

# Local Bus Services Working Group

## 1. Terms of Reference

- 1.1 The Working Group is advisory only and has the following functions:
- a) To review and advise the Transport Committee on the Combined Authority's criteria for supported bus and their practical application.
  - b) To consider proposals for supported services or to review supported services that have been procured by the Combined Authority.
  - c) To consider and review the tender evaluation and award procedures.
  - d) To consider draft proposals for Area Bus Network Reviews before their consideration by Transport Committee.

## 2. Role

2.1 The Working Group is not intended to replace or conflict with oversight and review provided by any decision-making committee of the Combined Authority, including the Transport Committee.

2.2 The Working Group is not intended to replace or conflict with the Combined Authority's overview and scrutiny arrangements, and any matter reviewed by the Working Group remains within the remit of those arrangements and the Scrutiny Standing Orders in Part 4 of the Constitution.

## 3. Membership

3.1 The Working Group comprises **any number of members of the Transport Committee from time to time** but with the intention that attendees of Working Group meetings will always include a member from any Constituent Council where the supported services in issue are or would be provided, in the interests of providing local insight.

## 4. Meeting arrangements

4.1 The Working Group will meet as determined by the **Lead Member, Public Transport** and Leader of the Opposition.

- 4.2 An **agenda** for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.
- 4.3 At least **5 working days' notice** of meetings should be given and any member that wishes to attend should notify the relevant officer.
- 4.4 There is no fixed **quorum** for meetings of the Working Group but it is advisable that:
- at least 3 members shall attend any meetings, and
  - at least one member from each affected Constituent Council should attend any meeting.

If fewer than 3 members indicate they will attend, or if no member from an affected Constituent Council will attend, then the meeting need not be held. If a meeting is not going to be held, then members may make written representations on the papers to the Director, Transport Services if they wish.

- 4.5 So far as possible, representatives of **more than one political group** should attend in the interest of balance. There is no legal requirement for political balance to be achieved on working groups.
- 4.6 The Working Group is **not a sub-committee**, for flexibility of business.
- 4.7 At any meeting, the members attending may if they wish select one of their number to act as **chair** for the purpose of conducting the business on the agenda. Where a decision is required, such as the terms of any recommendation, then the attendees may vote if there is not clear unanimity. Each attendee shall have one vote and any chair shall not have a casting vote. The views of all members present should be recorded if there is any dispute.
- 4.8 If at any meeting there is no **member present from a Constituent Council affected** by bus service issue or proposal then a recommendation may not be made if it might impact on that Constituent Council.
- 4.9 **Officers** may attend meetings and provide information, documents and advice to members. **Officers are not members of the Working Group.**
- 4.10 Any recommendations of the Working Group will be brought before the Transport Committee as soon as practicable, or in the case of urgent matters, be notified to the Chair of the Transport Committee and the Director, Transport Services as soon as possible.

- 4.11 As the information discussed at meetings may contain commercial or **confidential information** relating to bus operators and tenders, proceedings of the Working Group shall be kept private and confidential; meetings are not open to the public.

## 5. **Conflicts of Interest**

- 5.1 The **Members' Code of Conduct** of the Combined Authority applies to any Combined Authority Member, and to any voting Co-optee on Transport Committee attending this Working Group.
- 5.2 However, the Code does not explicitly extend its requirements in respect of declaring interests to meetings of any Working Group. The Head of Legal and Governance Services therefore advises that members of the Working Group should treat meetings of the Working Group as if they are a formal committee meeting for the purposes of disclosing interests and not participating in discussion where members have an interest in a matter. This will help members avoid breaching the principles of conduct set out in the Code relating to selflessness, and honesty and integrity.
- 5.3 Any declaration or non-participation by a member should be recorded in the minutes for the meeting of the Working Group.