

Kent Community Rail Partnership

Medway Valley Line Group

Terms of Reference



KEY AIM: Promote specific rail lines in Kent and Medway for the social, economic and environmental benefit of residents and visitors, and to support the social well-being of the communities served by those rail lines.

OBJECTIVES

- Implement projects and support the work of others that bring lasting improvements to community regeneration, community safety, reduction of crime and the fear of crime on local lines in Kent.
- Encourage and where possible implement the integration of rail with other transport modes in Kent, including walking and cycling.
- Develop close working relationships between all transport providers and other organisations.
- Co-ordinate and develop targeted improvements to train services, station facilities and relevant information, and undertake such activities to achieve the above as appropriate.
- Educate and inform all sections of the wider public about the work of the partnership and integrated transport generally.
- Facilitate genuine, community led partnership working to achieve these objectives. Where this work is not strictly community led, the work must be community focussed.
- Bringing Communities together and supporting diversity and inclusion.
- Supporting social and economic development through collaborative working with community organisations and local businesses helping to them to promote themselves within the local area and beyond.
- Co-ordinate and develop funding packages and resources to achieve these objectives and where possible ensure the continued achievement of these aims and objectives.

Community Rail strategy four key pillars are at the heart of our aims and objectives:

1. Providing a voice for the community
2. Promoting sustainable, healthy and accessible travel
3. Bringing communities together and supporting diversity and inclusion
4. Supporting social and economic development

Structure of the Partnership

The Partnership has a two-tier structure made up of the Steering Group and a Line Group for each rail line benefiting from projects. The Chair and/or Deputy of all Line Groups will represent the Line Group at Steering Group meetings.

Role of the Line Groups

- Input ideas into the Action Plan.
- Co-ordinate and offer support in implementing the stated projects identified within the Action Plan.
- Offer assistance with practical developments and implementation of projects and facilitating useful links and ideas.
- Provide a link to, and report to the Kent Community Rail Partnership Steering Group.

- Provide a link to Line Group member's own organisations and elected members to promote the concept of the Partnership.
- Help to monitor the progress of the projects and ensure that they are completed within the agreed time-scales.
- Provide information that will help the Steering Group and Community Rail Partnership Officer evaluate and measure the success of the projects.

Role of the Community Rail Partnership Officers (CRPO)

The CRPO are responsible for the implementation and future development of the Action Plan, monitoring and reporting of all work carried out by the Kent Rail Partnership, and the secretariat of the Rail Partnership Steering Group and Line Groups. The CRPOs do not have a vote on the Line Groups

Membership of the Line Groups

Line Groups may consist of members from various interests, including County Council, Borough/ District Councils and Parish/Town Councils, regional and sub-regional bodies, Local Businesses, Community Organisations, interested individuals and the CRPOs.

Role of Line Group member, includes the following, relevant to CRPs:

- Active contribution to meetings
- Support of KCRP activities and events
- Constructive analysis and feedback
- Regular attendance of meetings where possible
- Share relevant local issues
- Insight into planning and funding opportunities
- Share local expertise, skills and knowledge with partnership
- Representation of local area and interests of local community
- Interest and engagement in Community Rail
- Commitment to 4 pillars of Community Rail

Line Group member Code of Conduct

- Promote positive relationships to deliver positive outcomes and discussions
- Champion diversity and inclusion, aiming to ensure that community rail is welcoming, engaging and respectful for everyone
- Value others by listening and not making assumptions
- Challenge bullying, harassment, intimidation and report all negative behaviour
- Never act in a manner that brings community rail in to disrepute
- Submit details of any further conflict of interest circumstances changes

Meetings and election of Chair and Vice Chair

- The Line Groups will meet regularly as necessary.
- The meeting prior to April will be used for Action Planning. Line members will be asked to contribute to this process.
- Nominations for the positions of Chair and Vice Chair should be made annually in the first week of February.
- All those who wish to nominate themselves will be asked for a brief statement in support of their nomination. This should include an introduction of themselves (experience/interest) and why they would like to take the position, the suggested length is 200-300 words
- In the case of multiple nominations, there will be a ballot, held in March. This will usually be by email.
- The first meeting of each Line Group after 1st April annually shall confirm the Chair and Vice Chair. The meeting will also confirm the secretariat and review these terms of reference.
- In exceptional circumstances elections may take place outside of this timeframe.

- The CRPO will give each member of the Line Group sufficient notice of the date, time and place of meetings and methods of communication, as well as and the issues upon which decisions are to be taken.
- Where a vote is necessary, each member of the Line Group present at a meeting will have one vote cast by a show of hands or by any other means that the meeting shall determine.

Quorum

If a quorum is required at a meeting of the Line Group, it shall be a minimum of 3 representatives. If a quorum does not exist the meeting shall be adjourned to such a date, time and place as the members present at that meeting shall determine and for which written notice shall be issued to all members of the Group. If at the reconvened meeting a quorum is still not available then those members represented shall constitute a quorum.

Secretariat

The secretariat shall be held by the host organisation of the partnership subject to annual review. The secretariat shall be responsible for correctly notifying meetings and the prompt circulation of minutes of all meetings.

Declaration of Interests

It is recognised that all Group members have a shared interest in the development of the scheme and from time to time will need to take part in discussions regarding matters in which they have a direct or indirect interest.

Group members having a direct financial or organisational link to matters or partnerships discussed by the Group shall declare their interest. Any interests declared will be recorded in the minutes of the meeting. Where the Group is required to make decisions the declaring Member shall take no part in the making of these decisions.

Alteration of Terms of Reference

These terms shall be reviewed annually. Viewed 18.07.19