

# Local Bus Services Working Group – arrangements

## Terms of Reference

- 1 The Working Group is advisory only and has the following functions:-
  - a. To advise the Transport Committee on the practical application of the Authority's criteria for supported services.
  - b. To consider proposals for supported services or to review supported services that have been procured by the Authority.
  - c. To consider and review the tender evaluation and award procedures.
  - d. To advise and make recommendations to the Transport Committee and the **Director, Transport Services** in relation to any matter concerning the provision of supported bus services and the delivery of the policies of the Authority in relation to public passenger transport services.

## Role

The intention is for the business and attendance at meetings to be flexible to meet the requirements of the Transport Committee and therefore a formal committee structure is not appropriate.

**The Working Group is not intended to replace or conflict with the Authority's Overview and Scrutiny Committee and any matter reviewed by the Group remains subject to the remit of that Committee and the **Scrutiny** Standing Orders.**

## Membership

- 2 The Working Group may comprise 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 the Districts where the supported services in issue are or would be provided, in the interests of providing local insight.

## Meeting arrangements

- 3 The Working Group will meet not fewer than four times annually, but may meet at any time, if appropriate, in view of the business of the Authority and the letting of supported services contracts and network reviews.

4 The Head of Legal and Governance Services will at the request of the Director, Transport Services or Head of Transport Operations, give notice of any meeting not in the calendar of meetings.

5 An agenda for business to be considered by a meeting of the Working Group will be provided in good time for any meeting.

6 At least 5 working days' notice of meetings will be given and any members that wish to attend should notify the officer within the Legal and Governance Services team.

7 There is no fixed quorum for meetings of the Working Group but it is advisable that:-

a. at least 3 members shall attend any meetings; and

b. At least one member from each affected district should attend any meeting.

If fewer than 3 members indicate they will attend, or if no member from an affected district 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.

8 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.

9 The Working Group is not a sub-committee. 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.

10 If at any meeting there is no member present from a district affected by bus service issues or proposals then a recommendation may not be made if it might impact on that district.

11 Officers may be called on to attend meetings and provide information, documents and advice to members, if requested, given reasonable notice.

- 12 Any recommendations of the Group will be brought before the next convenient meeting of the Transport Committee, 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.
- 13 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.
- 14 The Code of Conduct of the Authority will apply to the members in so far as standards of conduct at Group meetings are concerned. Whilst there is no legal requirement to declare interests within working groups, members will declare interests as if the group meetings were formal committee meetings and will notify the Monitoring Officer accordingly.