

## SCC LOCAL COMMITTEE (Elmbridge)

### TASK GROUPS: DRAFT TERMS OF REFERENCE

#### General

1. The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
  - determine the role, appointees and lifespan of any Task Groups
  - review the operation of any Task Groups which have been in place over the previous year
  - agree which Task Groups to establish for the current year
  - agree the criteria for consideration by any Task Group and make that criteria available to all Members of the Committee.
  
2. A Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. A Task Group will:
  - unless otherwise agreed, meet in private
  - develop an annual work programme
  - formally record its actions
  - officers supporting a Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
  - A Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

#### **Task Groups currently established:**

##### **Decriminalised Parking Enforcement Task Group**

3. The Task Group will contain (three) appointees from the membership of the Local Committee: (two) County and (one) Borough Councillors identified in such a way as to ensure adequate geographical coverage of the Borough. It is practice in Elmbridge to appoint the Chairman and Vice-Chairman of the Local Committee and Borough Portfolio holder for Highways if appropriate to do so. The Task Group may also consult with the relevant Divisional Member.
  
4. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.
  
5. The Task Group will make recommendations to the Local Committee on the way forward on Controlled Parking Zones.
  
6. The Task Group will keep under review the agreement with the Borough Council as required.