

Cumbria County Council Highways Board

Terms of Reference

1. Purpose of the Board

- 1.1. To oversee the strategic direction of the Local Highway Authority function within the wider Council plan objectives including the development of policies and strategies to support service delivery.
- 1.2. To make recommendations for Cabinet and/or Local Committee consideration in relation to the management of Cumbria's adopted road network.
- 1.3. The Board is not a decision making body though it will consider highways procurement and contract delivery arrangements and strategic programmes.
- 1.4. The Highways Strategy will be considered by the board and agreed by Cabinet.
- 1.5. Matters requiring a decision such as new or amended policies, requests for funding will be passed to Corporate Director Environment and Community Services who will decide the appropriate route for progression in liaison with the Cabinet Member for Highways, Transport and Fleet.

2. Chair

- 2.1. The Chair of the Highways Board is the Cabinet Member for Highways, Transport & Fleet

3. Membership

The Board will comprise:-

- 3.1. Cabinet Member for Highways, Transport and Fleet
- 3.2. One Member nominated from each Local Committee area
- 3.3. Cabinet Member for Economy
- 3.4. Corporate Director Environment and Community Services
- 3.5. Assistant Director Highways, Transport and Fleet
- 3.6. Area Managers
- 3.7. Business Support officer for minute taking and meeting administration

Frequency of Meetings

The Board will meet in March each year to enable the strategy and action plan for the following year to be reviewed and refreshed. It will then meet quarterly throughout the year.

Reporting back from the board

The Chair of the Board will report periodically to Cabinet and at least annually.

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Referrals from the Board

Where further work or information is required the Board can refer a matter or matters either to Cabinet or one or more relevant Local Committees.

Support

- Each meeting will be provided with an agenda and minutes will be recorded.
- Items for the agenda must be submitted no later than 10 days in advance of the next meeting.
- Papers will be distributed 5 days in advance unless approval for late distribution has been given by the Corporate Director Environment in liaison with the Cabinet Member for Highways, Transport and Fleet.
- Attendance by other parties is by approved invitation from the Chair.