremely wide ranging. David is chair of the RAC Foundation, and has previously led reviews of our response to winter conditions. He has been invaluable through the Red Tape Challenge, both in our internal star chambers and in engaging with the Cabinet Office. We believe he has the policy and practical experience to be a credible chair, and will lead useful and

constructive discussion. Informal soundings suggest that he would be happy to take on the role.

Future meetings

14. Forum Members are very keen that you should have an opportunity to engage personally in its work. The chair will feed back the results of each meeting directly to you, with the help of the Forum's secretariat. You will also receive an invitation to attend all or part of every Forum meeting, as well as to ask for the Forum's advice on any topic of interest to you where you think they could help.

15. The Forum is keen that its agenda of topics should be a good mix between items of current interest to the Department and items of interest to them. They are keen that at least once a year they should have an opportunity to talk about broader strategic topics around the government's approach to road provision, management or driver behaviour.

16. This is reflected in the revised terms of reference, which is attached at Annex B.

Recommendation and next steps

17. Are you content with:

- The revised list of members at Annex A;
- The appointment of David Quarmby as Chair of the Forum;
- The terms of reference at Annex B.

We are happy to meet with you to discuss this further.

18. If you are happy with this approach, we will contact continuing, new, and former Members to explain changes to the Forum. We will then use letters along the lines of the attached drafts to formally invite them to become members the new Forum, or to thank them for their help in the past.

19. Subject to your views, our plan is to hold the next meeting of the forum in the early Autumn. Forum members have suggested that a good topic for this meeting would be driver behaviour, and ways in which this might be improved.

[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]

Copy list

PS/ Other ministers
Special Advisors
Lin Homer

Steve Gooding
Tricia Hayes
Fiona Wilson
*[Name withheld
under section
40(2)& (3)
Personal
Information, of the
FOI Act]*

*[Name withheld
under section
40(2)& (3)
Personal
Information, of the
FOI Act]*
Paul O'Sullivan
Ian Yarnold
*[Name withheld
under section
40(2)& (3)
Personal
Information, of the
FOI Act]*

Mike Fawcett
*[Name withheld
under section
40(2)& (3)
Personal
Information, of the
FOI Act]*

Annex A – Current & Proposed Membership

CURRENT – names in grey will lose their membership

EXTERNAL	
David Quarmby David Bizley	RAC Foundation
Edmund King Andrew Strong	AA
Lord Whitty	
Stephen Joseph	CBT
Christopher Macgowan	University of Buckingham
Nick Starling	ABI
Simon Best Alistair Cheyne	IAM
Robert Gifford	PACTS
Adrian Stokes	Disabled Motoring
Joe Greenwell	Ford UK
Paul Everitt	SMMT
Chris Hunt	UK Petroleum Industry Association
John Lewis	British Vehicle Rental and Licensing Association
Cllr Ricky Bower	LGA
CC Phil Gormley Paul Taylor	ACPO
INTERNAL	
Mike Penning	Minister
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Private Office
Tricia Hayes	Roads
Fiona Wilson	Roads Policy
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Comms
Graham Dalton	HA
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Roads Policy
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Roads Policy

PROPOSED

EXTERNAL	
David Quarmby (Chair)	RAC Foundation
Edmund King	AA
CC Phil Gormley	ACPO
Christopher Macgowan	University of Buckingham

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
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Roads Policy
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Strategic Comms

Annex B – 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
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	Communications
<i>[Name withheld under section 40(2)& (3) Personal Information, of the FOI Act]</i>	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.

Annex C – Example Letter to Continuing Member

Great Minster House
76 Marsham Street
London SW1P 4DR

Tel: 020 7944 3084
Fax: 020 7944 4521
E-Mail: mike.penning@dft.gsi.gov.uk

Web site: www.dft.gov.uk

I am writing to you following the last meeting of the Motorists Forum. At the meeting, the members and Department agreed that we needed to develop a slimmer and more focused Forum. The attendees asked the Department to provide a new membership list.

In order to improve effectiveness, we have divided the existing Forum into two groups. 11 will act as appointed members, while the remainder can be invited to meetings or to participate in specific sub-groups at the chair's discretion.

I would like you and your organisation to act as one of the 11 appointed members. I feel that you are well placed to advise me on the issues around a range of developing policies, and to help us to meet our commitments under the department's business plan.

My officials will be in touch with arrangements for the next meeting of the Forum, and the terms of reference for the Forum are attached to this letter.

I would like to thank you for the service you have provided the Forum in the past, and I look forward to hearing from you on a range of issues in the future.

MIKE PENNING

Annex D – Example Letter to Former Member

Great Minster House
76 Marsham Street
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Tel: 020 7944 3084
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In order to improve effectiveness, we have divided the existing Forum into two groups. 11 will act as appointed members, while the remainder may be invited to meetings or to participate in specific sub-groups at the chair's discretion. Those attending the Forum, whether appointed or invited, will be represented in feedback to ministers.

Reducing the size of the forum from 19 to 11 has meant that we have had to make difficult choices about the appointed membership. Unfortunately, this means that IAM will not be an appointed member of the new Forum. However, your organisation is obviously still an important part of the transport picture – and I hope that you will still be willing to contribute to the Forum if invited by the chair.

I would like to thank you for the service you have provided the Forum in the past, and I look forward to hearing from you on a range of issues in the future.

MIKE PENNING