



Public Transport Working Group Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on date 10 February 2025 (minute 24/142.3)

These Terms of Reference will be reviewed annually.

1. Objective of the Group

The Public Transport Working Group is tasked with keeping up to date with developments in public transport initiatives which may impact the Parish of Elton and to advise and make recommendations to the full council as a result of information acquired.

2. Membership of the Group

2.1 The Public Transport Working Group may include Parish Councillors and non-council members, appointed as and when appropriate, to ensure the ability of the group to carry out its objectives.

2.2 The minimum membership of the Group shall be three members.

2.3 The group may consist of all non-council members or be a mix of council or non-council members. The absence of council members does not negate the meeting of the group nor the ability of the group to inform the full council meeting of any information that might be pertinent.

3. Meetings of the Group

3.1 The group may meet informally, without the need to inform the public of such meetings, nor the need to issue agendas or minutes of the meetings which take place.

3.2 The group may meet physically in a place of their choosing, through an online platform or communicate by email or other agreed communication channel to which all members of the group have access, as often as is necessary to achieve the objectives. No member of the group should be excluded from communications pertaining to the objectives of the group.

3.3 Meetings and communication should always be conducted with the principles of the Code of Conduct in mind, ensuring respectful debate.

4. Responsibility and reach of the Group

4.1 The group's main objective is to act in an "eyes and ears on the ground" capacity to keep abreast of public transport information, projects and initiatives that sector partners may deliver.

4.2 The group may be required, in the course of gathering information, to seek out and attend meetings with relevant bodies and partners. This might include Cheshire West and Cheshire Council, neighbouring parish councils, industry partners, rail and bus providers.

4.3 The group should be mindful of the Communications Policy and the Press and Media Policy, and where information is not restricted by the provider of that information, share communications with the clerk, either by copying into communications or forwarding communications received.

4.4 The group should be mindful that decision-making on behalf of the council is not part of the remit of the group, that the group must bring any recommendations of actions or requests for providing a response to any consultations to the full council for decisions. If a response is urgent, the group should contact the clerk who will follow the procedure set out in the council's policies for urgent responses.

4.5 Especially in the case of a request for the council to make a decision, the group should provide a written summary of meetings held and include any recommendations of actions or decisions that the full council is required to take as a result of information obtained in pursuit of the group's objectives.

6. Communications

6.1 The Communications and Press and Media Policy applies to any communications the group may wish to make and should be adhered to by all members of the group, both council member and non-council member.

6.2 Any communication which is to be sent by the group should be approved by the full council before such communication is issued and the media of such communication, whether by press article, on social media or other means, clearly agreed before the communication is released.

6.3 Any communication that is received and is pertinent to the working of the group will be forwarded to group members as soon as practicable by the clerk.

7. Data Protection and Freedom of Information

7.1 The policies and procedures the council has in place should be understood and adhered to.

7.2 Council members need to be mindful that information exchanges may need to be disclosed if a Subject Access Request or Freedom of Information request is validly made.