



Southeast Communities Rail Partnership



SCRP 10

Policy Title: Line Steering Group's terms of reference

Each Southeast Communities Rail Partnership Line Steering Group (the Steering Group) is a group of local authorities, train operating companies, businesses (such as Gatwick Airport Ltd), interest groups and local stakeholders who work in partnership.

Purpose of the Southeast Communities Rail Partnership Line Steering Group

To work in partnership to deliver a railway with strong community involvement, promote modal shift and enhance station environments. See the business plan for full list of objectives.

The steering group exists to:

- Agree a yearly action plan for the Line Officer who, with support from partners, will implement
- To help and support Steering Group members meet their own objectives
- To focus on working with local Communities
- To assist, advise and steer the work of the Officer via Action Plans, reports, and meetings
- To allow each partner the opportunity for input, questioning and comment
- To develop the work of the Group
- To exchange information and views
- To ensure an annual stakeholder meeting is held

Partners in the Steering Group

Partners are drawn from the following depending on the local situation; normally each Steering Group would have 1 representative (this may be shared where volunteers are concerned)

- Representatives from each local community located along the particular line, a Local Councillor or Officer
- Representatives from relevant organisations such as youth forums, tourism bodies, bus companies, station partnerships, user groups
- Representatives from Train Operator local management

What is expected of each Partner:

- Contribute through time, in kind and/or financial resources to the achievements of the Steering Group



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- Work with Officers to set Action Plans and achieve their aims
- To attend meetings whenever possible (at least one meeting per year should be attended and apologies sent when not able to make meetings)
- To contribute to consultations relating to the Action Plan or the Steering Group
- To assist Officers where possible with work of the Steering Group
- To assist in maintaining strong relationships between CRP and local communities

What is expected of the Steering Group:

- To achieve its objectives and to report about progress on these on annual basis via the Line Officer, relating to the Action Plan.
- To hold an annual Stakeholders Meeting.
- The Steering Group shall meet not less than twice a year.

Code of conduct that will be followed by the Steering Group

- To promote positive relationships to deliver positive outcomes and discussions
- To champion diversity and inclusion, aiming to ensure that community rail is welcoming, engaging, and respectful for everyone
- To value others by listening and not making assumptions
- To challenge bullying, harassment, intimidation and report all negative behaviour to the Chair.
- Never to act in a manner that could bring community rail into disrepute.

Chair & Vice Chair Elections

Each Group shall have both a Chair and a Vice Chair. These shall be elected annually by the Steering Group. In electing the Chair, the Line Group should bear in mind the elected person will be expected, subject to formal Board approval, to become a Director of the SCRP CIC.

Voting Rights

Decisions shall normally be made by consensus but in the rare event of a vote being necessary each member organisation shall have one vote.

The Chairperson shall have the casting vote in the event of a tie.



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Status	Draft agreed by	Considered by Board	Final version approved	Review
Date				Periodically
Date Reviewed	Reviewed By		Comments	
August 2016				
Sept 2018	Kirsten Firth		To update structure of SCRP	
May 2019	Kirsten Firth		To include a code of conduct	
June 2020	Tim Barkley		To include role of Chair	
August 2020	Fiona Morton		Reformatted and Name change	



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