

## **BORDERS TIMBER TRANSPORT GROUP TERMS OF REFERENCE**

### **Borders Timber Transport Group**

#### **Terms of Reference (April 2019)**

#### **Purpose of the group**

The group was informally established in 1990's in response to a recognised need to address timber transport impacts on roads and on communities. It was formalised in December 1999.

The group's key objective is to support the contribution of the forestry and timber industries to the Borders economy by ensuring that timber industries can access the timber resource while seeking to minimise the impact of timber transport on the public road network, on local communities and on the environment.

The geographic scope of the group's interest is the Scottish Borders Council area and the group provides a forum where stakeholders can collaborate to meet the objective as described.

The Chair of the group also has a place on the Timber Transport Forum which is the UK-wide umbrella organisation which works with a similar agenda on a country-wide basis. In this way, Borders TTG members can influence the activity of the national forum.

#### **Core Values**

The group will work together in partnership to achieve each partner's aspirations. The members commit to core values of

- Openness, effective communication and co-operation;
- Mutual trust, respect, integrity;
- Excellence and continuous improvement.

#### **Membership:**

Membership is open to all parties with a relevant and active involvement in timber transport or in road or traffic management including:

- Local authorities
  - roads authority
  - councillors
  - regional transport partnerships
- the forestry regulatory authority
- forest owners and their representatives
- the wood processing industries and timber buyers
- timber hauliers
- Police Scotland
- Timber Transport Forum
- Others on occasion and by request and invitation of the chair; e.g. community representatives

Each member is encouraged to use their experience, connections and resources to promote the work of the timber transport group. Members volunteer their time and other resources freely to support the objectives of the group.

Where costs associated with administration and support of the group arise, and these can't be met by grant funds, members are approached to contribute on a voluntary basis.

### **Ways of working**

1. The group will meet twice each year with meetings held usually every 6 months.
2. The group will elect a Chair and a Vice Chair for a period of up to 3 years with a maximum of two periods served.
3. A Secretary will be appointed; agendas circulated prior to meetings, minutes shared and made publicly available following group approval.
4. Non-members can be invited to group meetings by invitation of the Chair or Secretary.
5. The Secretary maintains an e-mail circulation list for distribution of documents, consultations, agendas and minutes. To comply with GDPR the group are blind copied in and any member can request removal from the group mailing list.
6. Resolutions of the group members are usually agreed at a group meeting but, where circumstances dictate, such actions can be proposed via the group Secretary, by email, giving group members not less than 30 days to respond and raise objections. Where objections are received, any decision on a resolution will be deferred to the next available group meeting.

### **Remit**

#### **The group**

1. Provides a forum in which members can identify and discuss timber transport issues and problems with a view to finding sustainable solutions.
2. Determines and disseminates best practice information regarding timber transport.
3. Collects and shares data relating to timber transport.
4. Develops, maintains and promotes an Agreed Routes Map for the Scottish Borders Council region that shows the most suitable routes for timber haulage, highlights known constraints and establishes consultation procedures between partners.
5. Coordinates timber haulage operations on minor roads so that road usage is managed and best practice standards are followed.
6. Determines timber transport management measures for specific roads.
7. Encourages targeted investment in the transport infrastructure and in other technologies that will reduce the impact of timber haulage.
8. Collaborate to develop bids for grant funding to support timber transport initiatives that support the group's objectives.
9. Informs strategic planning in support of improved timber transport routes.
10. Works cross borders with other timber transport groups to manage transport matters at regional boundaries and to share best practice experience.
11. Promotes and contributes to the work of the Timber Transport Forum