

**EAST CAMBRIDGESHIRE BUS SERVICES REVIEW WORKING PARTY
DRAFT TERMS OF REFERENCE**

1.0 CONSTITUTION

- 1.1 The East Cambridgeshire Bus Services Review Working Party, appointed by Finance and Assets Committee, shall comprise 5 elected Members. A Chairman will be elected at the first Working Party meeting.
- 1.2 The Working Party will continue until Summer 2020 or until the Review is complete, whichever occurs first.

2.0 OBJECTIVES

- 2.1 To oversee the East Cambridgeshire Bus Services Review process.
- 2.2 To ensure effective and meaningful dialogue and consultation during the Review.

3.0 TERMS OF REFERENCE

- 3.1 The Working Party's terms of reference shall be
- 3.2 To advise the Finance and Assets Committee in relation to:
- The progress towards the Bus Services Review in accordance with agreed timetable and project plan.
 - Recommendations related to key issues requiring Committee direction in the formulation of the Review.
- 3.3 To advise and support the Director, Commercial with the Review, specifically:
- Public consultation to inform the Review.
 - Liaison with Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council.
 - Other relevant issues as they arise during the Review process.
 - Progress reports to Finance and Assets Committee, where appropriate.

When undertaking the actions referred to above, the Working Party may invite interested parties, stakeholders, Members and co-optees to address it, deliver presentations and / or answer questions.

4.0 OPERATION OF THE WORKING GROUP

- 4.1 The Working Group will agree a programme of work and a frequency of meetings that reflects the priorities it identifies.
- 4.2 The Group will be supported by Officers from the Council's Infrastructure and Strategy team.
- 4.3 Minutes will be recorded for all meetings.