



## **Joint Authorities Group (UK) Constitution**

1. The Joint Authorities Group (UK), hereinafter known as JAG(UK), shall be formed to represent street and road authorities in the United Kingdom in matters relating to Street and Road Works legislation.
2. The objectives of JAG(UK) shall be:
  - a) To advise the Highway Authority members of the Highway Authorities and Utilities Committee (UK) (HAUC(UK)) on consultations in relation to the New Roads and Street Works Act 1991 (NRSWA), related legislation and any amendments modifications or re-enactments thereof.
  - b) To provide advice and guidance to the Highway Authority members of HAUC (UK) on street works legislation policy issues.
  - c) To monitor current street works legislation to ensure its effectiveness and to make recommendations for change.
  - d) To liaise with National Joint Utilities Group (NJUG) on all matters pertaining to street and road works, Traffic Management Act 2004 (TMA), NRSWA 1991
  - e) To liaise with the Department for Transport (DfT) and members of HAUC(UK) working groups ensuring that a common policy and strategy related to the HAUC(UK) Business Plan is established and communicated.
  - f) To provide services and other support to the National Street Works Highways Group Ltd (NSWHG) on such terms as may be agreed between JAG(UK) and NSWHG Ltd.
  - g) To provide guidance to practitioners on NRSWA, NRSWA Regulations and associated Codes of Practice and related legislation whether in force or proposed.
  - h) To provide a forum for matters of common interest within the street and road works community.
  - i) To liaise with the Regional JAG and joint Regional HAUC Representatives Groups.
3. JAG(UK) members shall be derived from serving officers of the local authority community within England, Scotland, Northern Ireland and Wales.

4. JAG(UK) Officers

- i) Chair
- ii) Chair HAUC(UK) Highways Side
- iii) Vice Chair
- iv) JAG(UK) Manager

Managed by the Board of NSWHG Ltd and supported by the Governing Council

5. The Chair, and Vice Chair shall be elected members and shall serve for a term of two years. The Governing Council may extend the terms depending on operational needs. Each officer may offer him/herself for re-election at the end of the two year term.  
Elections shall be carried out in accordance with Annex A.
6. The Chair of HAUC (UK) Highways side and Chair of the JAG(UK) Strategy and Research Group shall be appointed by the Board of NSWHG Ltd for a period of two years but may be extended depending on operational needs.
7. In the event of the Chair of JAG(UK) or Vice Chair JAG(UK) resigning, an election shall be held to select a replacement. Anyone putting themselves forward for election must be a serving officer representing the local authority community within England, Scotland, Northern Ireland and Wales.
8. The election of Officers shall be by an open vote where each member authority may cast one vote. The Officer to be elected shall be the one who has the most votes.
9. The Governing Council shall comprise:
- i) Chair
  - ii) Chair HAUC(UK) Highways Side
  - iii) Vice Chair
  - iv) JAG(UK) Manager
  - v) Representative for England
  - vi) Representative for Northern Ireland
  - vii) Representative for Scotland
  - viii) Representative for Wales  
(All the above shall be members of the NSWHG Ltd Board of Directors)
  - ix) Chair of the Strategy and Research Group
  - x) JAG Representatives for North of England, North West, Yorkshire, East Midlands, West Midlands, South East, South West, Anglia, London, Transport for London
  - xi) JAG Representatives for active working groups.

- 10 The JAG(UK) Manager shall be a full time secondment post from their organisation as described within a Memorandum of Understanding (MoU) between JAG(UK) and the providing organisation.
- 11 The MoU shall be compiled by the Highway Chair HAUC(UK), JAG(UK) Chair and Vice Chair and shall be signed on behalf of JAG(UK) by the JAG(UK) chair.
- 12 Funding for the provision of the JAG(UK) Manager shall be by contributions from the member authorities. The contribution value shall be determined by the Governing Council annually.
- 13 The day-to-day running of JAG(UK) will be carried out by the JAG(UK) Manager.
- 14 JAG(UK) Funds derived from sources other than contributions to the funding of the JAG(UK) manager shall be held by an affiliated company, the National Street Works Highways Group Limited hereafter know as NSWHG. The company shall be limited by guarantee.
- 15 The NSWHG shall be run by a management board. The Board shall be made up of the following Officers who will be directors of the company.
  - i) Chair
  - ii) Chair HAUC(UK) Highways Side
  - iii) Vice Chair
  - iv) JAG(UK) Manager
  - v) Representative for England
  - vi) Representative for Northern Ireland
  - vii) Representative for Scotland
  - viii) Representative for Wales
- 16 Representatives for England, Scotland Wales & Northern Ireland shall be determined by the respective country representatives.
- 17 An Annual General Meeting shall be held in April to agree the accounts and confirm the next year's board.
- 18 The Chair of the Strategy and Research Group shall be invited to the Annual General Meeting of the Board of NSWHG Ltd as an independent observer to represent the general JAG(UK) membership.
- 19 National strategy and policy of JAG(UK) shall be determined by a Strategy and Research Group, which will be set up as detailed in the JAG(UK) Governance document.
- 20 JAG(UK) shall be bound by the laws of England and Wales or the respective devolved country.

- 21 The JAG(UK) Manager will also act as the NSWHG Ltd's official Company Secretary
- 22 In the event of JAG(UK) being dissolved any funds still held by JAG(UK) and NSWHG Ltd shall be distributed equally to those member authorities who have made a contribution towards the JAG(UK) manager in the year preceding dissolution.
- 23 The constitution shall be reviewed by the Governing Council every two years.



## JOINT AUTHORITIES GROUP (UK) PROCEDURE FOR THE ELECTION OF SENIOR POSITIONS

- 1 The following positions within JAG(UK) will be filled by members of the Joint Authorities Group (UK) (JAG(UK)) who have put themselves forward for election.
  - Chair
  - Vice Chair
2. Officers in the above positions shall serve for a term of two years and each officer may offer him/herself for re-election. An Officer may resign at anytime.
3. Officers putting themselves forward for election to any of the two senior positions shall be serving officers within a local authority and should have the support of their employing authority.
4. Additionally, the Officer holding the Chair position will also be responsible for making arrangements within their authority (or otherwise as agreed by the Governing Council) to receive, hold and make the necessary payments in respect to the contributions towards the JAG(UK) Manager.
5. Election for a post will not be required if the position is unopposed.
6. Elections should be held during the months of May and June of the respective year or as otherwise agreed by the Governing Council.
7. The JAG(UK) Manager (or independent member of the Governing Council), shall call for candidates for the individual senior positions. A candidate will not require a proposer or seconder but will be required to provide a short resume of their involvement in Street Works and a brief note to support their reason for standing. These will be circulated with the voting paper.
8. All JAG(UK) members will be eligible to vote and the voting papers will be sent to the email addresses held by the JAG(UK) Manager at the time of the election.
9. Voting shall be carried out by email and under the supervision of the JAG(UK) Manager (or independent Governing Council Member). The JAG(UK) Manager will count the votes and the results scrutinised by an independent Governing Council Member. The successful candidate will be the one with the most votes ( first past the post)

10. The JAG(UK) Manager shall announce the results within 1 week of the election and successful candidates will take on their duties at the first Governing Council meeting following the election.