

The terms of reference form part of the collaborative agreement with LDC made in 2018. This document contains schedule 4 only in relation to the joint parking board.

#### **Schedule 4 – Joint Board**

1. ESCC and LDC have established a Joint Board to be kept informed of the running of the civil parking scheme, and any new initiatives. The Board consists of five councillors, being three from ESCC and two from LDC.
2. For the avoidance of doubt the Joint Board has no executive decision making powers.
3. ESCC and LDC may appoint a substitute councillor or councillors who may attend any meeting of the Joint Board in place of the appointed councillor.
4. The Joint Board may be supported and advised by relevant officers from each Council for the purpose of providing legal, financial and operational advice.
5. The Joint Board shall meet not less than twice per year and be regulated in accordance with the standing orders of ESCC.
6. The role of the Joint Board is to:
  - 6.1. ensure that the ethos under which the CPE Scheme is operated takes account of local circumstances and needs;
  - 6.2. ensure that appropriate public and stakeholder consultation is undertaken where relevant;
  - 6.3. ensure that parking provision is well publicised;
  - 6.4. keep the relevant executives of both Councils informed on relevant matters;
  - 6.5. monitor the financial performance of parking within the CPE Scheme;
  - 6.6. refer matters back to the Cabinets of ESCC and LDC where necessary;
  - 6.7. give direction to the Parking Services Manager;
  - 6.8. recommend the letting of contracts and procurement to ESCC and LDC;
  - 6.9. recommend appropriate uses for any net surplus income generated from on-street parking; and
  - 6.10. provide a combined view in terms of publicity.