

**SOUTH WEST HIGHWAY AUTHORITIES AND UTILITIES COMMITTEE
LOCAL CO-ORDINATION MEETINGS**

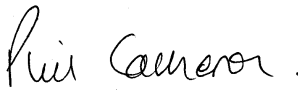

Terms of Reference and Constitution - (Reviewed July'08 + reformatted March'09)

Terms of Reference

1. To co-ordinate works to minimise inconvenience to highway users by consideration of both highway authorities' and utilities' specific major projects and works programmed as required by the New Roads and Street Works Act 1991 (NRSWA) and the Traffic Management Act 2004 (TMA).
2. To share medium term and annual programmes for street works and works for road purposes for both capital and maintenance schemes.
3. To disseminate the agreements and policies determined by the HAUC (UK) and SWHAUC
4. To refer significant problems, difficulties and initiatives to the SWJUG/JAG(SW) for further consideration and submission to the SWHAUC where necessary
5. To bring to the attention of adjacent Local Co-ordination Meetings any schemes which might have a significant impact on the traffic or works programming on Highways Agency road or that adjoining area.

Constitution

1. Representatives from any Utility, Highway Authority or District Council carrying out Street Works or Works for Road Purposes within the geographical area concerned and neighbouring areas.
2. The chair and secretariat will be appointed by the Highway Authority for the area.
3. Representatives from the police, emergency services, local planning authority, Traffic Manager, adjacent street authorities, trunk road operators, local authority tree officers, disabled groups or others may attend.
4. Meetings will be held at least quarterly as per SWHAUC Planner to enable the Highway Authority to carry out its duty of co-ordination and Utilities should endeavour to be represented to facilitate their duty of co-operation.
5. A representative should be empowered to take decisions on matters concerning the programme of works and their method on implementation.

Signed and approved on behalf of:-	
Joint Authorities Group South West - JAG(SW)	South West Joint Utilities Group - SWJUG
	
Date:12 th March 2009.....	Date:12 th March 2009.....

