

## RECONSTITUTION OF WORKING GROUP

### Sevenoaks Joint Transportation Board – 3 September 2015

Report of Chief Officer Legal and Governance

Status: For Decision

Key Decision: No

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**Portfolio Holder** Cllr. Piper

**Contact Officer(s)** Charlotte Sinclair Ext.7165

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**Recommendation to Sevenoaks Joint Transportation Board:** That the Board consider whether the working group as detailed in the report should continue, and if so, agree membership and confirm terms of reference.

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**Reason for recommendation:** It is necessary to review and if necessary reconstitute any working groups each municipal year, especially in light of changed membership.

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### Introduction and Background

- 1 Under the municipal year 2014/15 the Sevenoaks Joint Transportation Board set up a working group to take the Sevenoaks District Cycling Strategy forward again. Members are asked to review the need for the working group and confirm the terms of reference and membership.

### Sevenoaks District Cycling Strategy

- 2 Following the meetings of the Sevenoaks Joint Transportation Board on 16 September 2014 (Minute 10) and 9 December 2014 (Minute 20) the idea of a working group was revisited. Membership was noted as: a Sevenoaks District Councillor (Cllr. Edwards-Winsor), Kent County Council (KCC) Officers, a Sevenoaks District Council Officer, and a representative from the Sevenoaks Cycling Forum.

At its first meeting on the 13 March 2015 (Appendix A), the group agreed its terms of reference to be to focus on the implementation of improvements across the district and focus on specific routes to meet the objectives of the Strategy in light of reduced funding.

- 3 As yet there have been no further meetings.

### Other Options Considered and / or Rejected

The Board must consider whether the group should to continue meet. If minded to continue then the membership and terms of reference need to be agreed.

## **Key Implications**

### Financial

None directly arising from this report.

### Legal Implications and Risk Assessment Statement

Working groups are only constituted for a municipal year, and must be reconstituted each new municipal year. Members would only be allowed to claim travel expenses for formally constituted working groups.

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## **Conclusions**

Members are asked to consider whether they wish the working group to continue to meet, and if so, agree the membership and confirm terms of reference.

## **Appendices**

Sevenoaks Cycling Group Minutes – 13 March 2015

## **Background Papers:**

[Sevenoaks Joint Transportation Board Minutes – 16 September 2015](#)

[Sevenoaks Joint Transportation Board Minutes – 9 December 2015](#)

**Christine Nuttall**  
**Chief Officer for Legal and Governance**