

# Thames Valley Safer Roads Partnership Partnership Board Terms of Reference

24/01/2007



## Membership

The Partnership Board will consist of a minimum of five members as directed by the Strategy Committee. The Strategy Committee will nominate a Chairman, who in turn will nominate a Vice-Chairman, to serve for a period of 12 months after which these roles will be reviewed.

## Meetings

The Partnership Board will meet bi-monthly. The Chairman may call an additional meeting at any time if circumstances require. The Secretariat will be provided by the Partnership Team and minutes will be published on the Thames Valley Safer Roads Partnership website after approval at the following meeting.

## Voting Arrangements

In the event of a disagreement between partners, the Chairman may require a vote to decide future action. Each Partnership Board member will hold one vote and decisions will be carried on a simple majority – in the event of a tie, the Chairman will hold the casting vote.

## Main responsibilities of the Partnership Board

1. To oversee the appointment of the Partnership Manager to head the Partnership Team and to ensure the effective day-to-day operation of the Thames Valley Safer Roads Partnership
2. To take responsibility for the work of the Partnership and to monitor the overall service delivery to ensure that the outcomes required by the Strategy Committee are delivered
3. To establish and receive feedback from sub-groups as necessary to ensure delivery of specified required outcomes
4. To advise the Strategy Committee of major issues affecting the work of the Partnership that cannot be addressed locally and that may affect the ability of the Partnership to deliver to budget or achieve targets
5. To prepare (and seek approval from the Strategy Committee) the Enforcement Strategy, Communications Strategy and other documents as required and to ensure that resources are used effectively to deliver the required outcomes

6. To monitor and review expenditure against the approved Partnership budget and in conjunction with the Treasurer, identify any significant variances to the expected budget together with proposed remedial action
7. To monitor and review casualty data to ensure that Partnership activities continue to be directed to ensure the achievement of targets
8. To oversee the effective delivery of all enforcement, education, communications and other activities as agreed by the Strategy Committee
9. To provide regular updates to Strategy Committee members and all partner organisations as required

NB:

The Partnership Board will be supported by the Partnership Team and other advisors as required

Any sub-groups established will replace or incorporate the work of any existing groups e.g. Bobstar, Road Safety Officers group rather than add to the number of meetings held

