

PUBLIC AFFAIRS BOARD

TERMS OF REFERENCE

1. Background

This document sets out the Public Affairs Board's terms of reference by defining its purpose, its membership, its conduct and its relationships with other bodies. The Public Affairs Board will also provide guidance and advice to enable the Association to achieve its Vision - *"To achieve excellence in parking for all."*

Main purpose

To develop and deliver the BPA's communications strategy including stakeholder engagement and informing and influencing government.

2. Purpose

2.1 The purpose of the Public Affairs Board is:

- i. To oversee the design, development and delivery of the BPA Communications Strategy and associated Annual Action Plans plan to support the achievement of the BPA's 5-year Strategy and Annual Business Plan.
- ii. To oversee the design, development and delivery of the BPA's public affairs and lobbying policy to influence all UK governments and EU policy (through membership of the European Parking Association) and to receive reports from EPA representatives on public affairs issues.
- iii. To oversee the design, development and delivery of BPA Master Plans.
- iv. To oversee the building of a consensus with all stakeholders including but not limited to:
 - The Parking Forum.
 - Direct engagement with Government Departments, Agencies and non-departmental Government Bodies in all four nation states (England, Scotland, Wales and Northern Ireland)
 - Stakeholders Representative Bodies and other like Organisations
 - Working Groups set up to manage special projects (e.g. CCTV, ANPR, New £1 coin)
- v. To oversee the design development and delivery of an annual research programme.
- vi. To oversee the John Heasman Bursary including but not limited to:
 - Development and maintenance of criteria for the Bursary
 - Promotion of the Bursary
 - Acting as the judging panel for the bursary if and when appropriate
 - Overseeing the award of monies for individual research initiatives

vii. To oversee the Ernest Davies Award for the Advancement of Parking Knowledge, including but not limited to:

- Development and maintenance of criteria for the Award
- Promotion of the Award
- Acting as the judging panel for the bursary if and when appropriate
- Overseeing the award of monies for individual research initiatives

viii. To oversee the creation of an editorial policy for all publications, including Parking News and association websites to ensure they comply with the overall BPA Communications Strategy and Annual Action Plans.

2.2 The Public Affairs Board is established by and reports to the BPA Board and its work extends across the whole of the parking sector. The Public Affairs Board will take into account the government’s approach to the regulation of the parking sector and other professional standards.

3. Membership

3.1 Composition

Voting Members:

		<i>Term of Office</i>
Chair of Public Affairs Board	<i>Elected by and from representatives of BPA Corporate membership organisations on the Council of Representatives and sits on the BPA Board.</i>	<i>Two Years</i>
6 x Council of Representative Members	<i>Elected by and from the Council of Representatives. No more than one representative from any electoral college</i> <i>For consistency of reporting, 2 of the places to be held by:</i> <ul style="list-style-type: none"> • <i>BPA representation on EPA Board and</i> • <i>EPA Policy & Strategy Committee</i> 	<i>Three years</i>
4 Members	Elected from and by the BPA membership	<i>Three Years</i>
Chair of the Future of Parking and Intelligent Mobility Group	<i>Elected by and from representatives of BPA Corporate membership organisations</i>	<i>Three Years</i>

Non-Voting/Invited Members:

Chair of BPA Board	<i>Attend as required</i>
Treasurer of BPA	<i>Ex-officio</i>
Chief Executive of the BPA	<i>Ex-officio</i>
Director of Policy & Public Affairs and/or Head of	<i>Or other BPA Executive staff</i>

3.2 Invitees and Co-Opted Members

The Public Affairs Board may invite others with relevant experience and expertise, including professional advisers, external consultants and non-BPA members to attend Public Affairs Board meetings from time to time in an advisory non-voting capacity. For example the Public Affairs Board may wish to invite from time to time Council members who represent the European Parking Association on behalf of the BPA.

3.3 Term of membership and other issues

The term of office for the Chair shall be two years and elected members and appointed members shall be three years. The Chair and members may be reappointed at the end of a term of membership for one further term of office. A Vice-Chair will be appointed from within the Public Affairs Board and will deputise for the Chair in his/her absence. That appointment will last for a maximum of 3 years.

3.4 Secretariat

The work generated by the Public Affairs Board will be supported by BPA staff who will take responsibility for preparation and distribution of papers. There will be occasions when a number of members of the secretariat will attend the Public Affairs Board.

3.5 Quorum

A quorum necessary for the transaction of business shall be **SIX** voting members which includes the chair/vice chair (and ONE other Council of Representatives member).

4 Conduct of Meetings

4.1 Voting Table 3.1 above sets out voting rights. Any resolution of the Public Affairs Board shall be passed by a simple majority of the votes of members of the Public Affairs Board present at the meeting. In the case of an equality of votes, the Chair of the Public Affairs Board shall have a second (or casting) vote.

4.2 Decisions of the Public Affairs Board may be taken at several levels:

- By the full Public Affairs Board either at meetings or by correspondence between meetings.
- By a single Board member authorised by the full Board.
- By a BPA staff member authorised by the Public Affairs Board (with delegated authority).

4.3 Attendance at Public Affairs Board Meetings

A minimum attendance of 75% is required of Public Affairs Board Members to ensure that best practice in board governance is reached and maintained. Those members that fail to attend three consecutive meetings of the Public Affairs Board or who do not achieve at least 75% attendance in a rolling year, without showing good cause

(e.g. a long-term illness, etc), may be automatically removed from the Public Affairs Board and will not be eligible to stand for re-election for one year.

4.4 Sub-Committees and Working Groups

The Public Affairs Board may appoint such sub-committees / working groups as it considers necessary from time to time and shall specify the terms of reference of such groups.

4.5 Frequency of meetings

The Public Affairs Board shall meet as and when the business dictates but normally at least every three months in a published schedule. The Chair will be responsible with the Secretariat for calling additional meetings as required.

4.6 Agendas for meetings and supporting papers

The agenda of items to be discussed and supporting papers will be published electronically at the soonest opportunity and normally at least seven days before the meeting.

4.7 Notes of meetings

The secretariat shall take notes of the proceedings of all meetings of the Public Affairs Board, including recording the names of those present and resolutions/decisions made. Notes shall be made available, within a reasonable timeframe, for scrutiny by BPA members on request. *It should be noted that the BPA is not subject to FOI requests unlike public sector organisations and therefore the notes should not be circulated to external bodies or persons without seeking the permission of the Chief Executive or Chief Operating Officer.*

4.8 Website

It will be good practice for the work of the Public Affairs Board to be publicised on the BPA's website.

4.9 Planning

The Public Affairs Board will take account of BPA plans when contributing to the 5 year strategic plan and one year annual plan which include a work programme and budget implications.

4.10 Risks

A risk register will be maintained as part of the planning process.

5. Relationships

It is important to ensure sound relationships with stakeholders and partners. In particular, the following are of special interest.

5.1 BPA Board

To ensure appropriate corporate governance, the Public Affairs Board is answerable to the BPA Board. The Chair shall formally submit brief progress reports to meetings of the BPA Board and Council of Representatives as required. The Chair will also submit a review of the PA Board's activities over the year for inclusion in the BPA Annual Report, covering its workstreams and outputs since the previous edition of the same.

5.2 The Parking Profession

Whilst the Public Affairs Board is part of the BPA's work, it will nevertheless always endeavour to ascertain and keep informed of the knowledge, skills and professional development needs of the whole sector.

5.3 Partner Organisations

The BPA forms partnerships and contracts with external bodies from time to time and separate memorandum of understanding or other contractual arrangement will be maintained with external bodies as appropriate

6. Public Relations

6.1 The Public Affairs Board shall have no direct contact with the press or media or release press statements. All press enquiries should be directed through the BPA's public affairs and media officer.

6.2 The Public Affairs Board shall aim to enhance the reputation and standing of the BPA and its members and do nothing to bring the name of the body into disrepute.

6.3 The use of BPA logos and references to BPA recognition shall, at all times, be in strict accordance with the appropriate guidelines.

6.4 As referred to in 4.7 above, it should be noted that the BPA is not subject to FOI requests.