

TERMS OF REFERENCE AND CONSTITUTION for AREA RAUC – 1 April 2022

- (1) To report to RAUC(S), any matter the Area feels is of note or for advice;
- (2) To act as the area focus for RAUC(S);
- (3) To provide a forum for discussion on relevant issues -on an area basis;
- (4) To review straightforward local disputes brought to it and reach decisions. Where decisions are not accepted by the parties the dispute shall be referred to RAUC(S);
- (5) Through feedback from local co-ordination meetings, monitor the performance regionally of both the undertakers and the Road Works Authorities under NRSWA;
- (6) To refer local initiatives to RAUC(S) for recommended adoption nationally;
- (7) To promote mutually beneficial good working practices in the light of RAUC(S) policy and current legislation; and
- (8) To deal with specific remits from RAUC(S) within required timescales, reporting back to RAUC(S) with findings.

B1.2 Constitution

The chair and vice chair represent organisations, not named individuals.

- (1) Representatives will be appointed by the undertaker and road works authorities. An employee of the road works authority or undertaker should attend meetings rather than the contractor/agent. Representatives from other organisations such as contractors may be invited to meetings with observer status at the discretion of the Area RAUC. The Office of the Scottish Road Works Commissioner has a standing invitation to be represented;
- (2) The Chairmanship and secretariat shall rotate between the undertaker and/or road works authorities every two years. A line of succession is established with the current named vice Chair being designated as Chair in the next two-year rota;
- (3) Chairs and vice chairs shall be agreed at least 2 years in advance;

(4) All organisations will be able to submit matters for inclusion on the agenda for meetings;

(5) Normally, there are 3 meetings per year, held with-in the first two weeks of February, June and October, or as required by business. Meetings may be held virtually or in actual meeting rooms, to be agreed in advance. 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.

(6) Members may send substitutes to meetings and additional members may be co-opted when necessary;

(7) The Area RAUCs may set up working parties and sub-groups to work on relevant subjects; and

(8) The Area RAUC Road Works Authority members will elect their 3 local Road Works Authority representatives to attend RAUC(S).

B1.3 Frequency of Meetings 4-monthly.