



# **Mersey Tunnels Task Group Terms of Reference**

<b>Document Title</b>	CD_TollsReviewTOR_1.0v_010116
<b>Document Owner</b>	Integrated Transport
<b>Author</b>	Frank Rogers
<b>Document Version</b>	0.1v

**This document is the property of Merseytravel. It may not be reproduced or used for any other purpose than that for which it is supplied without the written permission of Merseytravel.**

## **Purpose of Group**

The group has been formed following a resolution 79 (ii) of the Combined Authority on 13 February 2015, which recommended:

“a task group be set up to consider options open to the Combined Authority to reduce the costs of tunnel tolls and its impact in infrastructure and transportation”

There was also a wider decision relating to a review of the Mersey Tunnel Act in any on-going devolution negotiations under minute 79 (iv), but this work is out of scope of this task group and should continue separately.

## **Membership**

To consider the relevant short and long term options available and inform the Combined Authority ahead of the next Tunnel Toll setting process for 2016/17, the following membership is considered appropriate: -

Chair of the Combined Authority  
Deputy Chair of the Combined Authority  
Representatives of other local authorities as determined by the Task Group.  
Chair of Merseytravel  
Senior Merseytravel Officer  
Senior DfT Official  
LEP representative  
Support Staff

Other officers will attend the meeting as required in order to best inform the workings of this Task Group and the various workstreams.

The meeting will be supported by Merseytravel officers.

## **Ways of Working**

The group will be a dedicated task and finish work group, aimed at delivering the outcomes of the recommendation 79 (ii) of the Combined Authority dated 13 February 2015 in sufficient time to determine the Tunnel toll setting process for 2016/17. The final stages of the draft budget preparation process for any particular financial year takes place around November/ December of the preceding calendar year in order to prepare for the formal budget setting report to the Combined Authority in the February before the particular financial year concerned. Ideally this group will be in a position to inform the toll setting process for 2016/17.

In order to support the work of this group and maintain transparency, the group will commission a range of independent reviews associated with the operation of the Mersey Tunnels to ensure options explored are understood in detail. The key aim is to ensure the Combined Authority recommendation considers the best outcomes for the Liverpool City Region as a whole, and is not specific to the Mersey Tunnels or any individual districts.

Minutes of each meeting held, along with associated reports and options considered will be made available for publication on the Merseytravel and Combined Authority Websites.

### **Meeting Schedule**

The meetings should be chaired by the Chair of the Combined Authority and agenda items confirmed by the Chair one week in advance. The meetings will not be open to public attendance, but the minutes and agendas for such will be published..

Meeting of this group should take place as required. Each attendee nominated as part of the group may appoint a deputy to attend meetings if necessary, ensuring a tight timescale for delivery of the outcomes is maintained. Other attendees will be determined by specific invite should they be required to inform a specific issue.

Meetings will be set as the project commences to ensure availability is known as far in advance as possible.

### **Sharing of Information**

Any information used to inform this review, including agendas/ minutes of meetings, associated reports and options considered, along with supporting evidence will be published on the Merseytravel and Combined Authority websites dependent upon who services the meeting. All of this information would be available via the Freedom of Information Act, unless deemed exempt by one of the specific clauses.