

RMBC TRANSPORT ~~ATION LIAISON GROUP~~ ADVISORY GROUP
March 2014, Updated November 2016, Updated July 2021

TERMS OF REFERENCE

- To provide a forum for debate about transport issues affecting the whole of the Rotherham Borough area.
- To increase awareness and to encourage the use of of public transport, cycling and walking as the 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 wider Sheffield City Region area.
- To receive information and reports ~~in the Rotherham Borough area~~ from public transport operators (bus and rail) on their network operations within the Rotherham Borough area, and at least once per year to, consider the performance of the Rotherham Bus Partnership.
- To receive information and reports on matters concerning airports in the sub-region.
- ~~That~~ in accordance with requests from attendees and the agreement of the Chair, to discuss particular items of concern/interest related to transportation issues.

MEMBERSHIP

- There shall be no set membership for the Transportation Advisory Group with the exception of the relevant Cabinet Member who has responsibility for transportation and who shall be Chair of the Group.
- Attendance at meetings ~~Membership shall~~ be open to all elected members of the Council. ~~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.~~

- ~~Each Parish/Town Council within the Borough may also send one representative to each meeting of the Transportation Advisory Group. Existing Parish Council representation is to be continued.~~

ADMINISTRATION OF MEETINGS

- Meetings shall take place online via Microsoft Teams, or whichever virtual meeting platform is currently in use by the Council.
- There shall be a minimum of four meetings per year. Meetings shall be chaired by, ~~under the chairmanship of the appropriate Executive Cabinet Member~~ with responsibility for transportation.
- The Governance Unit, on behalf of the Chair shall ~~will~~ issue an agenda to all potential attendees. Agendas will be circulated five clear working days before each meeting. Should attendees wish to have a specific item included within the meeting, this request shall be formally submitted to the Chair a minimum of 154 working days prior to the meeting.
- The meeting shall be minuted, ~~and the minutes made available to attendees and apologists shortly after the meeting.~~ The Minutes shall be made available on the Council's website within 10 working days of each meeting taking place.
- Members shall raise queries regarding traffic and transportation issues in writing with the Chair not less than 154 working days in advance of the forum such that the public transport operators and/or Officers can bring appropriate answers directly to the meeting. The responses to any such questions shall also be detailed in the agenda.
- ~~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 Transportation Advisory 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.~~ The full recording of each meeting shall be made available on the Council's website within two working days of the meeting taking place.