

**Doing the little things that matter – today!**

## **TERMS OF REFERENCE**

### **1. ROLE**

To provide a forum for strategic and operational oversight and advice on the implementation of the lengthsman scheme in Worcestershire.

### **2. VISION**

The Lengthsman Scheme in Worcestershire will exemplify:

- a. The three tiers of local government working in seamless partnership to improve the roadside environment of our villages and towns
- b. The framework set by the Councils' Charter in Worcestershire, in particular the 'funding follows function' element.
- c. Priorities for service delivery set at the most local level.

### **3. AIMS**

- a. To promote partnership working between the tiers.
- b. To maintain a well managed and safe environment for the operation of the scheme.
- c. To achieve and maintain charter award status for the scheme.

### **4. MEMBERSHIP**

- a. Partners will be Lead Officers from:
  - i. Worcestershire County Council Highways
  - ii. Worcestershire County Council Democratic Services
  - iii. Each District Council involved in the scheme
  - iv. CALC
- b. Stakeholders: Representative Clerks nominated by CALC
- c. Other stakeholders and partners who may be invited from time to time

### **5. ROLE OF PARTNERS**

- a. All partners will seek to promote the vision and aims of the Steering Group.
- b. Each partner will ensure appropriate arrangements are in place in their respective organisation for reporting, promoting, awareness raising and necessary authorisations.
- c. All partners will provide up-to-date information to enable the Steering Group to consider and make recommendations in strategic and operational areas defined below.

# THE PARISH LENGTHSMAN SCHEME IN WORCESTERSHIRE

## COUNTY STEERING GROUP

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- d. CALC will represent, and provide independent advice and support for, Parish and Town Councils as contractual partners in the scheme.

## **6. STRATEGIC OVERSIGHT AND ADVICE**

The Steering Group will consider and make recommendations in the following strategic areas:

- a. Arrangements for strategic management of the scheme including record-keeping.
- b. Co-ordination of the scheme and its promotion across the three tiers in the county.
- c. Formulae for allocation of funding to Parish and Town Councils in the scheme.
- d. Consultations with Parish and Town Councils.
- e. Extension and enhancement of the scheme via further devolution of functions, with particular emphasis on Quality Parish and Town Councils.

## **7. OPERATIONAL OVERSIGHT AND ADVICE**

The Steering Group will consider and make recommendations in the following operational areas:

- a. Contractual arrangements.
- b. Administrative arrangements.
- c. Communications.
- d. Health, safety and welfare.
- e. Arrangements for informing and training Clerks and Lengthsmen in the administration and safe operation of the scheme.

## **8. MEETING ARRANGEMENTS**

- a. The Steering Group will meet at least twice per year.
- b. *Tbc re CALC-County joint arrangements for administration*
- c. *Tbc re reimbursement of CALC costs*
- d. The County Council will provide the venue for Steering Group meetings.
- e. All stakeholders and partners will have the opportunity to influence the agenda.