

Policy Committee Task and Finish Groups

Terms of Reference

Enforcement of traffic restrictions

Transport, Regeneration and Climate Policy and Waste and Streetscene Committees.

1. Purpose

- 1.2 The Council's Constitution outlines that Task and Finish Groups may be established by Policy Committees as appropriate to assist in the completion of their duties, save that each Policy Committee may have no more than one appointed Task and Finish Group at any time.

The purpose of such Task and Finish Groups is to examine in detail specific issues or aspects of policy, procedure or service, according to their remit. These groups do not take any decisions but inform the deliberations of the Policy Committee. They should provide regular progress updates to meetings of the Policy Committee

Details of the scope of this Task and Finish Group are set out in Section 4.

2. Membership and attendance

- 2.1 Membership of the Group will consist of:

- Two Councillors from each party represented on the two Committees appointed based on the topic for review. This may be the whole Committee. Members of the group may have a special knowledge or interest in the subject being considered.
- The Group may co-opt non-voting members who are not elected Members of the Council to assist in its consideration of an issue. This could include other council officers and representatives of other agencies for specific items.

- 2.3 Chair:

Task and Finish Groups will require a Chair to lead the review, chair meetings and report on progress. The Chair should be appointed based on the topic for review and will be appointed at the first meeting of the Task and Finish group.

- 2.4 The Task and Finish Group will be supported by officers from the relevant directorate.

- 2.5 Task and Finish groups do not meet in public session and are not subject to the Access to Information Requirements.

3. Meeting Frequency

- 3.1 Monthly, but this will be confirmed at the first meeting.

3.2 The Task and Finish Group will seek to bring its work to a conclusion and submit a report to the Waste and Streetscene Policy Committee by July 2025.

4. Scope of the Task and Finish Group

4.1 To increase the effectiveness of enforcement of existing, new or amended highway restrictions

4.2 To review and amend, within existing legislation, how any surplus income from enforcement is used to further the aims of the Council Plan.

4.3 To agree a joint approach to new policy areas as agreed by the group. For example, working with stakeholders (residents, disability groups, parents, police, parking enforcement, transport officers) to develop a city-wide strategy on pavement/grass verge/obstructive parking

4.4 Excludes consideration of the wider parking approach, including (for example) how we are developing new / reviewing existing parking schemes – which will fall within the remit of a review of the Parking Strategy