

RMBC TRANSPORT LIAISON GROUP
March, 2014, Updated November 2016

TERMS OF REFERENCE

- To provide a forum for debate about transport issues affecting the whole of the Rotherham Borough area.
- To increase awareness of public transport, cycling and walking as main options for travelling for economic, environmental, health and social reasons.
- To encourage the increasing use of public transport, cycling and walking.
- To engage in debate with transport operators and service providers on appropriate topics including changes to bus services and infrastructure.
- To be a sounding-board for transportation issues affecting the Rotherham Borough area.
- To receive information and reports about progress with traffic and transportation issues affecting the Rotherham Borough area with respect to local schemes and those in the Sheffield City Region.
- To receive information and reports in the Rotherham Borough area from public transport operators (bus and rail) on their network operations and at least once per year, consider the performance of the Rotherham Bus Partnership.
- To receive information and reports on matters concerning airports in the sub-region.
- In accordance with requests from attendees, discuss particular items of concern/interest.

ADMINISTRATION OF MEETINGS

- There shall be a minimum of four meetings per year, under the chairmanship of the appropriate Executive Member for transportation.
- The chair will issue an agenda to all potential attendees. Should attendees wish to have a specific item included within the meeting, this request shall be formally submitted to the chair a minimum of 14 working days prior to the meeting.
- The meeting shall be minuted and the minutes made available to attendees and apologists shortly after the meeting.

- Members shall raise queries regarding traffic and transportation issues in writing with the Chair not less than 14 working days in advance of the forum such that the public transport operators and/or Officers can bring appropriate answers directly to the meeting.
- As agreed within the meetings and/or requested by attendees not less than 14 working days in advance of the forum, presentations on appropriate topics shall be included within the agenda.
- Membership shall include representation from all electoral Wards of the Borough via one Elected Member per Ward unless otherwise agreed to in advance by the Chair to reflect political proportionality.
- Existing Parish Council representation is to be continued.
- The Transport Liaison Group is open to members of the public to observe, but queries by members of the public must be raised by Councillors in accordance with agreed protocols.

21/11/16