

CABINET PANEL ON TRANSPORT

MEMBERSHIP

1. The Panel shall comprise of nine (9) Members.
2. The Panel shall be politically balanced.
3. The quorum shall be three (3).
4. [following establishment thereafter] Appointment by Full Council at its Annual Meeting or at other times, under delegated responsibility, by the Democratic Services Manager in consultation with Group Leaders.
5. Substitutes to be allowed, as per the Council's Procedure Rules.

TERMS OF REFERENCE

The Panel's Terms of Reference are to consider Transport issues and in particular to:

1. Engage with individuals and the community, act as a sounding board on community ideas and projects and seek evidence and views as appropriate.
2. Discuss strategic transport issues including emerging strategies, policy, action plans, consultations), in particular but not limited to public transport, car clubs/sharing schemes, cycling and walking issues, air quality, and exchange information, in support of the delivery and achievement of the relevant aims and objectives set out in existing and emerging policies and strategies¹.
3. Help and where appropriate maintain any links with relevant external (public, research and industrial) bodies.
4. Act as an advisory Panel to Cabinet and make recommendations to the relevant portfolio holder or Cabinet in relation to the above.

The Co-Chairs together with the Leader, Deputy Leader, the Chair and Vice-Chair of Overview and Scrutiny Committee and relevant officers will agree a work programme for the Panels to ensure that there is no duplication with the work of the Overview and Scrutiny Committee or its Task and Finish Groups, ensuring the Panels and the Committee use their time to positively benefit the Council and our communities.

PROCEDURE & ADMINISTRATION

1. The Panel is advisory and has no decision making powers. It is therefore the intention that the Panel meetings, style and tone are informal and that the community and any person or body are welcomed and enabled to participate.
2. The Panel shall be Co-Chaired by the Executive Member for Transport, with the other Co-Chair appointed by that Executive Member annually (or by such Chair / Co-Chair appointed by Council or at the Annual Council in the event of portfolio change, *whichever is the sooner*).
3. The Panels may invite relevant stakeholders, lead organisations on transport, passenger and user groups to present and support their work, which includes other Executive Members or Deputies.
4. The Panel shall aim to meet approximately 3-4 times per year, once before each Cabinet cycle.
5. Any recommendation of the Panel shall, in so far as possible, be by consensus. Where voting is necessary, then the normal Council voting procedures will apply.
6. Administrative support will be organised by the Committee, Member and Scrutiny Team.
7. Officer support shall be provided by the Regulatory Directorate and where relevant other Directorate officers, as requested by the Panel.

¹ The Panel will not substitute or duplicate the ongoing Local Plan process or consider planning/ development control matters.
ToR draft Sept 2022