**Tiree Transport Forum**

**Terms of Reference**

v. October 2020

1. **NAME** The Forum, incorporating the Tiree Airport Consultative Committee*,* shall be known as the Tiree Transport Forum, referred to below as the ‘Forum’.

2. **OBJECTS** The objects of the Forum are:

* To be actively involved in the promotion of all transport issues and services relevant to the Tiree community, monitor the costs of these transport services and any threats to their operation and make representations to appropriate bodies regarding any required resolution
* To co-operate and liaise with all other relevant organisations and agencies
* To pursue any necessary activity relevant to the achievement of the above objectives
* To consult and collaborate with any other community on relevant transport issues
* To feed back on the above to a public meeting of Tiree Community Council, and request any further action by them if required

3. **FORUM MEMBERSHIP** The Forum will comprise representatives from the following organisations or community groups:

**a) Organisation representatives**:

Two councillors from Tiree Community Council, elected at a public meeting. These shall represent residents and non-residents

Tiree Community Development Trust (a director or officer)

Tiree Airport Operator (HIAL)

Ferry Operator (CalMac)

Ferry Port Authority (CMAL)

Airline Operators (Loganair and Hebridean Air)

The Tiree branch of the Scottish Crofting Federation

The Tiree branch of theNational Farmers Union

Discover Tiree

b) **Group representatives**:

Tiree hauliers: one representative each from MacLennan Motors and MacKinnon Haulage

Tiree retail: one representative each from the Coop and Bùth a' Bhaile

Tiree fishing industry: one representative, post rotated every year

Tiree construction industry: one representative, post rotated every year

Tiree public transport operator

Other island community groups, organisations or businesses with an interest in transport may be invited to join the Forum, or may apply to become members. Admission to membership of the Forum will be decided by a meeting of the Forum.

c) **Guests**:

The Forum may also occasionally invite guests in a non-voting capacity, when and if required and available:

A representative of Transport Scotland

An officers or ward councillor of Argyll and Bute District Council

An officer from Highland Health Board or Argyll and Bute Health and Social Care Partnership;

A member or delegate from Coll Community Council

Any other guest that could help the work of the Forum

A quorum shall be no less than six forum members.

4. **PROCEDURE**

4.1 Meetings shall not normally be open to the public.

4.2 The first meeting of the Forum, following ratification of its terms of reference, will elect a chairperson and vice-chairperson, thereafter an Annual Review Meeting will be held to review the Forum's representation, discuss priorities and elect a chairperson and vice-chairperson (the retiring holders of these office may be re-elected each year).

4.3 The Forum shall hold a minimum of two meetings per year including one Annual Review Meeting.

4.4 At least seven days notice of meetings should be given to members. Meetings should include an option for remote attendance to facilitate members being more easily able to attend. The agenda should be widely advertised publicly at least 5 days before the meeting.

4.5 Tiree Community Development Trust will provide administrative support.

4.6 All questions arising at any meeting shall be decided by simple majority of those present and entitled to vote. If the vote is tied, the *status quo* will be maintained.

4.7 The minutes of meetings shall contain a record of all proceedings, resolutions and decisions and these should be forwarded to all relevant organisations and group representatives for information or due consideration and response. Where necessary, due to sensitive or confidential information being involved, some details may be omitted at the request of one of the Forum members.

4.8 The Forum shall not possess any assets or funds.

4.9 The minutes from all Forum meetings shall be posted on the Tiree Community Council website within three weeks of each meeting.

4.10 One of the Tiree Community Council delegates will report on each meeting of the Forum at the next Community Council public meeting.

5. **ALTERATIONS**

5.1 Any alteration to the Terms of Reference should be agreed among the membership of the Forum at a meeting, and reported to the next public meeting of Tiree Community Council.

5. **DISSOLUTION**

5.1 The Forum may be dissolved by a simple majority of the Forum membership.