

GBC/SCC JOINT COMMITTEE (GUILDFORD)

Parking and Air Quality Working Group Draft Terms of Reference 2018-19

General

1. The Parking and Air Quality Working Group is a Working Group of the Guildford Joint Committee. The Joint Committee will:
 - (i) determine the role, appointees and lifespan of the Working Group
 - (ii) review the operation of the Working Group over the previous year
 - (iii) confirm the remit for the Working Group and make this remit available to all Members of the Joint Committee.

2. The Working Group has no formal decision-making powers as a body but exists to advise and to make recommendations to the Guildford Joint Committee. The areas of work that the Working Group may consider and provide advice to the Joint Committee within the remit of the Guildford Joint Committee Constitution, Section 2, B Delegated Powers will include:

Decisions in relation to Parking:

Executive Functions

- (a) To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls (Section 2, B, (iii), (b))

- (b) Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Highways Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (Section 2, B, (iii), (e))

Advisory Functions

- (c) Review and influence the parking strategy (via the Parking Business Plan) and any new proposals for on and off street parking and enforcement (Section 2, B, Advisory Functions (vi))

Decisions in relation to Air Quality:

Executive Functions

- (d) Approval of an overarching Air Quality Policy/Strategy and individual Air Quality Management/Action Plans relating to the borough of Guildford (Section 2, B, (v))

3. Recommendations to the Joint Committee will be supported by a summary of the reasoning behind the Working Group's position and reflect any professional advice of the appropriate Borough Council and/or County Council officer(s).
4. Officers supporting the Working 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 Joint Committee.

Operation

5. The Working 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 Joint Committee or, alternatively, report to the Joint Committee via the Area Highways Manager's update.

Membership & Governance

6. The Working Group will contain the Chairman and Vice-Chairman of Guildford Joint Committee and 3 borough and 3 county councillors.
7. The Working Group will be chaired by the Vice-Chairman/Chairman of Guildford Joint Committee.
8. Membership of the Working 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.
9. All members sitting on the Working Group will be required to represent the interests of the borough as a whole rather than representing the interests of individual divisions or wards.
10. Members of the Working 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 where possible.
11. Meetings held in private will base an assumption that any Working Group documentation will be similarly confidential unless officers and members are instructed otherwise.