

vcsTogether - Community Transport Forum Terms of Reference

The Community Transport Forum will meet regularly to consider the full range of issues relating to transport, and their impact for communities, groups and individuals in North and West Norfolk.

It will provide a central point of contact for voluntary and community groups to participate in, influence developments of and impact on the strategic planning, design, delivery and commissioning of services to improve the access to transport in North and West Norfolk.

Forum Aims

- To ensure that transport issues are recognised at every stage of strategic policy making
- To facilitate the identification and articulation of the voluntary and community sector's role in identifying and meeting community transport needs
- To make representation on behalf of the sector concerning transport issues in North and West Norfolk
- To share best practice
- To liaise closely with the vcsTogether steering group and Forum and other VCS collaborative groups.

Forum membership

Membership is open to voluntary, community and self-help organisations that are 'self-governing bodies of people who have joined together voluntarily to take action for the benefit of the community and are established otherwise than for profit or for gain'. This excludes all statutory bodies and semi-independent offshoots of local authorities, who will however be invited to Forum meetings as considered appropriate by the membership, but will not have voting status.

Expectations of Forum members

Members of the Forum are expected to represent the widest possible interests, not only those of the organisation or group that has nominated them. Members of the Forum have adopted the following values and will:

- keep the needs and interests of voluntary and community organisations and the communities and individuals they serve at the centre of what we do
- be committed to working together in partnership
- be openly accountable to our stakeholders
- be committed to diversity and equal opportunities.

Every member has the opportunity to be involved in agenda setting for all meetings of the steering group.

All requests for meetings, or agenda items should be forwarded to the Forum co-ordinator.

A Chair and Vice-Chair will be elected bi-annually through an open election process of the membership of the Community Transport Forum.

The Chair, Vice-Chair and secretary will represent the Forum between meetings. The Chair will be a member of the vcsTogether steering group.