

Terms of Reference for Joint Eastern Arun Area Committee's Highways and Transport Sub-Group

Establishment of the Highways & Transport Sub-Group

A Sub-Group was originally established in 2000 to look at ways of improving conditions and road safety on the A259 between Littlehampton and Goring. At the meeting of the Joint Eastern Arun Area Committee (JEAAC) in January 2009 it was agreed that the sub-group should be adopted as the JEAAC's mechanism for investigating highways and transport issues throughout the Eastern Arun area. In 2016, WSCC withdrew their secretariat support and this was taken on by the Parish and Town Councils on a rolling basis.

Membership

Membership of the H&T Sub-Group is to be agreed by JEAAC

The Sub Group will consist of:

- All Eastern Arun County Councillors
- One Representative from each of the local Town and Parish Councils
- Two Arun DC members if not already represented through a current County Councillor.

The composition of the H&T Sub-Group will not be based on political proportionality.

The County Council's Area Highways Officer for Eastern Arun will attend the Sub-Group on request.

Other interested parties or local organisations can be invited/ co-opted onto the sub group meetings at the discretion of the Chairman.

Role and Function of the H&T Sub-Group

The role of the H&T Sub-Group is advisory and non-executive. It shall consider highway & transport matters relevant to the JEAAC area and, where appropriate, make recommendations for consideration by the JEAAC.

JEAAC County Councillors will be the executive decision-making body for all highways and transport matters. Where the JEAAC is asked to exercise its delegated powers the H & T Sub-Group will not normally be expected to consider such matters first unless JEAAC has requested this.

The role of the Sub- Group will be:

- a. to identify key highways and transport issues in the JEAAC area
- b. to consider and report on any highways or transport issues referred to it by JEAAC, or its Chairman on behalf of JEAAC;
- c. to request information from partners, local communities and other organisations as may be necessary to inform consideration of an issue;
- d. to request an officer from the County, District, Town and Parish Councils within Eastern Arun area to attend a meeting to assist consideration of a matter which has been referred to the Sub-Group by JEAAC;

- e. to receive progress reports from officers on highways and transport matters;

Meetings of the Sub-Group

The Sub-Group shall usually meet three/four times a year and those meetings will take place at least five weeks before any meeting of JEAAC to allow time for any reports to be prepared. Additional meetings may be called by the Chairman of the Sub-Group if he/she considers it necessary or appropriate after discussion with the Chairman of JEAAC.

Meetings shall usually be held within Eastern Arun, but may be held at such other locations as are agreed by the Chairman.

Meetings shall not be meetings in public and so will not be open to the public and press. No tape or video recorders, transmitters, microphones, cameras or any other video recording equipment shall be brought into or operated by any person at a meeting of the Sub-Group unless the Chairman of the meeting gives permission before the meeting. Mobile phones must be switched off while meetings of the Sub-Group are in progress.

Chairman

The Chairman of the Sub-Group will be a County Councillor appointed by the County Councillors on JEAAC.

If the Chairman is not present for a meeting then the remaining members of the Sub-Group shall elect a Chairman for that meeting.

Substitutes

A constituent authority may appoint a deputy to attend in the place of the named member on the Sub-Group provided that the relevant officer is notified prior to the commencement of the meeting.

Agenda items

Any member of the Sub-Group shall be entitled to give notice to the relevant officer that he/she wishes an item relevant to the functions of the Sub-Group to be included on the agenda for the next available meeting. On receipt of such a request (which shall be made not less than five clear working days before the date for despatch of the agenda) the relevant officer will ensure that it is included on the next available agenda.

Notice and Summons to Meetings

The relevant officer will give notice of meetings to all members of the Sub-Group. At least one month before a meeting the relevant officer will send a draft agenda to every member specifying the date, time and place of each meeting and the business to be transacted, and this will be accompanied by such information or reports as are available.

Reports from the Sub-Group

Once it has formed recommendations the Sub-Group will prepare notes of the meeting, including any recommendations, for consideration by the next meeting of JEAAC.

Conduct of Meetings

The conduct of Sub-Group meetings shall be regulated by the Chairman (or other person chairing the meeting) in accordance with the general principles and conventions which apply to the conduct of local authority committee meetings.

The Sub-Group may ask officers or representatives from other organisations to attend to present information or to assist discussions at Sub-Group meetings. Those assisting the Sub-group in this way should be treated with respect and courtesy.

Voting

The H&T Sub-Group is advisory and non-executive but is intended to provide recommendations to inform JEAAC. Recommendations of the Sub-Group shall be decided by a simple majority of those members voting: this will be by a show of hands. If there are equal votes for and against, the Chairman or other person chairing the meeting will have a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote.

Public and Press

Meetings of the Sub-Group shall not be open to the public and press.

Notes of the Sub-Group will be included within the Agendas for the next JEAAC meeting and will become public documents at that time.

Code of Conduct

Members of the Sub-Group must comply with the Code of Conduct applicable to Councillors under the Local Government Act 2000.