

## **B2. Model Terms of Reference for Local Liaison/Co-ordination Meetings – 1 April 2022**

### **B2.1 Terms of Reference**

To ensure optimum co-ordination of works on roads and to minimise inconvenience to road users:

- (a) consideration of both road works authorities' and undertakers' specific major projects;
- (b) medium term and annual programmes (both capital and maintenance) for works for road purposes and road works;
  - (i) review planned resurfacing works and road closures:
  - (ii) review and confirm whether any other works/remedial works can be completed;
  - (iii) confirm defects/defective apparatus that may be subsumed by the resurfacing works.
- (c) local policies affecting road works, including traffic management proposals;
- (d) Spaces for People; Gatherings of people; Permits for occupation; Street café advertising boards; Tables and chairs etc.
- (e) discuss network condition and RA inspections records in conjunction with SU defects;
- (f) review inspection regime:
  - (i) RA inspections (actual v expected per quarter per SU);
  - (ii) SU inspections (% pass Cat A and % pass Cat B and C);
  - (iii) Collate previous quarter results to Area RAUC;
  - (iv) pending and declined inspections.
- (g) any other road works permissions.
- (h) issue minutes to all attendees timeously, no later than three weeks after meeting. Any remit to Area RAUC shall be submitted in advance of that meeting.
- (h) confirm to Area RAUC: invitees (internal and external); attendees (names and organisations); any apologies; minutes were issued timeously.

Wider issues to be referred up to Area RAUC.

## **B2.2 Membership**

B2.2.1 Membership shall be decided by the RWA and may include:

- (i) Representatives from any undertaker working in the area or planning to work in the area should attend.
- (ii) As the occasion requires, the representatives from adjacent road works authorities.
- (iii) Local planning authority.
- (iv) Police and other Emergency Services.
- (v) Relevant transport operators.
- (vi) Focus groups or others deemed necessary.

B2.2.2 At the discretion of the RWA, meetings may be held virtually or in actual meeting rooms. When held in real meeting rooms, the option to join electronically shall be available to all members and invitees. It would be deemed advantageous to have one in-person meeting annually. When held in-person, the option to join electronically shall be available to all members and invitees.

B2.2.3 Rotation of chair with-in cluster groups shall be agreed by the cluster group members.

B2.2.4 Frequency of Meetings: Quarterly in March, June, September and December.