



## **TERMS OF REFERENCE FOR THE BURY WEST HIGHWAYS SUB GROUP**

### **1. Purpose:**

The Bury West Township Forum resolved to establish a Highways Sub Committee to meet with relevant offices to consider issues relating to the highway network within Bury West.

### **2. Aims**

The Highways Sub Group would contribute to the Council's vision to lead, shape and maintain a prosperous sustainable Bury that is fit for the future and seek to empower and support the local community in Bury West, making Bury a better place to live.

### **3. Objectives**

- Look at traffic related issues and concerns
- Look at highways related issues and concerns
- To consider the Highways Refurbishment Programme
- Develop a dialogue with partners
- Develop community involvement and co-ordinate the process of consultation/involvement across all partners

### **4. Membership**

2 Councillors - politically balanced  
1 Co-opted member  
Township Co-ordinator

Other Professionals who are able to assist; including, officers of the Local Authority, Highways agencies, and Greater Manchester Police.

### **5. Operational Arrangements**

- **Chair** – to be agreed at the first meeting.
- **Absence of the Chair** - A replacement Chair will be agreed at the meeting.

- **Quorum** - At least two members
- **Support** – The Township Co-ordinator will act as the lead officer with assistance from other officers within the Local Authority.
- **Workload** – Work Programme to be determined annually by the Panel. The Panel must also have regard to any issue referred to it by the Bury West Township Forum
- **Frequency of Meetings** – A minimum of 3 times per year, in accordance with a timetable determined at the first meeting of the Municipal Year. Ad hoc meetings may be called by a decision of the Township Forum, or by the Chair after consultation with the officers
- **Clerk to the Committee** - Meetings will be clerked by a representative of Democratic Services.
- **Access to Information** – It is important to ensure that all councillors on the Bury West Township Forum are kept aware of the work of the sub committee.

## **6. Relationship with Bury West Township Forum**

The Chair of the Highways sub-committee will provide regular updates to the Bury West Township Forum. Any findings of fact or recommendations produced by the Highways sub-committee would be forwarded to the Bury West Township forum for their consideration.

**Julie Edwards**  
**May 2012**