



Mobility Matters - Terms of Reference (REV)

Purpose – **Mobility Matters** is a campaign group formed on 17th August 2017 to provide a collective response and challenge to the **Department for Transport (DfT)** following its letter of 31st July which proposed significant changes to how community transport (CT) is to be licensed in the UK.

Status – the group has no formal links or affiliations to any other political body, membership organisation or business interest. These Terms of Reference have been voluntarily adopted to provide a governance structure and to ensure that the group conducts its affairs in an open, transparent and accountable manner.

Objective – broadly, to ensure that CT organisations in the UK are able to continue to operate to meet the diverse travel needs of individuals and communities, and that appropriate operational legislation is in place which reflects the specific operational conditions of CT, its need to deploy volunteers, and its non-profit status.

Strategy – the initial strategy of **Mobility Matters** is to meet its objective in the following ways:

- to raise awareness at local and political level of the impact on local communities of major change to vital services provided by the CT sector, and to argue the case for sustainable CT to key stakeholders – the group will adopt all effective means / media at its disposal to this end;
- to obtain independent legal advice as to whether **DfT** is required or able to enforce the new regulatory approach – the group does not accept that **DfT** has acted with full knowledge of how CT works, or with due regard to the substantial negative impact its proposal would have on hundreds of thousands of vulnerable individuals and communities across the UK;
- to provide a platform for problems and issues to be aired, and mutual support to be provided – a collective voice is needed in the CT sector, and strength, knowledge and a sense of purpose will be gained by working together;
- to provide a cohesive response to the pending **DfT** consultation on the CT sector;
- to present the case for **DfT** to undertake a full review of the s19 / s22/ s10B permit system;
- to work collaboratively with all stakeholders including, in particular, the **Community Transport Association**;
- in general:
 - to communicate greater understanding of the nature of CT, and the transport needs of communities;
 - to rectify misinterpretations that are damaging to the CT sector, and to counter misconception, misunderstanding, and negative perceptions;

- to engage with the media and present to stakeholders and the wider public the value and benefit that CT services provide.

(The strategy is subject to change).

Governance – the group is managed by a voluntary Steering Group of interested parties who were nominated / co-opted at the initial meeting on 17th August 2017. This Steering Group is restricted to individuals who represent CT organisations in different parts of the UK and who seek to preserve and protect the operational integrity of the UK CT sector overall. The Steering Group undertakes to hold regular meetings (including e-meetings) and retains the right to extend its membership whenever this is deemed appropriate. In the interest of conducting meetings in a timely manner, the steering group membership should not exceed 10 individuals / organisations, each holding one vote. The Steering Group may deploy any funds at its disposal in furtherance of its objectives. The Steering Group is empowered to engage professional support, assistance and advice as it requires. The Steering Group may nominate a Chair or other officer as required. (The Steering Group membership at the time of these Terms of Reference being adopted are noted below.)

General Membership – there is no formal membership criteria or process but the general membership comprises any CT organisation (or other party interested in furthering the objectives of **Mobility Matters**) which has communicated its support, and whose contact details have been placed on the membership list.

External Advisors – the group recognises that external advisers will need to be instructed from time to time and will use its best endeavours to engage with those most experienced and appropriate to the task in hand. Details of current external advisers are provided [here](#).

Accountability & Probity – **Mobility Matters** undertakes to communicate its activities through a dedicated website, emails, press releases and e-newsletters. It also undertakes to provide specific reports for funders and donors as appropriate. Steering Group members will act at all times to further the general cause of the CT sector by way of its objectives. Steering Group members will at no point act to gain personal advantage or advantage for their organisation (to the exclusion of others). In cases of any doubt about any potential conflict, this must be raised and noted by the Steering Group. The Steering Group is accountable to the general membership in all its actions. Any individual / organisation on the Steering Group or general membership may be excluded by majority vote of the Steering Group if they are found to be acting in a manner that is considered not in the best interests of **Mobility Matters** and its objectives.

Fund Management & Financial Protocols – a separate, dedicated fund account has been opened and managed on behalf of **Mobility Matters** by **Ealing CT**. Statements of fund balance and transactions will be published periodically. All invoices are authorised for payment by two Steering Group members.

Limit of Liability – **Mobility Matters** (including the individual members of its Steering Group, the General Membership, and its external advisors) cannot accept any legal liability for any decisions / actions / consequences that result from membership, information provision or guidance. It cannot and does not provide legal advice to its members. Members of the campaign group should therefore take their own legal advice regarding their own transport operations.

These Terms of Reference were adopted on 20/11/17 and are scheduled for review on 20/11/18 or sooner as circumstances require. The Steering Group members at the time of the adoption are:

- **Mark Arnold** (Halton CT)
- **Paul Beecham** (Accessible Transport Group)
- **Andrew Kelly** (Westway CT)
- **Sarah Leyland-Morgan** (PAVO)
- **Matt Roberts** (CT Sussex)
- **Anna Whitty + Becky Casement** (deputy) (Ealing CT)