



Department  
for Transport

## Manchester North West Quadrant Strategic Study

### Stakeholder Reference Group Terms of Reference

#### 1. Purpose

The purpose of the Stakeholder Reference Group is to ensure that stakeholder views are understood and properly considered during the study process. It will provide a forum for dialogue between the study team and the principal stakeholders with interests in the project, at each key stage of the study process.

#### 2. Role of the group

The Reference Group serves to bring together key stakeholders to:

- a) Represent the views of their organisation in relation to the Strategic Study and its activities, and where possible, the views of wider stakeholders.
- b) Consider the scope and terms of reference for the study and provide a steer on regional needs and priorities.
- c) Support the study team in identifying regional sources of information and analysis, strategies and proposals which may impact on, or need to be taken account of in the study work.
- d) Review and provide feedback at key stages in the study process, such as the interim and final study outputs.
- e) Facilitate a 'regional voice' and communicate information to a wider group of regional and local stakeholders.

#### 3. Membership

The Membership of the Group will be kept under review to ensure it continues to capture the views of stakeholder interests throughout the study process. The Reference Group will be chaired by Transport for the North.

**Attendance:** Stakeholder organisations represented at the Reference Group should look to provide, where possible, one attendee at Reference Group meetings. Should a stakeholder

representative be unable to attend, they may arrange for a substitute to attend the meeting.

#### **4. Role within the Study and other Governance Structures**

Given its role in ensuring that stakeholder views are considered as part of the Strategic Study, the Reference Group is not a formal decision making body. The views of members will be recorded and the Chair will ensure that they have been taken into account and have contributed to the study work. Sub-groups may be formed as necessary and the consultants may liaise with individual organisations as the study progresses.

#### **5. Working Arrangements**

- a) Secretariat: Secretariat function will be provided by the Study Project Team.
- b) Timing: The Reference Group will meet at the end of each stage of work. It is anticipated that meetings will take place as follows:

January 2016      To review the evidence base and draft objectives informing the strategic case.

April 2016        To review a range of potential investment options for the transport network in and around the north-west quadrant of Manchester.

July 2016         To provide an update on the assessment of the impacts and benefits, of a range of potential options.

- c) Location: All meetings will take place in Manchester.