

London Technical Advisors Group (LoTAG) Group 2

Terms of Reference

22 December 2017

London Technical Advisors Group

The London Technical Advisors Group (LoTAG) is the regional grouping of TAG. LoTAG is comprised of professional officers who provide advice and guidance for local policy development and service delivery with regard to Highway and Traffic Authority duties.

LoTAG is comprised of Group 1, which covers transport, and Group 2 which covers infrastructure. These terms of reference are for LoTAG Group 2.

Purpose

To improve the management of highways in London by developing and promoting good practice, advising and providing guidance for members, and actively promoting the case for investing in the maintenance of London's highway infrastructure.

Objectives

The objectives of LoTAG Group 2 are:

- To act in an advisory capacity to the Mayor of London, Greater London Authority, London Councils and Transport for London on any matters of highway maintenance and management;
- To proactively make the case for investing in the management of London's highways;
- To provide advice and guidance in relation to the interpretation and implementation of existing and emerging highway management practices;
- To have oversight of the allocation of Local Implementation Plan (LIP) highway maintenance;
- To provide a forum for collaboration and coordination and the sharing and promotion of good practice across all members;
- To respond to requests and requirements from recognised bodies, for example, UK Roads Liaison Group, Department for Transport and Transport for London;
- To develop and implement an annualised Business Plan that supports the above objectives and takes account of the needs and priorities of members; and
- To have oversight of the activities and Business Plan of all LoTAG sub-groups;

Membership and Meetings

All 33 London Boroughs and Transport for London are members of LoTAG Group 2.

A full LoTAG Group 2 General Meeting is convened every six months and all members are welcome. The LoTAG Group 2 Executive Committee meets every four to eight weeks, dependent on business priorities, and is comprised of:

- LoTAG Group 2 chair - currently two co-chairs, one borough and one TfL
- Chair of LoHEG
- Chair of LoBEG
- Chair of LoDEG
- Chair of LoLEG
- Secretariat
- London Councils (optional)

Elections for the LoTAG Group 2 chair/co-chairs will be held every two years. All members of LoTAG Group 2 are welcome to put forward a nomination which will be voted upon at the relevant LoTAG Group 2 General Meeting. Nominees will be required to do a short presentation to members prior to the vote.

Working Parties

As required, LoTAG Group 2 will convene working groups (typically task and finish) to deliver specific activities, for example, guidance documents on emerging/new highway management practices.

Subscriptions

There is no subscription to be a member of LoTAG Group 2; it is available to all London Boroughs and Transport for London.

Meeting agendas and records

The Secretary is responsible for collating and distributing agendas. The Secretary is also responsible for recording meetings and distributing minutes.

Alterations to the terms of reference

The Terms of Reference shall be subject to periodic review by the LoTAG Group 2 Executive Committee who will submit their proposals to the LoTAG Group 2 General Meeting. The acceptance of any amendment/s will be decided by the vote of the membership present.

This version of the LoTAG Group 2 Terms of Reference is dated 22 December 2017 and is conditional on approval by members at the next LoTAG Group 2 General Meeting scheduled for March 2018.