

## **Joint Parking Board Terms of Reference**

### **Draft Terms of reference for the Joint Hastings Parking Board**

#### **1. Status and Function**

1.1 The Joint Parking Board shall:

- Monitor the operational and financial performance of CPE (on and off street) in Hastings Borough
- Be consulted on any proposed changes to on and off street parking within Hastings Borough
- Recommend appropriate uses for any net surplus income generated from on-street parking. The Joint Board may be supported and advised by relevant officers from each Council for the purpose of providing legal and financial advice.
- Ensure that schemes identified to benefit from CPE surplus take account of local circumstances, needs and meet the objectives of the Local Transport Plan.
- Refer matters back to Cabinets of County Council and District or Borough Councils where necessary.
- Keep the relevant executives of both Councils informed on relevant matters.
- Provide a combined view in terms of publicity of identified schemes to benefit from CPE surplus.

#### **2. Membership**

2.1 The Board will comprise of no more than 4 Members, of which:

- Two shall be East Sussex County Councillors. These will consist of the Lead Member and a Member that will be appointed by the Lead Member.
- Two shall be Borough Councillors.
- The County Council's Transport Operations Head of Service and Team Manager Parking shall attend as advisors and to present reports but will have no voting rights.
- The Joint Board may be supported and advised by other relevant officers from each Council for the purpose of providing legal, financial and technical advice but those officers will have no voting rights.

2.2 The Borough and County where possible will provide cross party representation.

2.3 Members shall be entitled to appoint a substitute councillor who may attend any meeting of the Joint Board in place of the appointed councillor.

#### **3. Chair**

- 3.1 The Chair will be the County Council's Lead Member for Economy, Transport and Environment.
- 3.2 In the absence of the chair the Board shall appoint a Chair for that meeting from amongst the Members present at the meeting.

#### **4. Quorum**

- 4.1 No business shall be dealt with at the meeting unless at least three Members of the Board are present.
- 4.2 If there is no quorum, the meeting will be adjourned immediately and any remaining business postponed either to a time fixed by the Chair or if no time is fixed, the next meeting of the Board.

#### **5. Voting by Members of the Board**

- 5.1 Resolution of the Board shall be by a majority vote of those Members in attendance.
- 5.2 In the event of an equality of votes on any matter the Chair of the Board shall have a casting vote and the vote shall be taken again. In the event of a further equality of votes, the matter shall stand adjourned to the next meeting of the Board.

#### **6. Attendance by Councillors who are not members of the Board**

- 6.1 No councillors shall be permitted to attend Board meetings unless acting as a substitute for a Member of the Board who is unable to attend.

#### **7. Frequency of meetings**

- 7.1 Meetings of the Board will be held six monthly

#### **8. Agenda**

- 8.1 Prior to the meeting of the Board the Transport Operations Head of Service will circulate to Members Agenda and Reports to be considered by the Board.

#### **9. Delegated Powers**

- 9.1 The Board is empowered to deal with any functions detailed above, other than those delegated to officers in accordance with the Officer Scheme of Delegation.