



Lane Rental Governance Committee

Terms of Reference

V4.0 – 1 November 2015

Lane Rental Governance Committee – Terms of Reference

Document History

Version	Date	Author	Details
V3.0	01/10/2014	Helena Kakouratos	<ol style="list-style-type: none"> 1. Executive reviewer updated 2. Governance committee stakeholder representation updated 3. Commentary updated for approval and project management processes 4. Process flow diagrams included
V4.0	14/09/2015	Laura Alexander-Webber	<ol style="list-style-type: none"> 1. 'Lite' Approval process incorporated

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1. Purpose

The purpose of this committee is to manage income generated from the Lane Rental Scheme and ensure that scheme expenditure is in accordance with DfT regulations.

In March 2012, Transport for London received approval from the DfT to operate the Transport for London Lane Rental Scheme. The approval was supported by regulation 7 (2) of the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 which states that “an approved authority must apply the net proceeds for purposes intended to reduce the disruption and other adverse effects caused by street works.”

The Lane Rental Governance Committee (LRGC) is therefore responsible for expenditure of the scheme in accordance with the relevant regulations.

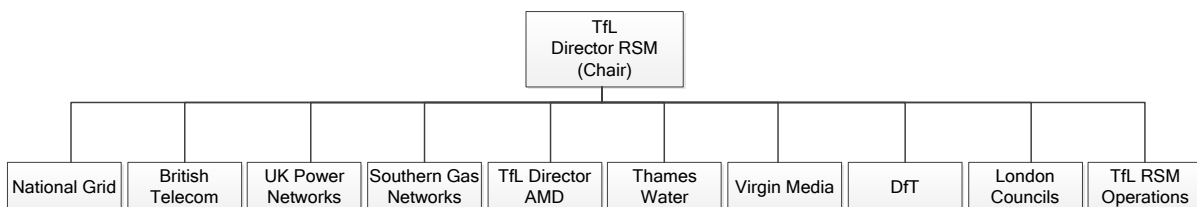
2. Responsibilities

1. Identify and review operational, legislative and technical issues arising from the practical implementation of innovative technology
2. Authorise funding for individual projects aimed at reducing disruption and other adverse affects of street works.
3. Ensure that net proceeds from the scheme are spent in accordance with the DfT Regulations.

3. Representation

The DfT guidance for Lane Rental Schemes states that “as part of their scheme, authorities will need to summarise the arrangements for determining how revenues will be applied. Authorities will be expected to establish joint working arrangements under which both the highway authority and works promoters are actively involved in deciding how net revenues are applied.”

While TfL is the approved authority for operating the scheme, this committee will be made up of representatives of both TfL and external works promoters. TfL’s role on this committee will cover its dual role as traffic authority and works promoter. The committee will be chaired by TfL’s Director of Road Space Management.



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4. Governance Committee

1. Responsible for sponsorship, review and approval of funding requests for innovative technology and other initiatives to reduce disruption on the network.
2. Responsible for controlling expenditure on the scheme in accordance with regulation.

The committee's voting rights will be held equally by TfL and utility groups. That is, TfL collectively, excluding the Chair, and the utility groups collectively, shall each hold 50% of the voting rights, with the Chair (including any deputy) holding a casting as well as a deliberative vote.

5. Approval Process

Applications for funding can be determined in the following two ways depending on the type of request:

1. 'Lite' Approval Process

- a. Applications that meet the following criteria will be considered by the Lane Rental Management Team and nominated work promoter representatives:
 - Applications based on bids previously approved by LRGC
 - Extraordinary measures that mitigate the adverse effect of roadworks
 - Positive cost benefit ratio / application score
 - Individual applications with a maximum value of £100,000
- b. Finalised applications will be considered within 10 working days of receipt
- c. Approvals will be capped at a maximum aggregated value of £250,000 in any single quarter period.
- d. All decisions and documentation will be provided to the LRGC members
- e. Applicants may appeal to the LRGC against any decision given.
- f. The LRGC has the authority to amend or withdraw this process by agreement

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2. LRGC Meetings

The committee will meet every quarter to review and approve all other applications for Lane Rental expenditure. Below are the high-level steps of the approval process.

1. The applicant requesting funds will be responsible for completing a standard funding request application form and securing a Sponsor for the proposal by a relevant LRGc representative
2. The Sponsor, having reviewed the business case, will be responsible for submitting the application to TfL for validation and subsequent cost benefit analysis before it is subject to a first stage review by the LRGc Chair against the specified selection criteria and adherence to DfT regulations for expenditure. If the application is substantiated the Sponsor will present the business case to the Governance Committee for approval.
3. TfL will fulfil any internal governance requirements to formalise the project on TfL's book of accounts if the LRGc approves the proposal
4. The committee can increase or reduce financial authority in line with available funding.

The process for approving funding requests is shown diagrammatically in [Appendix A](#).

6. **Project Management Process**

1. The applicant will be responsible for producing all documentation required to manage the project and enable the Sponsor to provide progress updates at LRGc meetings.
2. TfL will validate progress and authorise project funds to be released inline with the agreed payment milestones
3. Following receipt of a closure report from the applicant, TfL will produce a paper documenting aspects of the proposal, including any benefits realised, and publish the output to industry stakeholders.

The process for approving funding requests is shown diagrammatically in [Appendix B](#).

7. **Reporting**

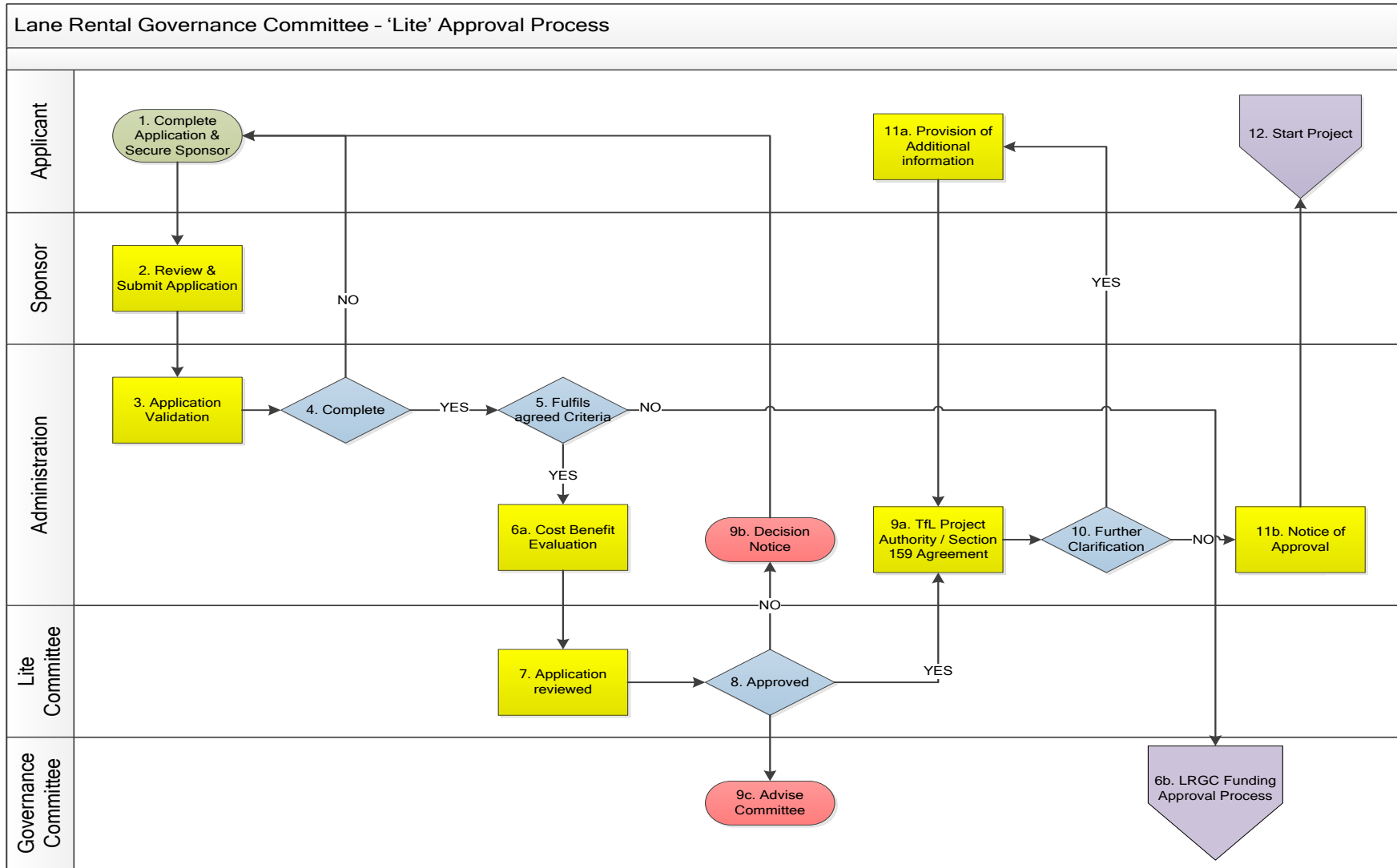
The Lane Rental Governance Committee will be responsible for reporting on the financial status of the scheme. Financial statements will be published at the end of every financial year in accordance with TfL corporate reporting standards.

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8. Meeting

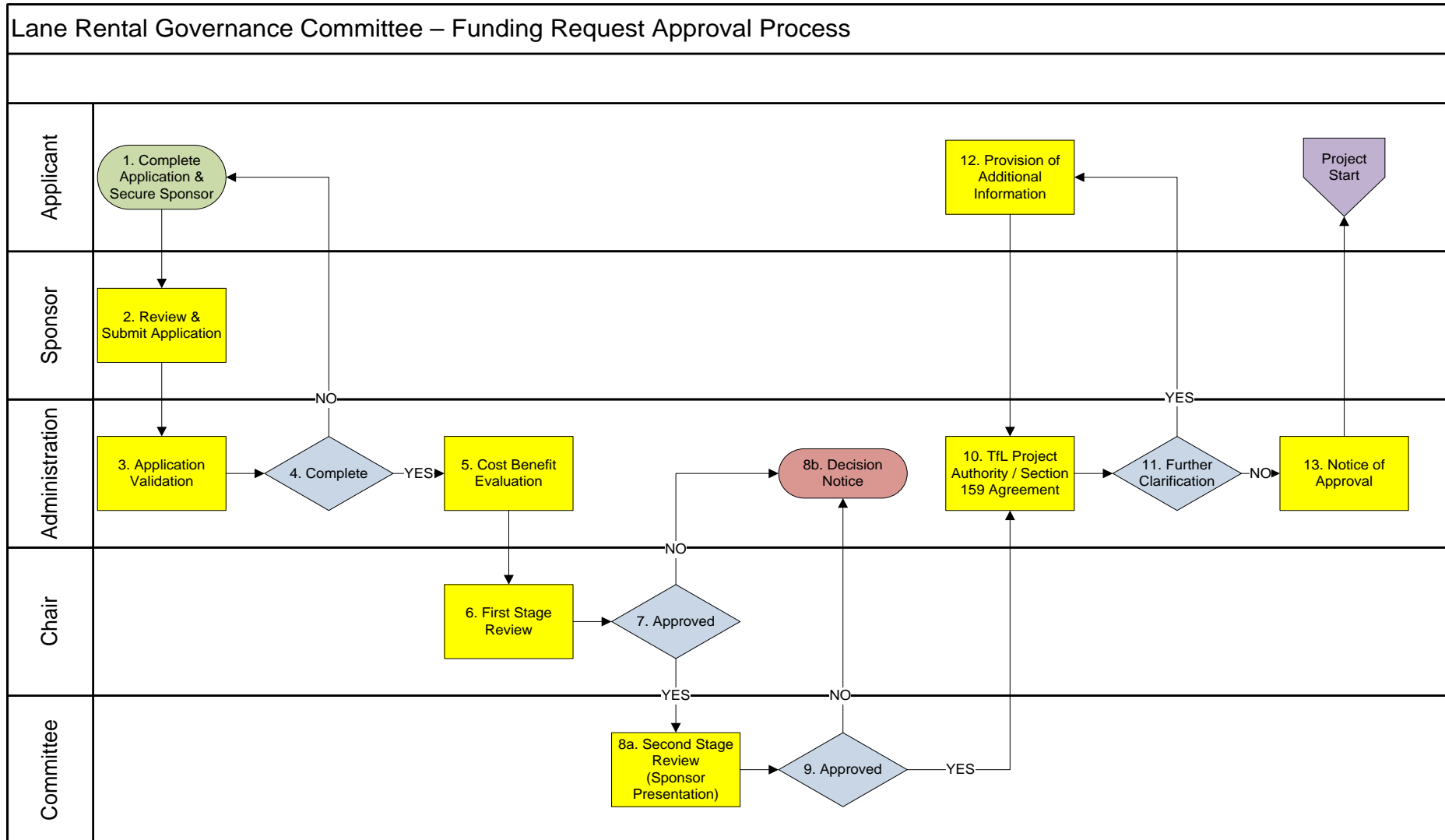
The Lane Rental Governance Committee will meet every quarter. Special meetings can be called if this becomes necessary.

Appendix A1 – Lite Approval Process



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Appendix A2– Fund Request Approval Process



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Appendix B – Project Management

