

Part 7 – Terms of Reference

TRANSPORT LIAISON CONSULTATIVE GROUP

This is not a Committee of the Council, but the Council has set up such a forum on Best Practice grounds.

TERMS OF REFERENCE

1. The Transport Liaison Consultative Group (the Group) is primarily concerned with the medium and long term public transport requirements of those who live and work in the Borough. The discussions shall include both the planning of public transport services and aspects of town planning, traffic management, etc., that may affect transport operations.
2. The Group comprises representatives from the Council and Public Transport Authorities and Operators. The Chair shall be appointed from among the Council's representatives.
3. The Group may agree to extend a standing invitation to such individuals and groups it considers appropriate, consistent with the aims of the Meeting.

Public Access

4. The Group is an informal, advisory body and all public access to its meetings are at the discretion of the Group.
5. Unless the Group decides otherwise or in accordance with paragraph 6 below, the following public access rules shall apply to the Group's meetings:
 - a. Agendas and reports will be made publicly available at least 5 clear days in advance of the meeting at which they will be considered.
 - b. Meetings will be held in public.

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- c. The Group may grant speaking rights to any member of the public who wishes to address the Group on the meeting, subject to a limit of 3 minutes speaking time per person and 15 minutes overall for all speakers.
 - d. In addition to c., the Group may hear representations from nominated Community Council representatives. The length and number of such representations is at the Group's discretion.
 - e. Democratic Services will prepare and publish minutes of meetings.
6. Public access set out in paragraph 5 will be subject to the following restrictions:
- a. The provisions of the Access to Information Procedure Rules relating to exempt and confidential information set out in Part 8 of the Constitution.
 - b. The Group reserves the right to exclude one or more members of the public if they disturb or interrupt the meeting.

MEMBERSHIP

5 Council Members

Membership to be agreed by the Group and names placed on the Standing Invitee List.

A Standing Invitee List will be agreed by the Group and maintained by Democratic Services. The Group may also agree a procedure for adding or removing standing invitees from the list.

DELEGATED POWERS

None.