

Perth & Kinross Community Transport Forum

Terms of Reference

1. Purpose of the Forum

The purpose of the Perth & Kinross Community Transport Forum is to bring together representatives of third sector organisations involved in or having an interest in Community Transport in the Perth & Kinross Council area, to discuss issues of common interest, share knowledge and experience, and identify areas of good practice around issues of Community Transport.

The Forum will provide a stronger voice and greater representation on relevant issues with statutory agencies, through engaging in participative consultation.

Members of the Forum will be encouraged to involve their users in planning of their own services, and through the auspices of the Forum, to seek to influence the planning of relevant statutory services for the Perth & Kinross Council area in line with the Council's five strategic Community Plan Objectives:

- *Giving every child the best start in life*
- *Developing educated, responsible and informed citizens*
- *Promoting a prosperous, inclusive and sustainable economy*
- *Supporting people to lead independent, healthy and active lives*
- *Creating a safe and sustainable place for future generations*

2. Scope of Activity

The Forums' scope of activity is limited to issues of Community Transport in Perth & Kinross, although there may be occasions when it may be of beneficial interest to consult with neighbouring Council areas.

3. Function of the Forum

- To consult and represent on behalf of the sector on issues relating to the Community Planning Priorities and Outcomes.
- To hold public bodies to account on behalf of the sector

- To provide information and support to the third sector on the issues in the Scope of Activity
- To share common understandings and views on behalf of the sector in Perth & Kinross
- To promote peer support and review within the sector
- To provide a forum for training opportunities and quality improvement
- To provide a sector wide opportunity for engagement and information exchange between the sector, the Community Planning Partnership (via the Council's Public Realm Outcome Delivery Group) and lead public agencies.

4. Forum Attendance

- The Forum is open to representatives of third sector organisations, waged and unwaged, who provide services relating to the remit of this forum in the Perth & Kinross Council area.
- The third sector comprises of community groups, voluntary organisations, charities, social enterprises, co-operatives and individual volunteers.
- Attendance will be limited to three representatives per group or organisation.
- There will be no charge for membership.
- Representatives of relevant public and private sector organisations, including Perth & Kinross Council may also attend.

5. Administration

- The Forum will meet at least 4 times per year. Further meetings may be called as required. All meetings will be advised with at least 21 days' notice, and dates for the coming calendar year will normally be advised at the start of each year.
- The Forum will have a Chairman to be chosen by the members of the Forum on an annual basis.

The Chairman will be required to:

- Prepare an Agenda in advance of each meeting.
- Attend relevant meetings alongside a representative(s) from Perth & Kinross Council (where applicable).

Perth & Kinross Council will administer the Forum, including:

- Co-ordinating Agenda
- Taking and distributing minutes of the meetings
- Arranging training opportunities and other speaker/presentations
- Undertaking and collating results of consultations
- Ensure all minutes, reports and presentations from the Forum will be available on the Perth & Kinross Council website.

6. Review

The remit and membership of the Forum will be reviewed by the Forum on an annual basis, unless exceptional circumstances occur.

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