

## Transportation Task Group Draft Terms of Reference 2014-5

### General

1. The Transportation Task Group is a Task Group of the Guildford Local Committee. The Local Committee will:
  - (i) determine the role, appointees and lifespan of the Transportation Task Group
  - (ii) review the operation of the Transportation Task Group over the previous year
  - (iii) confirm the remit for the Task Group and make this remit available to all Members of the Committee.
  
2. The Task Group has no formal decision-making powers as a body, but exists to advise and to make recommendations to Guildford Local Committee. The areas of work that the Task Group may consider and provide advice to the Local Committee will include:
  - (i) On and off street parking and Park and Ride services and any surplus income arising from on-street parking available to the Local Committee.
  - (ii) The Community Infrastructure Levy (CIL) and the regulation 123 list along with other developer contributions.
  - (iii) Joint strategic and strategic highways and transportation matters including the development of a Local Transportation Strategy for the borough.
  - (iv) The Local Committee highways budget and Integrated Transport Schemes (ITS) and including monitoring progress as appropriate.
  - (v) As required by a Local Committee decision or advised by the Area Highways Manager the Task Group can consider and comment on the nature, extent and format of consultations on schemes.
  - (vi) The Task Group may consider and review in detail referrals made by the Local Committee eg matters related to local petitions, issues raised at local 'Cluster' meetings.
  - (vii) The Task Group may consider and advise the Local Committee on relevant matters referred to the Local Committee by the Guildford Surrey Board.
  
3. 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 of the Area Highways Manager or appropriate officer(s).
  
4. Officers supporting the 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.

### Operation

5. The Task Group will:
  - meet in private
  - develop an annual work programme

- formally record its actions
- if appropriate respond to an officer report
- if appropriate submit its own report to the Local Committee or, alternatively, on a quarterly basis report to the Local Committee via the Area Highways Manager's update.

### **Membership & Governance**

6. The Task Group will contain three county councillors and three borough councillors which will include the Chairman of Guildford Local Committee and either the Leader or Deputy Leader **or Lead Member for Infrastructure** of the Borough Council.
7. The Task Group will be chaired by the Chairman of Guildford Local Committee. **In the event that the Chairman is unable to chair the meeting he will nominate a deputy.**
8. **The task group may nominate invitees to attend particular meetings or parts of meetings in order to provide specific advice.**
9. Membership of the Transportation Task Group will be agreed by the full committee at the first meeting of the new municipal year. Other changes to the membership will either follow local elections or on the advice of the full committee.
10. Members of the Transportation Task Group may nominate another member of the Guildford Local Committee to attend the Task Group as a substitute in the event they are unable to attend a meeting. However, the balance of the representation as described in Item 6 and 11 will be retained. A list of substitutes will be agreed at the first municipal meeting.
11. All members sitting on the Task Group will be required to represent the interests of the borough as a whole rather than representing the interests of individual divisions or wards.
12. Members of the Task Group should broadly represent the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.
13. Meetings held in private will base an assumption that any Task Group documentation will be similarly confidential unless officers and members are instructed otherwise.