

Appendix 2 - Member Advisory Panel Terms of Reference

Purpose

This Member Advisory Panel has been established as part of the Council's peer review of the Highway Service Contract, ahead of the Highways and Transport Committee's consideration of the performance and service period of the Contract at year 6 of the Contract.

This Advisory Panel is a non-decision-making Advisory Panel whose purpose is to advise the Director of Highways and Infrastructure from a Member's perspective in interpreting and understanding the findings of the peer review.

Members

- The Chair of the Highways and Transport Committee
- The Vice Chair of the Highways and Transport Committee
- The Chair of the Finance Sub-Committee
- The Leader of the Conservative Group

Roles and responsibilities

To advise, from a Member perspective, the Director of Highways and Infrastructure on matters concerning the peer review

Key Principles for members of the Panel

- Work as an advisory panel for the Highways and Transport Committee.
- Have no formal delegated decision-making authority from the Highways and Transport Committee.
- Attend on a voluntary basis and receive no remuneration.
- Be expected to maintain the confidentiality and integrity of any confidential information that they may receive that is not publicly available.

Periodicity

The frequency of this group will be determined following the initial group meeting.

Support

Meetings will be chaired by the Director of Infrastructure and Highways. Other attendees will include the Head of Highways and other technical officers by exception, where the agenda dictates. Meetings will be confidential to

maintain the commercial sensitivity and position of the Council in the Highway Service Contract.

Meetings

The primary purpose of the first meeting will be to introduce the Cheshire East officers to the Member Advisory Panel, agree the purpose of the meetings and explain the peer review process and key gateways.

Substitutes will be subject to the approval of the Chair prior to the meeting.

The Secretariat for the Panel will be provided by Cheshire East Council Officers, preparing agendas and supporting papers.

Meetings will either be held by Teams or a Council venue will be provided for face to face meetings.