

## **Terms of Reference**

The following shall be exercised in accordance with the policies of the County Council.

### **1. Executive Functions**

#### **A. Highways and Transport**

1. To advertise for, consider and determine traffic regulation orders, speed limit orders, cycle track orders, experimental orders, parking places orders and revocation orders save where proposals for such orders are of a minor nature, require urgent determination, are of a temporary nature or (following advertisement) have received five or fewer objections or representations from those affected provided, in all cases, that the relevant local member(s) has been notified of the matter and accepts the reasons for not referring the matter to the Committee, and subject, where there are five or fewer objections, to the right of a member of the relevant County Local Committee to have the proposal referred to that Committee rather than being dealt with under delegated powers.
2. To consider and determine traffic management matters, including parking schemes, pedestrian crossings, stoppings up under the Highways Act 1980, road safety and traffic calming measures, save where they are of a minor nature, require urgent determination or are of a temporary nature and save where proposals have received five or fewer objections or representations from those affected provided, in all cases, that the relevant local member(s) has been notified of the matter and accepts the reasons for not referring the matter to the Committee, and subject, where there are five or fewer objections, to the right of a member of the relevant County Local Committee to have the proposal referred to that Committee rather than being dealt with under delegated powers.
3. To consent or otherwise to the making of orders for off-street parking places by a district or borough council.

#### **B. Awards of Grants**

1. To allocate Community Initiative Funding in accordance with the framework for the allocation of such funding as described in the annex to this appendix. Such funding to be allocated to Committees at a sum per member of the Committee, as agreed in the Council's annual budget. For members in split divisions the allocation of that sum will be for the individual member to propose to the relevant Committees.

#### **C. Appointments to Outside Bodies**

To make appointments for the County Council to those outside bodies contained in a list which shall be held and updated by the Director of Law and Assurance provided that the Committee also

monitors the effectiveness of such appointments and the work of those bodies to which appointments are made.

#### **D. Nominations and Appointments to School and Academy Governing Bodies**

1. To make nominations for the County Council to Governing Bodies of maintained schools in the area with the exception of those schools in respect of which the Cabinet Member for Education and Skills intends to make such appointments in the exercise of a statutory power of intervention in respect of the school's performance.
2. To make appointments for the County Council to Temporary Governing Bodies of maintained schools in the area, including temporary parent governors, temporary LEA governors, temporary community governors and temporary partnership governors.
3. To make appointments or nominations for the County Council to Governing Bodies of Academies in accordance with either the funding agreement with the relevant government department or instrument of governance, as appropriate.

[Note: Where relevant appointments to independent schools and other institutions delivering education and to Pupil Referral Units are made by the Cabinet Member for Education and Skills.]

## **2. Referred Powers**

In order to oversee the discharge of the County Council's responsibilities in respect of their impact and effectiveness in the area of the Committee, the Committees may consider, comment upon, monitor and generally advise the relevant decision maker or committee of the County Council in respect of those functions listed below, and may do so on their own initiative or at the invitation of the relevant decision-maker or committee.

#### **A. Wellbeing of local area**

To oversee the wellbeing of the local area, seek from Cabinet Members, Executive Directors, directors and heads of service such information on the delivery of local services, the development of projects and the implementation of programmes in the area as will enable the Committee to monitor the effectiveness of such matters and to report and make recommendations to the appropriate Cabinet Member or, where necessary, Select Committee.

#### **B. Infrastructure**

To consider and advise the Cabinet Member on the County Council's infrastructure planning and the local priorities for such infrastructure, including highway schemes.

#### **C. Schools**

To stimulate interest and local engagement in the governance of maintained schools in the area.

#### **D. Libraries**

To explore opportunities to develop the County Council's library service including increased community use of buildings and to make recommendations to the relevant Cabinet Member about opening hours.

#### **E. Information and involvement with the County Council**

1. To advise on the need for public information about the County Council and the services which it provides locally.
2. To take and pursue initiatives aimed at encouraging and supporting local communities to engage more effectively with the County Council.

### **3. Councillor Call for Action**

1. To consider any matter notified by a member of the Committee on the basis that it is a matter of genuine concern to the local community or to a particular part of the local community and in so far as it relates to the exercise of any power or duty of the County Council or covers any matter on which the County Council may have a legitimate interest.
2. Either at the invitation of any member of the Committee, or on its own initiative, to refer any such matter to the relevant Select Committee for consideration or, if the matter is of urgency, directly to the relevant Cabinet Member through the relevant Executive Director, copied to the Select Committee.

### **4. Petitions**

1. To consider petitions under Standing Order 10(1).

#### **Joint Area (County Local) Committees**

The purpose of joint area committees is to provide a single vehicle for all tiers of local government to consider a range of issues concerning the area, and where relevant to make decisions on the implementation of matters arising from policies promoted by West Sussex County Council, the borough or district council and any town or parish councils.

In order to establish a joint area committee, the County Local Committee will discuss and agree with the other tiers of local government how they each intend to use the Committee as a way of informing and involving the public and each other in issues and decisions of local importance. In addition, the County Local Committee will discuss and agree with the other tiers of local government how they each intend to support and contribute to the operation and maintenance of the Joint Area Committee arrangements.

### **Membership and Voting**

- All tiers of local government within the Area will be invited to be represented at the meeting and at joint agenda preparation meetings
- County and district councillors alone have voting rights on issues delegated by their respective authorities but all representatives will participate in discussion on all matters
- A casting vote (normally exercised by the Chairman of a committee in the event of an equality of votes on any particular matter) will apply to the Authority with responsibility for the matter under discussion and therefore may be exercised by the Chairman, Vice-Chairman or nominated lead member for the appropriate authority, where and as appropriate.

### **Constitution (of County Council members)**

Members of the County Council whose electoral divisions fall within the area of the Committee.

Representation from members of the borough/district council and town/parish councils (where applicable) is to be agreed with those councils.