

## 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 Combined Authority's criteria for supported services.
  - 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 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 Combined Authority in relation to public passenger transport services.

### Role

It is intended that the business and attendance at meetings should 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 Combined Authority's **Overview and Scrutiny Committee**, and any matter reviewed by the Working Group remains within 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 any district 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 Combined 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 relevant officer in 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 Working 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 **Members' Code of Conduct** of the Combined Authority applies to the members when they are attending this Working Group in their capacity as a member of the Combined Authority. 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 has therefore advised 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. Any declaration or non-participation by a member should be recorded in the minutes for the meeting of the Working Group.