

# Transport Advisory Panel

## 1. Transport Advisory Panel

The Cabinet will appoint a Transport Advisory Panel to support the Cabinet Member for transport with his/her decision-making. The Transport Advisory Panel is not a formal meeting of the Council or Cabinet and does not have the status of an advisory committee under the Local Government Act 1972 Section 102(4). The Transport Advisory Panel will have the following terms of reference.

## 2. Purpose

The Panel will advise the Cabinet member on transport policy developments and will ensure that policies are developed with the needs of Oxfordshire's diverse communities in mind.

## 3. Terms of reference

- (i) will meet at least six times a year;
- (ii) will be chaired by the relevant Cabinet Portfolio holder or by the nominated vice-chair in his/her absence;
- (iii) will follow the rules of political proportionality;
- (iv) will have a membership of 12 members nominated by group leaders and having regard to the aim to create a geographical spread bearing in mind the Council's designated localities;
- (v) will have quorum of four members one of whom should be the Cabinet Member chairing it or its vice-chair;
- (vi) notwithstanding that the Panel is not a formal committee of the Cabinet or the Council, there will be a presumption that its meetings will take place in public; nevertheless, there may be occasions when the Panel may wish to meet in private having regard to the issues being considered and the exploration of all available options;
- (vii) notification of public right to raise will meet on the dates and at the times and places determined by the chair of the Group which shall be set as far as possible in advance and notified to members of the Group;
- (viii) will operate such that agendas and reports are sent to members of the Panel at least five clear days in advance of each meeting and that any public meetings are published as if the access to information rules applied;
- (ix) may give consideration to any petitions received by the Council which may be of relevance to the topic area under consideration;
- (x) will determine their final recommendations to Cabinet and/or the appropriate Cabinet Member by consensus if at all possible or by means of a show of hands if necessary.