

## **Guidance on Topics for Future Meetings**

### **Background**

Each JTB agenda includes an item titled “Topics for Future Meetings”, the purpose of which is to provide an opportunity for members of the Board (and others at the Chairman’s discretion) to raise relevant transport issues.

It must be noted that the JTB is governed by the ‘JTB Agreement’ which states that, “The Access to Information principles shall be applied to the JTB as if it were a Council committee.” Consequently, there cannot be any substantive debate or decisions on any topic unless it is included on the agenda. Failure to comply with the Access to Information Regulations could render any recommendations or any decisions made on the basis of a recommendation open to challenge.

The JTB is a consultative body and has no delegated powers. Nor does it have any resources to conduct its own investigative work. The JTB may make requests of or recommendations to either KCC or TWBC but cannot make any binding decisions or commit to a course of action that incurs financial cost or the use of resources.

Members may raise any issues directly with the responsible authority at any time and this is often the most effective method of resolving local issues.

### **Procedure**

Where a matter of particular local importance arises that is not related to an existing work stream the JTB may request that it be discussed at one of its meetings. In order to comply with the Access to Information Regulations it is important to ensure that the issue is notified and reported correctly. Therefore the following convention has been established.

1. Members of the Board should raise any items they wish to discuss with the Chairman and the Democratic Services Officer in writing as soon as possible before the meeting and no later than 4pm on the working day before the meeting. This will enable the Officers to advise the Chairman on the most appropriate course of action.
2. The Chairman will then announce the received items at the meeting under the appropriate agenda item and suggest a course of action. No items should be raised at the meeting without due notice.
3. There cannot be any substantive debate or discussion on the issue, the Board may only confirm the course of action to be taken.
4. If a discussion at a future meeting is agreed, the item will be listed in the agenda of the subsequent meeting. Any such discussion cannot result in any binding decisions.