

Local Sustainable Transport Fund Task Group – Terms of Reference (DRAFT)

1. The Local Committee will annually (at the first formal meeting after the beginning the municipal year):
 - Determine the role, appointees and lifespan of the Local Sustainable Transport Fund Task Group.
 - Review the operation of the Task Group over the previous year.
 - Agree criteria for consideration by the Task Group and make those criteria available to all Members of the Committee.
2. The Task Group will advise the Local Committee on the progress of the Local Sustainable Transport Fund during the year. It will achieve this through a process of monitoring and reviewing the current draft Local Sustainable Transport Fund programme and agreeing details of the forthcoming financial year draft programme, which will be submitted to the Local Committee during Feb/March prior to the start of the new financial year.
3. Officers supporting this Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.
4. The Task Group will consist of four members of the Local Committee; two County and two Borough Councillors, chosen by the Committee (i.e. both SCC and WBC Members), as required whenever the membership of the Committee changes, e.g. following local elections or revised nominations to the Local Committee.
5. In addition, to the four members elected from this local committee, the committee may wish to elect the Chairman and Vice-Chairman of this committee and ask Woking Borough Council's Lead Member for Environment & Sustainability to join the Task Group.
6. The role of the Task Group is primarily strategic, since one of its principal purposes is to develop a draft Local Sustainable Transport Plan for the forthcoming financial and monitor and review the current programme in terms of the Local Sustainable Transport Fund Guidance. Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.

7. The Task Group will take into account the results of consultations and the performance of the current and previous years' work in determining future programmes.
8. Recommendations to the Local Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice from officers.
9. The Task Group will meet in private and actions from the meetings will be recorded.

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