PARISH OF ST SAVIOUR®

ROLE DESCRIPTION

Roads Committee Member (Comité des Chemins)

Role type: Elected civic office (voluntary)

Chair: Connétable of St Saviour

Term: Three years, commencing 1 January following election, subject to the required oath of office

Role purpose

The Roads Committee is the Parish highway authority for St Saviour's public by-roads. Its principal role is governance, policy, prioritisation and collective decision-making: setting the direction for the safe, lawful and sustainable management of the Parish highway network rather than carrying out routine day-to-day inspections itself.

The Committee comprises the Connétable, the Rector and three elected Parish Principals. Members work closely with the Connétable, Roads Inspectors and Parish staff, drawing on professional advice where required, to consider evidence, agree priorities and ensure decisions are translated into practical action.

The distinction in simple terms

Roads Committee: sets policy and priorities, considers budgets and evidence, and makes collective highway decisions. Roads Inspectors: visually inspect, record and report what they see on the ground, and help check that Committee directions are followed.

Key responsibilities

- Attend and contribute to Roads Committee meetings, normally held monthly, having considered the relevant papers and information in advance.
- Set and review priorities for by-road maintenance, road safety, drainage, repair, resurfacing and associated highway infrastructure.
- Consider reports from Roads Inspectors, Parish staff, professional advisers and the public, and decide what action is proportionate within available budgets and legal powers.
- Direct the planning and execution of by-road works and provide appropriate direction to Roads Inspectors in accordance with the Loi (1914) sur la Voirie and other applicable legislation.
- Provide collective oversight of significant highway expenditure, programmes and resources, with regard to safety, value for money, sustainability and risk.
- Consider planning, access, visibility, traffic, road works, permissions, drainage, boundaries and other highway matters within the Committee's remit.
- Participate in the statutory annual September road visit and other site visits where appropriate, while routine visual monitoring and defect reporting are primarily undertaken by Roads Inspectors and Parish staff.
- Work closely with the Connétable and Parish staff, liaise constructively with Government, neighbouring Parishes, utilities and residents, and where requested take the lead on an allocated topic or report before bringing recommendations back to the Committee.

Knowledge, experience and personal qualities

People from all walks of life are encouraged to consider standing. You do not need to be a roads expert or hold a professional qualification. Sound judgement, common sense, integrity, curiosity, a willingness to learn and a genuine desire to make a difference to St Saviour are the most important qualities.

- Good communication skills and the confidence to engage respectfully with parishioners, colleagues, professional advisers and public bodies.
- Ability to read information, ask constructive questions, consider competing viewpoints and contribute to balanced collective decisions.
- Experience in engineering, highways, construction, asset management or planning would be useful, but is not essential.
- Legal, governance, finance, business, environmental, project-management or risk experience can also bring valuable perspective.
- Public engagement, customer-facing work, community service, volunteering, practical trade experience or other life experience is equally welcome.
- Willingness to undertake training and develop knowledge of the relevant Jersey laws and Parish procedures.

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Commitment, eligibility and appointment

This is a civic office with real responsibility, including oversight of a significant Parish highway budget and associated resources. Meetings are normally monthly and may be supplemented by site visits, project meetings, law or policy briefings, inter-Parish discussions and meetings with Government or other organisations. Some commitments may fall during the working day and others in the evening.

Members are elected by the Parish Assembly in December for a three-year term beginning on 1 January and are required to take the prescribed oath before the Royal Court. Candidates must meet the statutory eligibility requirements applying at the time of election. Parish Hall staff can confirm eligibility and nomination arrangements before a candidate stands.

The role is principally governed by the Loi (1914) sur la Voirie and operates within the wider Jersey legal framework applying to highways, road traffic, drainage, road administration, road works and planning.

Approved by:
Date approved:
Scheduled Review Date **October 2029**