

Appendix 1 to Executive Minutes - 9th November 2006

Car Parking Working Group – Draft Terms of Reference

Membership:	5 Councillors to be appointed by the Executive in conjunction with the lead member, to include one Member of the Overview and Scrutiny Committee.
Political proportionality:	Advisory Bodies do not have to be politically proportional.
Meetings:	As required (approximately every 4-6 weeks).
Open to the press and Public:	Meetings will be held in private unless the public are specifically invited to attend (access to information rules do not apply). Agendas & Minutes will remain confidential unless the Chairman of the Working Group decides otherwise. Agendas & Minutes are available to all Councillors, but are not public documents.
Quorum	There is no quorum for an Advisory Body.
Decision Making	No – the Working Group will where appropriate make recommendations to the Executive and will have a monitoring role of the various work taking place throughout the Council in this area.

Terms Of Reference

1. To direct and monitor the Council's specific project to improve and address on-street and off-street car parking issues including provision, charging, residents parking and effect on the wider community.
2. To review the range of the Council's current strategies, policies and activities in respect of car parking and decriminalised parking enforcement.
3. To make recommendations to the Executive on any matters relating to car parking and decriminalised parking enforcement.
4. To ensure liaison and joint action takes place with partner organisations on issues affecting car parking and decriminalised parking enforcement.
5. To receive and critically review proposals, initiatives and suggestions which would make a positive contribution to car parking or decriminalised parking enforcement.
6. To be a focal point for internal, area, regional and national policies, projects and initiatives address car parking issues and to submit appropriate reports to the Executive.
7. To consider community organisational and resource implications of car parking as they impact on the Council's activities.
8. To produce recommendations for a long term vision and strategy on car parking for the Council.