



The Objectives, Terms of Reference and Constitution of the Public Transport Consortium; a special interest group of the Local Government Association

1. Objectives

The Public Transport Consortium (PTC) is a special interest group of the Local Government Association, representing the interests of shire counties and unitary authorities in England and Wales.

The Consortium aims to:

- act as a forum for discussion and promotion of public transport issues affecting local authorities outside metropolitan areas;
- promote the exchange of experience and good practice between member authorities and in liaison with other bodies;
- advise appropriate committees or other executive bodies of the LGA on public transport issues; and
- represent interests of member authorities to Government, the Local Government Association, operators and other organisations involved in public transport
- provide advice and guidance to member authorities concerning Passenger Transport policy and operations

Every effort shall be made to ensure members derive maximum benefit from the Consortium, by expanding knowledge and understanding of transport issues. The Consortium will contribute to the work of the Local Government Association, and act in the interest of its members.

Working in partnership with the Local Government Association as a Special Interest Group



2. Membership

Consortium membership shall be open to all Shire and Unitary Authorities and Joint Boards in England and Wales. Other organisations may join with the agreement of the Executive.

3. Representation

Each member authority shall be entitled to nominate up to three member representatives: not all from the same political group. In making nominations, member authorities are asked to consider political proportionality and diversity issues.

In the event of any nominated representative being unable to attend any meeting, a substitute may be nominated.

The Consortium shall promote a close working relationship between Members and officers who are directly involved in public transport strategy and service delivery.

The group seeks to work by consensus to further the interests of the membership, however, if necessary, the formal position is that only one representative from each member authority shall be entitled to vote. Decisions shall be made by a simple majority vote of representatives present.

Local Authorities shall nominate an officer representative.

4. Meetings

The Consortium shall meet in plenary session at least four times a year, to which all nominated representatives shall be invited. One meeting will be a regional study tour to discuss issues of topical interest.

5. Annual General Meeting

The Chair shall be elected annually at the Annual General Meeting, from the principal political party, by the membership.

Vice Chairs are elected from the remaining principal parties.

Nominations for Chair, Vice-Chairs and Executive committee shall be proposed and seconded prior to the Annual General Meeting.

Named substitutes for Executive members may be nominated at the AGM.

Annual membership subscriptions shall be agreed at the Annual General Meeting.

6. Executive

An Executive of ten members shall be appointed annually on the basis of nominations by the membership of which the Chair and Vice-Chairs are ex-officio members, holding the posts of Chair and Vice-Chairs of the committee. The composition shall be normally proportional to the political composition of the membership of the Consortium. The majority group nominate the Chair, other groups nominate the Vice-Chairs.

The Policy Advisor, Administration Officer and Treasurer are ex-officio members of the Executive.

The Executive may co-opt other members to the Executive as it chooses.

The role of the Executive shall be to plan the business, administration and financing of the Consortium; agree topics for meetings; and consider representations or responses that are in the interests of member authorities.

The Executive shall be the principal interface with the Local Government Association.

The Executive may appoint Working Groups, Task and Finish Groups or nominate members to represent the Consortium as it deems appropriate.

The Executive shall meet at least four times a year: the Chair may call additional meetings if business so warrants. An annual report will be prepared for members and the Local Government Association.

7. Officers

The Executive shall appoint a Policy Advisor, Administration Officer and Treasurer, and determine the remuneration. Other officers may be invited to provide advice and support as required on specialist subjects. A Finance Management Board comprising the Chair, Policy Advisor and Administrator has authority to undertake day to day financial management of the Consortium on behalf of the Executive. One member authority shall undertake the role of Auditor.

8. Subscriptions

Annual subscriptions are due on 1 April each year and are based on population.

Small authorities are defined as having populations of up to 300,000

Large authorities are defined as having populations of over 300,000

Subscriptions are recommended to the membership on the advice of the retiring Executive.

Subscriptions for the current year are located as an addendum to this document.

9. Agenda

Copies of the Agenda for meetings shall be circulated electronically seven days prior to any meeting. Matters for inclusion on the agenda and any associated reports should be submitted to the Administration Officer ten days prior to meetings. Notes of meetings will be distributed electronically and published on the Members section of the website.

10. Outside Bodies

The Executive may agree to the Consortium joining an organisation considered to be in the interest of its members.

11. New Members

Authorities not in membership will be encouraged to join, with subscription being due on the following 1 April.

12. Resignation

An authority wishing to resign membership shall advise the Administration Officer at least 6 months before the annual subscription is due.

13. Alterations to the Constitution

Representations to alter the Constitution shall be made to the Executive for consideration. The Executive shall consider the proposals and advise members of the implications at the Annual General Meeting. Alterations shall be agreed by simple majority vote of representatives present. The Executive has the power to vary the constitution under exceptional circumstances, if management of the Consortium would cease until the membership can convene at a General Meeting.

Addendum

Subscription Fees 2013-14

Member authorities	(population below 300,000)	£475
Member authorities	(population above 300,000)	£545