

Transport and Environment Committee (TEC)

Constitution

1. Each Participating Council and Transport for London shall appoint a representative to London Councils' TEC in accordance with law and its own constitutional arrangements
2. Each Participating Council and Transport for London shall as soon as practicable after becoming party to this Agreement notify the Corporate Director of Services of London Councils of the identity of its representative and the identity of any substitute representative
3. Each Participating Council and Transport for London shall be entitled by notice in writing in accordance with Clause 3.1.4 below to remove such representative from London Councils' TEC at any time or until he ceases to be entitled to be a representative of that Participating Council or Transport for London under the constitutional arrangements applicable to the appointing Participating Council or Transport for London and by like notice to appoint to London Councils' TEC any other representative from that Participating Council or Transport for London in place of the representative so removed
4. A notice of appointment or removal shall be signed by a duly authorised officer of the Participating Council or Transport for London as the case may be and shall take effect upon delivery thereof to the Corporate Director of Services of London Councils 3.1.2. Every representative appointed pursuant to Clause 3.1.2 shall hold office until he is either removed from office or dies or resigns or until he ceases to be entitled to be a representative of the Participating Council or Transport for London under the constitutional arrangements applicable to that Participating Council or Transport for London.
5. London Councils TEC shall hold at least 2 meetings each year one of which shall be an Annual General Meeting
6. Subject to Clause 3.1.5 above, meetings of London Councils TEC shall be called in accordance with the Standing Orders set out in Schedule 6 of the London Councils Agreement and the procedure to be adopted at such meetings shall be determined in accordance with those Standing Orders
7. No representative appointed by Transport for London shall be entitled to speak or vote or receive papers relating to any question arising in respect of a function to which Transport for London does not subscribe and shall not be counted as part of the quorum for the meeting or part thereof wherein such question is considered

Quorum

8. The quorum shall be one third, or the number nearest to one third, of the members of London Councils' TEC, and any sub committee of London Councils' TEC The quorum of the associated committees is one-third of the members entitled to be present.
9. If within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall be dissolved.

10. Remaining business will be considered at a time and date fixed by the Chair. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

Terms of Reference

11. TEC is an associated joint committee of London Councils. When the Transport Committee for London (TCfL) became part of the then new Association of London Government in April 2000, there was a need to retain a separate identity because of the statutory involvement of Transport for London in the Committee's work for certain functions. Leaders' Committee agreed that TCfL should also undertake the role of the old ALG Transport and Environment panel and so the new Committee was renamed Transport and Environment Committee (TEC).
12. TEC is a statutory committee with specific responsibility for:
 - Functions under the Road Traffic Act 1991 – including appointment of parking adjudicators and determining penalty charge levels and fees for declamping, vehicle recovery storage and disposal
 - Operation of the TRACE service for locating towed-away vehicles
 - Operation of the Health Emergency Badge scheme for medical practitioners
 - Implementation and enforcement of the Greater London (Restriction of Goods Vehicles) Traffic Order 1985 ("The London Lorry Control scheme")
 - Travel concession arrangements under section 244 of the Greater London Authority Act 1999 – including negotiation of settlements with Transport for London, the Association of Train Operating Companies and independent bus operators
 - Setting of fixed penalties, issuing of Codes of Practice and other functions under the London Local Authorities Acts 2004 and 2007
 - Operation of the London taxicard scheme
13. TEC also initiates and develops policies across a range of areas:
 - transport policy issues (including road, rail and airports)
 - environment issues (including air quality and biodiversity)
 - trading standards and public protection issues
 - waste issues
14. In considering transport and environment matters which have implications and relevance to Londoners, TEC aims to ensure that:
 - The transport and environment needs of London are recognised and promoted
 - The allocation of resources and the development of policies and legislation influenced to the best effect for London; and
 - Borough interests (financial and otherwise) are represented and protected.
15. The TEC Executive is a sub Committee of TEC

TEC agreed that all the executive functions of TEC should be delegated to the Executive Sub Committee with the exception of the following:

 - election of committee officers;
 - election of members of the sub-committee;
 - agreement of budget;

- agreement of work programme;
- agreement of annual report;
- appointment of adjudicators;
- agreement of parking penalties;
- agreement to major changes in policy for the lorry ban;
- agreement to the annual concessionary fares scheme;
- agreement of the draft annual policy statement for agreement with the London Councils' Leaders' Committee the; and
- consideration and agreement of major transport and environmental policy issues.

TEC as a whole, continues the role of considering and, where necessary, confirming the actions of the Sub Committee through consideration of the minutes of the Sub Committee and calling for other actions and reports as members.