

MEMORANDUM OF AGREEMENT CONCERNING THE OPERATION OF THE QUALITY TRANSPORT PARTNERSHIP

- 1.1 The Quality Transport Partnership is an independent organisation comprising of transport operators and providers, transport interest groups and user groups as listed in Appendix A.
- 1.2 The Quality Transport Partnership is owned by the partners.

2. AIMS AND OBJECTIVES

- 2.1 The aims and objectives of the Quality Transport Partnership were agreed by the founding partners.
- 2.2 The Partnership was set up at the instigation of the Isle of Wight Council and was launched in January 1998 with the endorsement of the Under Secretary of State for Transport, Glenda Jackson M.P., who witnessed the ceremony at which the partners signed up to the aims and objectives of the Quality Transport Partnership. A copy of the Aims and Objectives is attached and forms part of this memorandum (Appendix B).
- 2.3 The Quality Transport Partnership recognises the Local Transport Plan and Annual Progress Reports as the essential means for achieving the objectives of the Partnership. The Quality Transport Partnership endorses the Local Transport Plan as it reflects the overall objectives of the Partnership.

3. MEMBERSHIP

- 3.1 The original membership has been extended to include partners who, by the acknowledgement and assent of the existing members, have a significant involvement in transport on the Isle of Wight and are able to contribute to the effectiveness of the Quality Transport Partnership.
- 3.2 The existing Partners will consider applications by prospective partners who have a particular interest in transport on the Island, either as a transport provider, a user group or a recognised specialist transport organisation, and who wish to contribute to the work of the Quality Transport Partnership. New partners will be expected to commit their organisation to the agreed aims and objectives.
- 3.3 The Signature of a new Partner of the Quality Transport Partnership will be provided by the Chief Executive, Chair, President or Senior Representative of the organisation concerned.
- 3.4 Partner organisations will nominate a representative to attend QTP meetings. Substitutions will be allowed at the discretion of the chair of the Quality Transport Partnership and will not be unreasonably refused.
- 3.5 In order that the membership of the Quality Transport Partnership shall not become too unwieldy it may become necessary to limit partner membership and membership may be declined for new organisations which duplicate the area of interest already represented by an existing partner.

3.6 The acceptance of new partners shall be entirely at the discretion of the existing partners. Partners will none-the-less have due regard to the need for all transport interests on the Island to be represented within the Partnership.

3.7 The Quality Transport Partnership does not accept political parties as partners per se.

4. THE LOCAL TRANSPORT PLAN

4.1 The Quality Transport Partnership has a consultative role to play in the development and implementation of the Local Transport Plan, and a specific task in monitoring the delivery of the Local Transport Plan. The consultative role of the Quality Transport Partnership is recognised by the Isle of Wight Council in the Local Transport Plan.

5. RELATIONSHIP WITH THE LOCAL AUTHORITY

5.1 The Isle of Wight Council is a Partner member of the Quality Transport Partnership. Council policy is represented on the Quality Transport Partnership by the Council's Executive Portfolio Holder with responsibility for Transport and by the Chair of the Select Committee for Transport.

5.2 The Council will provide technical advice and support through the good offices of the Head of Engineering Services, who will attend QTP meetings whenever he/she is able. Meetings will be arranged to accommodate daily requirements.

5.3 The Head of Engineering Services will endeavour to arrange for the appropriate Officer to attend meetings and report regularly on the implementation of the LTP as far as he/she is able. The Chair of the QTP will liase with the Transport Planning Officer through the Head of Engineering Services.

5.4 The Head of Engineering Services will arrange in consultation with the Chair of the QTP for any other Council or local government officer/s to attend a meeting when it is agreed between them that it would be useful to do so on an ad hoc basis.

5.5 The Head of Engineering Services provides technical and executive services to support the work of the Quality Transport Partnership. The Chair of the Quality Transport Partnership will liase with the Head of the Engineering Services on all matters concerning the administrative support that is available to the Quality Transport Partnership. This will include: -

- Making facilities available for holding QTP meetings
- Notifying membership of meetings, circulating minutes, agendas and reports as appropriate
- Preparing agendas, taking and producing minutes
- Dealing with correspondence, typing letters etc.
- Maintaining records of the business of the QTP
- Preparing reports as agreed with the Head of Engineering Services.

5.6 The Engineering Services Department will make such arrangements as necessary to include funding for the above within the Engineering Services budgets.

6. ORGANISATION

- 6.1 The Quality Transport Partnership will consist of the signed up partners.
- 6.2 The Partners of the QTP will elect a Chair for a minimum of one year at the Annual General Meeting. Nominations for the Chair will be invited in advance of the meeting with each Partner organisations present at the AGM receiving one vote. Any Partner unable to attend the AGM will be given the opportunity to vote by proxy. Partners wishing to use this facility are required to write to the QTP Secretary at least 24 hours prior to the AGM, notifying of their intention to vote by proxy and to indicate for whom they wish to vote or nominating an alternative Partner to vote on their behalf.
- 6.3 The Partners will elect an Executive Committee at the AGM to consist of The Chair of the QTP, elected as above, and;
- A partner to represent the transport providers.
 - A partner to represent the business community.
 - A partner to represent the specialist transport organisations.
 - A partner to represent the user groups.
 - A representative of the Council, either the Chair of Select Committee or the Portfolio holder. Both may attend if they so wish.
 - The Head of Engineering Services in an ex officio capacity. (Or a nominated member of the department to act on his/her behalf).
- 6.4 The Partners of the QTP will elect a Deputy Chair at the AGM. The Deputy Chair will be selected from the Executive Committee.
- 6.5 Should a retiring Chair not remain a member of the QTP by virtue of representing a Partner organisation, the individual shall be invited to remain as an honorary Member. Honorary membership will be reviewed at the AGM.
- 6.6 The Office will be vested in the organisation that the partner represents.
- 6.7 The Chair may call meetings of the Executive Committee to reach decisions on urgent matters when this becomes necessary in between meetings of all the partners, or to prepare a report and recommendations to be referred to the partners.
- 6.8 The Executive Committee will endeavour to reach decisions on the basis of nem con. Otherwise decisions may be arrived at by simple majority voting, the chair holding the casting vote. Or if circumstances permit the decision may be deferred to a meeting of the full partnership.
- 6.9 In any event the decisions of the Executive Committee will be reported to the full meeting of the partners.
- 6.10 Decisions of the QTP shall as far as possible be by general agreement of the members present. If a vote is necessary to resolve a matter requiring a definitive decision, a simple majority of those member organisations present will apply, with the Chair holding the casting vote. However, partners will have the right to veto any decision which they feel infringes the vital interests of a partner organisation. The exercise of the veto must be formally noted in the minutes.

- 6.11 From time to time working groups may be established to consider any relevant transport issues. Such working groups may be set up at the instigation of the Engineering Services Department. The working group will report to the full partnership. In addition the working group, if so authorised by the full partnership, may be empowered to report directly to the Council, through the Engineering Services Department, and make such recommendations as it sees fit.
- 6.12 The partners will report to an Assembly to be held at least once a year at which a report of the years activities, or other matters, will be made. The Assembly will be open to all interested parties in general and particular to all members of the Council who will be invited to attend in an individual capacity.
- 6.13 The Quality Transport Partnership is recognised by the Isle of Wight Council as the appropriate body for the Council to consult on Transport Matters.
- 6.14 The Quality Transport Partnership will be kept informed by the officers of the council of the work of the Select Committee on transport. The Quality Transport Partnership will endeavour to provide input to the Select Committee on Transportation. With this in mind, the meetings of the Select Committee and agendas wherever possible will be circulated to the chair of the QTP and at his discretion to partners with a particular interest in the agenda items.
- 6.15 The Quality Transport Partnership will be formally consulted with regard to the Local Transport Plan, transport elements of the Unitary Development Plan, Best Value audits of transport provision on the Island, Public Transport Contracts, the Local Strategic Partnership and the Community Strategy and any other matters concerning the provision of transport on the Isle of Wight.
- 6.16 The Quality Transport Partnership can be suspended if it is deemed to have failed to provide adequate representation of the participating organisation for a period of 6 months or have failed to deliver on any of the provisions of the agreement by default, where this can be demonstrated to be the case.

21st November 2002

APPENDIX A – MEMBER ORGANISATIONS

The following is a list of Member Organisations as at 6th November 2002:

British Horse Society
Chamber of Commerce
Cyclewight
Federation of Small Businesses
Friends of the Earth
Freight Transport Association
Hovertravel Ltd
Institute of Advanced Motorists
Islandline
Isle of Wight Bus Users Group
Isle of Wight Council
Isle of Wight Disability Action Group
Isle of Wight Healthcare NHS Trust
Isle of Wight Older Voices
Isle of Wight Tourism
Island Disability Issues Forum
Local Agenda 21
Rail Passenger Committee
Red Funnel Ferries
Road Haulage Association
Rural Issues Group
Rural Transport Partnership
Southern Vectis
SUSTRANS
Transport 2000
Taxi Proprietors Association
Wightlink IW Ferries
Wight Track

APPENDIX B : QTP AIMS AND OBJECTIVES

AIMS

To provide an all embracing, high quality integrated transport network across the Island, and to the mainland, which provides the public with genuine choice for the way in which they travel.

OBJECTIVES

1. To reduce dependency on the private car such that there is no growth in car travel on the Island over the next ten years.
2. Increase usage of other modes of travel, principally walking, cycling, buses, trains and taxis as a consequence of reduced car usage. It has to be recognised that pedestrian crossing points and safety form an integral part of the transport network for disabled people and that car travel may be the only form of transport for this sector of the community.
3. Integrate land use planning and transportation such that development is encouraged where it reduces the need to travel.
4. Provide an infrastructure which can increase usage of alternatives to the car which will involve the positive discouragement of car use and improve facilities for disabled users.
5. Work together with the other partners to ensure that the Island has high quality transportation services which are available to all users and at a reasonable cost.
6. To encourage the improvement of cross Solent ferry links.
7. To encourage the retention and improvement of the Island's railway and to utilise old lines for sustainable transportation use.
8. To promote the development of sustainable and efficient freight distribution on the Island, to support the Island economy and protect and enhance the island environment.