

## CONSTITUTION OF THE LOCAL COMMITTEES

### **1 Name and Number**

- 1.1 There will be a local committee for each district area. For the Chiltern area it will be known as The Chiltern Area Local Committee.

### **2 Terms of Reference**

- 2.1 Operating within the remit of the County Council's Environmental Services Committee, the local committees will play a significant role in fostering liaison between the three tiers of local government principally on transportation and planning matters and in monitoring and reviewing the County Council's service plan activities. The local committees may offer guidance to the Director of Environmental Services and his staff on how delegated powers should be exercised, in particular in relation to spending priorities.
- 2.2 The District Councils may seek the views of local committees on local environmental matters which affect highways and in such cases the advice of the local committee will be proffered to the appropriate district council committee or officer.
- 2.3 The specific functions of the local committees are set out in Appendix 1.

### **3 Chairmen and Vice-Chairmen**

- 3.1 The Chairman and Vice-Chairman of each local committee will be members of the County Council.

### **4 Support Services**

- 4.1 The lead officer acting for the Director of Environmental Services will be the local Area Highways Manager. In addition, Local Area Co-ordinators will support the work of the committees, assist in the liaison arrangements and support County Council members in their representational role. The meetings will be clerked by the County Council's Corporate Services Department.

### **5 Composition and Membership**

- 5.1 Membership of each local committee will comprise elected councillors as follows:

**Chiltern Area**  
Parish/Town Council - 6  
District Council - 2  
County Council - 8

- 5.2 Each tier of local authority shall be responsible for deciding their representation on each of the committees. Substitutions will be permissible, but should be notified to the clerk before the meeting. In the case of the County Council, membership will be cross party, drawn from local area members, in proportions as may be agreed by the Group Leaders, save that substitutions will be allowed from outside each area. All members attending (including substitutes) in accordance with the allocation of places as set out above, will have full voting rights.
- 5.3 The Chairman/Vice-Chairman of the relevant County Council committee/sub-committee may attend meetings of the local committees, in order to clarify, or provide further information about, the County Council's position on the matters under discussion.
- 5.4 Any local County, Parish Council or District Council member who is not a member of the local committee may speak on an item affecting his/her division/ward at the invitation of the Chairman, but not vote.
- 5.5 Representatives of all other parish and town councils in the area and other nominated organisations (who hitherto have attended area road safety consultative committees on a regular basis) will be invited to attend meetings of the local committees to participate in discussion but will not be eligible to vote. The organisations which comprise this list, which will be reviewed from time to time by the Highways and Public Transport Sub-Committee, are set out below:

One member each from the following organisations to be invited to attend

Freight Transport Association  
Institute of Advanced Motorists  
Cyclists Touring Club  
Bucks Federation of Women's Institutes  
British Horse Society  
British Motorcyclists Federation (Bucks)  
National Association of Approved Driving Institution  
Pedestrians Association  
Public Transport User Group  
Road Haulage Association  
South Bucks CTC  
Thames Valley Police  
Wycombe and District Motorcycle Action Group  
Department of the Environment Approved Driving Instructors  
Royal Society for the Prevention of Accidents

## **6 Frequency of Meetings**

- 6.1 Local committees will meet four times a year normally in January, April, July and October. The timing of meetings will be as determined by each local committee.
- 6.2 All meetings will be open to the public.

## **7 Agenda Process**

- 7.1 Regular items for local committees will comprise the matters set out in Appendix 1.
- 7.2 Agenda items from the Parish and District Councils shall be submitted in accordance with the protocol, set out in Appendix 2.

## **8 Site Visits**

- 8.1 Site visits may be held at the discretion of the Chairman. Arrangements will be made by the Chairman and Area Manager to meet on site at a specified time which will be notified to all interested parties. Other Members of the Local Committee may attend but will have to make their own arrangements for travel. The Chairman will report back to the next meeting of the Local Committee on the conclusions reached at the site visit.

## **9 Review**

- 9.1 The role and operation of local committees will be reviewed in the light of the development of new political structures under the Government's Modernising Agenda, and in any event by May 2002.