Highways Improvements Group (HIG) – Terms of Reference

1. Purpose

The Highways Improvements Group (HIG) is established to provide member oversight, input, and recommendations on the prioritisation and development of highways improvement activities. The Group strengthens collaboration between elected members and officers, supports transparent and informed decision- making, and enables the Portfolio Holder to receive a balanced, cross- party steer into the decision- making process.

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2. Objectives

2.1 Support the prioritisation of Highways Improvements.
2.2 Strengthen officer–member relationships.
2.3 Increase member involvement in shaping the programme of works.
2.4 Provide the Portfolio Holder with clear, evidence- based member steer.

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3. Membership

3.1 Five elected members, based on basket principal proportionality.
3.2 Supported by Highways officers providing technical, professional, and procedural advice.
3.3 Named substitutes shall be appointed for each elected Member of the Group, with names to be confirmed.

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4. Meetings

4.1 Meetings will be scheduled every two months, with additional ad- hoc meetings convened when required.

4.2 Agendas and supporting reports will be circulated in advance of meetings.

4.3 **Public Attendance and Public Questions**
Meetings of the Highways Improvements Group may be attended by members of the public, subject to the Council's agreed procedures and any requirements to consider confidential or exempt information in private.
Members of the public may submit questions to the Group. Questions must be received no later than 10 days before the date of each HIG meeting. These will be discussed at the meeting, with a written response provided to the questioner within 5 working days of the meeting.

The process for submitting questions and the arrangements for responses will be managed in accordance with the Council's agreed procedures.

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5. Inputs to the Group

5.1 Petition responses related to highways.
5.2 Annual Network Management Programme (prior to Individual Decision).
5.3 Annual Highways Improvement Programme (prior to Individual Decision).
5.4 Annual Winter Service Plan (prior to approval).
5.5 Ad-hoc Network Management requests, including medium/high impact and/or cost issues, as determined by the Portfolio Holder, or specific items requested for review by Ward Members.
5.6 Peer Review Action Plan.
5.7 Highways Term Contract Performance.

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6. Approach and Activities

6.1 Review initial officer recommendations using a light-touch, evidence-based approach.
6.2 Discuss proposals collectively to inform member recommendations.
6.3 Submit recommendations to the Portfolio Holder for decision.
6.4 Review and comment on the annual Highways Improvement Programme, Network Management Programme and Winter Service Plan prior to formal approval.

7. Decision- Making

7.1 The Highways Improvements Group is advisory and has no formal decision- making powers.
7.2 Final decisions rest with the Portfolio Holder, officers exercising delegated authority, or the Executive, where required.

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8. Reporting and Governance

8.1 Outputs from the Group may be referenced in decision papers or annual service plans.
8.2 Follow- up reports may be requested as appropriate.

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9. Review of Terms of Reference

9.1 These Terms of Reference will be reviewed annually, or sooner if required.

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10. Speed Limit Review Task Group (SLRTG)

10.1 Purpose

The Speed Limit Review Task Group (SLRTG) is convened as an ad- hoc sub- group of the Highways Improvements Group to assess requests for new or amended speed limits. It ensures objective and consistent decision- making, supports local democratic participation, and provides transparency in the assessment of speed limit changes.
The SLRTG will meet prior to the main Highways Improvements Group meeting whenever speed limit matters require consideration.

10.2 Composition

The Task Group will include Highways and Traffic & Road Safety officers, Members of the Highways Improvements Group, and a representative of the Police.
Local Ward Members and Parish or Town Councillors may attend relevant sections of meetings.

10.3 Process for Handling Requests

10.3.1 Initial officer assessment ("sense- check").
10.3.2 Preparation for Task Group consideration, including site assessments and officer recommendations.
10.3.3 Meetings convened when approximately five to six valid requests are received (typically every nine months).
10.3.4 Participation by Ward Members and Parish or Town Councils as appropriate.

10.3.5 Where a speed limit request relates to a ward represented by a Member of the Speed Limit Review Group, that Member may present the request in their capacity as the Local Ward Member. However, to avoid any conflict of interest, the Member shall not participate in, or vote on, any recommendation or decision relating to that request. In such circumstances, a substitute Member should be appointed to participate in the consideration of the matter.

10.4 Legislative and Governance Framework

10.4.1 Speed limit changes require a Traffic Regulation Order (TRO) under the Road Traffic Regulation Act 1984.
10.4.2 Recommendations from the SLRTG will feed into a wider Integrated Decision (ID).
10.4.3 TROs require statutory consultation, and objections may trigger further Member consideration.

10.5 Relationship to the Highways Improvements Group

10.5.1 The SLRTG is an ad- hoc sub- function of the Highways Improvements Group.
10.5.2 The Task Group will meet prior to relevant HIG meetings.
10.5.3 Outputs from the SLRTG will be reported to the HIG and onward to the Portfolio Holder for decision.

11. Version Control

Version	Date	Summary of Changes
2	**September 2026**	**Updated to include named substitutes, with names to be confirmed; public attendance and public questions, with questions to be received 10 days before each HIG meeting; references to the annual Highways Improvement Programme, Network Management Programme and Winter Service Plan; and Speed Limit Review Group arrangements for ward-related requests and substitute participation where a conflict of interest may arise.**