

## Constitution Review

### Appendix 2

#### Schedule of Proposed Amendments

Proposal	Clause	Wording
<b>Co-option Consents</b>	<b>25.3.17</b>	<p>**The Members of TfN appointed by the Constituent Authorities may appoint further Co-opted Members if they all agree to do so. <b>Written approval to the co-option may be provided and such written approval may extend to all representatives nominated for appointment to the TfN Board by the eleven LEPs within the area of TfN and to any Independent Members of the Audit and Governance Committee nominated during the year following the Annual Meeting.</b></p>
<b>Consultation of Members outside of formal Meetings</b>	<b>21.2.5</b>	<p>Take any action which is required as a matter of urgency in the interests of TfN, in consultation (where practicable) with the Chair or the <b>voting Members of the TfN Board</b> . Where action is taken as a matter of urgency a report shall be submitted to the next meeting of the TfN Board. <b>Consultation with Members may be by such method as the Chief Executive may determine including by telephone , e-mail or informal meeting or briefing.</b></p> <p><b>Where the views of Members are not unanimous, each response shall be weighted in accordance with the weighted voting rights of the Member to determine the result of the consultation.</b></p>
<b>Part 3 General Delegations to Directors</b> (Previously not included in the Constitution)		<p><b>Scheme of Delegations to Officers</b></p> <p><b>General Delegations to all Directors and Officers reporting directly to the Chief Executive</b></p> <p><b>To be an Authorised Signatory authorised to sign any document on behalf of TfN</b></p> <p><b>In accordance with the Schedule of Approvals (Appendix 10 of the Constitution) to approve:</b></p> <ol style="list-style-type: none"> <li><b>1. irements between heads of expenditure within revenue budgets up to £100,000, subject to the agreement of the Finance Director for sums over £25,000</b></li> </ol>

		<ol style="list-style-type: none"> <li>2. the release of budgeted contingency, subject to the agreement of the Finance Director for sums over £25,000</li> <li>3. the commissioning of budgeted works, goods and services from TfN Core Funding, subject to the agreement of the Finance Director for sums over £50,000</li> <li>4. The award of contracts for which appropriate commissioning approvals exist from TfN core funding, subject to the agreement of the Finance Director for sums over £50,000</li> <li>5. The submission of business cases to access capital funding up to £1,000,000 subject to the agreement of the Finance Director and Chief Executive</li> <li>6. The agreement of funding terms with DfT up to £5,000,000 subject to the agreement of the Finance Director</li> <li>7. The commissioning of Programme/Capital works, goods and services with business case and funding approval up to EU £1,000,000 subject to agreement with the Finance Director</li> <li>8. The award of contracts for Programme/Capital works, goods and services for which there is appropriate commissioning approval up to £1,000,000, subject to the agreement of the Finance Director to sums over the EU threshold</li> <li>9. Cost overruns up to £1,000,000, subject to the agreement of the Finance Director to sums over the EU threshold</li> <li>10. Contract scope changes for works, goods and services from TfN Core budget up to £164,000, subject to the agreement of the Finance Director to sums over £50,000.</li> <li>11. Contract scope changes for Programme/Capital works, goods and services up to £2,000,000, subject to the agreement of the Finance Director for sums over £164,000 and the Chief Executive over £1,000,000</li> <li>12. Grant award to third parties up to £200,000</li> <li>13. To bid for grant funding from DfT and other bodies up to £1,000,000 subject to the agreement of the Finance Director and the Chief Executive</li> </ol>
--	--	--

		<p>In accordance with TfN's adopted recruitment policies and in consultation with the Head of Human Resources, to appoint employees to posts approved in the establishment by the Chief Executive.</p> <p>To supervise and manage employees appointed to posts under their direction and control</p> <p>In consultation with the Head of Human Resources, to take appropriate disciplinary action against staff including suspension and /or dismissal.</p> <p>In consultation with the Head of Human Resources, to determine staff grievances.</p> <p>To determine all applications for paid and unpaid leave.</p> <p>To determine applications for the reimbursement of post-entry training and examination fees.</p> <p>To determine proposals to attend training courses.</p> <p>The Director of Business Capability shall have delegated authority to approve the terms and conditions of recruitment agencies, recruitment advertising providers and training and development services providers.</p>
<b>Audit and Governance Committee</b>	<p><b>22.6.1</b></p> <p><b>22.6.2</b></p>	<p><b>Membership and Quorum</b></p> <p>The Committee shall be composed of 8 members and the quorum shall be three of whom at least two shall be Members or Co-opted Members of the TfN Board.</p> <p>The Finance Director shall be entitled to take decisions on any matter within the terms of reference of the Audit and Governance Committee after consultation with the Members of the Committee either in writing or by telephone.</p>
<b>Public Speaking at Board Meetings</b>	<b>25.15</b>	<p><b>Public Speaking</b></p> <p>Members of the public will not normally be allowed to address a meeting of the TfN Board. Any request to address a meeting of the TfN Board will be referred to the Chief Executive who</p>



<b>Rail North Committee</b>	<b>24.2</b>	<b>Membership</b>  The Rail North-Committee shall be established consisting of one Member and one Substitute Member appointed by each of the Regional Groups set out in paragraph 24.3
	<b>24.2.2</b>	The Member appointed shall be a Member or Substitute Member of the TfN Board.:
	<b>24.2.3</b>	The quorum for any meeting of the Committee shall be three Members who together hold not less than 25% of the rail franchise matters weighted votes.
<b>Quorum</b>	<b>25.10.1</b>	No business shall be transacted at any meeting of The Transport for the North Board unless at least 5 of the voting Members are present and those Members together hold more than 25% of the weighted voting rights. In the case of Rail Franchise Matters no business shall be transacted unless at least 6 voting Members are present and those Members together hold more than 25% of the Rail Franchise Matters weighted voting rights.
	<b>25.10.2</b>	No business shall be transacted at any meeting of a Committee of Transport for the North unless at least 25% of the voting Members are present and those Members together hold more than 25% of the weighted voting rights.
<b>Procedure at Meetings</b>	<b>25.11.2</b>	The second item on the Agenda shall be the Approval of the Minutes of the previous meeting. After Approval of the Minutes of the previous meeting the Chair may ask if there are any matters arising upon the Approved Minutes, pursuant to which any Member may ask as to the current position or progress made on any item contained in the Approved Minutes. The Chair shall avoid any debate or discussion that could be construed as attempting to change or vary a previous decision.
<b>Officer Reference Groups</b>	<b>19.2</b>	The membership and terms of reference of each Officer Reference Group shall be reported to the Executive Board.
<b>Indemnity</b>	<b>27.15.4</b>	Delete
<b>Contractual Provisions</b>	<b>15.3.2</b>	Contracts with a value exceeding £150,000 will normally be made under the Common Seal of Transport for the North attested by two authorised officers unless the Monitoring Officer

		determines otherwise. .
<b>General Purposes Committee</b>	<b>8.4</b>	Transport for the North has established a General Purposes Committee to provide direction in relation to any matter other than rail franchise matters which is not reserved to the Transport for the North Board
<b>General Purposes Committee Terms of Reference</b>		<p>General Purposes Committee Terms of Reference</p> <p>The General Purposes Committee shall determine any matter which is not reserved to the Transport for the North Board nor delegated to the Rail North Committee and which is not decided by the Chief Executive under his delegated authority.</p> <p>Membership</p> <p>The General Purposes Committee shall consist of one Member and one Substitute Member appointed by each of the Regional Groups set out in paragraph xx</p> <p>The Members appointed shall be a Member or Substitute Member of the Transport for the North Board</p> <p>Quorum for any meeting of the Committee shall be three Members who together shall hold 25% of the weighted votes</p>
<b>Blake/Jones Review</b>		(Further amendments may need to be made)
<b>Executive Board</b>		<p><b>The Executive Board</b></p> <p>Transport for the North has established the Executive Board comprising the Chief Executive or their representative from each of the Constituent Authority who meet together as an advisory body of officers to advise on the development of Transport for the North's strategy and operations and to assist Transport for the North in its role as speaking with one voice for the whole of the North.</p>
<b>Miscellaneous Amendments</b>		Minor amendments made throughout to correct typographical and other errors without altering the meaning of the document.

