

Highways & Transport Sub Group – Administration.

- 1.1 The Arun area is unique in that each Joint Area Committee has a Highways & Transport sub-group in addition to the CLC meeting themselves.
- 1.2 Prior to 2015 meetings of these sub-groups were supported by officers from our Communities Teams who assisted Members in setting the meeting date, preparing agendas, taking notes and progressing any actions raised during the meeting. Significant restructure within our Communities Directorate in 2015 resulted in them no longer leading on Highways & Transport issues so they ceased support to the H&T sub-groups.
- 1.3 It was therefore proposed in 2015 that Town and Parish Councils provide administrative support for the H&T sub-group on a rolling basis. This would include liaising with the Chairman, providing a note of the meeting, preparing agendas, booking venues and ensuring the relevant technical officers provide updates or are in attendance.
- 1.4 This approach was agreed in the Joint Eastern Arun area and has been the arrangement since March 2015.
- 1.5 Joint Western Arun Town and Parish Councils preferred an alternative option to provide West Sussex County Council with a contribution towards the administration of this meeting. This administrative support was provided by an Assistant Democratic Services Officer.
- 1.6 From April 2020, WSCC Democratic Services will no longer be able to provide this administrative support to the Joint Western H&T sub-group. This decision was made after careful consideration due to staffing capacity in the team and a number of new areas of work, such as the new Fire Scrutiny Committee and a more regular public Cabinet meeting.
- 1.7 The sub-group will be able to continue should the Members wish, and it is recommended an arrangement such as that in the Eastern Arun Area is considered.
- 1.8 This arrangement will not prevent the sub-group delivering on their objectives and aspirations which are to provide Members the opportunity to discuss important highways issues in greater depth and make their recommendations to JWAAC where it has decision-making powers.