

Appendix 4 – West Midlands Rail Ltd Governance Evolution Chair and Vice Chair Terms of Reference

Approved by the Board Devolution Sub-Committee on 03 September 2020 and Board of Directors on 15th September 2020

1. In order to ensure the smooth and efficient operation of the WMRE Board, regular meetings between the Chair and Vice-Chairs will be scheduled. These will be held monthly by Microsoft Teams and last for around 30 minutes. The Chair will lead the meetings, although they have the ability to delegate to one of the Vice-Chairs if desired.
2. Officer support will be provided by the Executive Director WMRE, and the Chair of the WMRE Officers' Group. Other officers or subject matter experts may be invited at the discretion of the Chair and Vice-Chairs. Minutes or action points will be recorded by either the Executive Director WMRE or the Chair of the WMRE Officers' Group
3. The Chair and Vice-Chair meetings have a loose agenda, including but not limited to
 - a) General Board business
 - b) Preparation for Board meetings e.g. reviewing papers and collectively agreeing the agenda
 - c) De-briefing from Board meetings e.g. reviewing actions
 - d) Franchise performance
 - e) National rail policy
 - f) Local government developments
 - g) WMRE Strategy
4. If in future the Board decided to introduce a system of portfolios, with certain responsibilities delegated to the Vice-Chairs then this will be the meeting where these are reviewed and discussed.