



## **OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)**

### **DECRIMINALISED PARKING ENFORCEMENT TASK GROUP TERMS OF REFERENCE**

**27 JULY 2009**

#### **KEY ISSUE**

To approve the terms of reference for the Decriminalised Parking Enforcement Task Group.

#### **SUMMARY**

Any task group of the Local Committee should be given terms of reference to be approved on an annual basis. This reports seeks approval for terms of reference for the Decriminalised Parking Enforcement Task Group.

#### **OFFICER RECOMMENDATIONS**

**The Local Committee (Elmbridge) is asked to agree that:**

- (i) The terms of reference for the Decriminalised Parking Enforcement Task Group be approved as set out in Annex A.
- (ii) The Chairman, Vice-Chairman and Borough Portfolio Holder for Highways be appointed to the Decriminalised Parking Enforcement Task Group in 2009/10.

## **1 INTRODUCTION AND BACKGROUND**

- 1.1 In September 2004, the Local Committee agreed to establish a Decriminalised Parking Enforcement (DPE) Task Group. Following corporate advice Local Committees were told to give their task groups terms of reference. The terms of reference for the DPE Task Group were originally agreed on 21 January 2008. This report seeks Local Committee approval for the Terms of Reference for the Task Group in 2009/10. Please note that all task groups of the Local Committee have no formal decision-making powers.

## **2 ANALYSIS**

- 2.1 The proposed terms of reference are set out in Annex A.

## **3 OPTIONS**

- 3.1 The Task Group must adopt a set of terms of reference. The terms of reference proposed reflect the role of the Task Group.

## **4 CONSULTATIONS**

- 4.1 The Local Committee has been consulted in the preparation of this report and the proposed Terms of Reference.

## **5 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

- 5.1 None.

## **6 EQUALITIES AND DIVERSITY IMPLICATIONS**

- 6.1 None.

## **7 CRIME AND DISORDER IMPLICATIONS**

- 7.1 None.

## **8 CONCLUSION AND RECOMMENDATIONS**

- 8.1 In conclusion, it is recommended that the Local Committee adopt the terms of reference for the Decriminalised Parking Enforcement Task Group.

## 9 REASONS FOR RECOMMENDATIONS

- 9.1 To comply with corporate advice and ensure that all Local Committee Task Groups have agreed terms of reference which are approved on an annual basis.

## 10 WHAT HAPPENS NEXT

- 10.1 The Task Group will be informed that the current terms of reference will continue to be applied in 2009/10.

**LEAD OFFICER:** James Painter, Area Director  
**TELEPHONE NUMBER:** 01372 832539  
**E-MAIL:** james.painter@surreycc.gov.uk  
**CONTACT OFFICER:** Katie Mills, Local Committee and Partnerships Officer  
**TELEPHONE NUMBER:** 01372 832606  
**E-MAIL:** katie.mills@surreycc.gov.uk  
**BACKGROUND PAPERS:** Task Group of the Local Committee Report 16 June 2008

Version No.1      Date: 06/09/09      Time:16:44      Initials: KM      No of annexes: 1

**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.