

Appendix 5

Local Transport Plan (LTP) Member Reference Group – Draft Terms of Reference

General remit of the Group

- An informal reference group of elected members established to support the preparation of the Council's Local Transport Plan, providing a sounding board on progression of the work.
- The Group will not make formal decisions, which will be responsibility of the Highways and Transport Committee or Council.

Main tasks

- To consider and provide informal feedback to officers about matters related to the preparation of the Local Transport Plan, including evidence, issues and policy options and strategic transport on a boroughwide basis.
- To contribute to proposals for stakeholder and community involvement in the Local Transport Plan.

Membership

- Membership to comprise of members including either the leader or deputy leader of the Council, the Chair and Vice Chair of the Highways and Transport Committee, the Chair of the Environment and Communities Committee, and other members as appropriate, for example the Walking and Cycling champion.
- Membership to be reviewed on an annual basis (or post-elections as appropriate).
- A Chair will be selected by the Group from amongst its number.
- Members attend on a voluntary basis and receive no remuneration.
- Other attendees may include the Chief Executive/Executive Director of Place and other attendees will include technical officers by exception, where the agenda dictates.

Meetings

- Member Reference Group meetings will not be open to the public.
- Meetings to be held as and when necessary.
- Agendas to be sent to attendees five days prior to each meeting.
- Substitutes will be subject to the approval of the Chair prior to the meeting.
- The Secretariat for the Board will be provided by Cheshire East Council Officers, preparing agendas and supporting papers.
- Meetings will either be held by Teams or a Council venue will be provided for face to face meetings.

Confidentiality

The way in which the Member Reference Group operates (not having decision making powers and not open to the public or press) is intended to encourage members to have a free and frank debate, in which they may test concepts and ideas at a formative state. These ideas may not be subsequently taken forward. Papers will therefore (minutes, reports etc.) be treated as confidential. Members will be expected to maintain the confidentiality and integrity of any confidential information that they may receive that is not publicly available.