



## OFFICER REPORT TO LOCAL COMMITTEE (ELMBRIDGE)

### REPRESENTATION ON OUTSIDE BODIES AND TASK GROUPS

14<sup>th</sup> JUNE 2012

#### KEY ISSUE

To appoint County Council Members to represent the Local Committee / Surrey County Council on the following outside bodies for 2012/13:

- Elmbridge Community Partnership
- Elmbridge Business Network

To approve the terms of reference and appoint Members to the following task groups:

- Elmbridge Parking Task Group
- Elmbridge Youth Task Group

#### SUMMARY

This report seeks to appoint Local Committee County Council Members to outside bodies for the 2012/13 municipal year and to task groups. This report also seeks approval for terms of reference for the task groups.

#### OFFICER RECOMMENDATIONS

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

- To appoint members of the Local Committee to the outside bodies as listed in the report (paragraphs 2.1 – 2.3).
- The terms of reference for the Elmbridge Parking Task Group and the Elmbridge Youth Task Group be approved as set out in Annexes A & B.
- The Chairman, a Vice Chairman and Borough Portfolio Holder for Highways be appointed to the Elmbridge Parking Task Group in 2012/13.
- The Vice-Chairman (plus 2 County Councillors and 3 Borough Councillors) be appointed to the Elmbridge Youth Task Group.

## **1 INTRODUCTION AND BACKGROUND**

- 1.1 The Surrey County Council Local Committee (Elmbridge) can make appointments to various outside bodies. The representatives appointed to these outside bodies will be representing Surrey County Council and will be expected to informally report on the work of these groups as and when necessary.
- 1.2 In September 2004, the Local Committee agreed to establish a Parking Task Group. Following corporate advice Local Committees were told to give their task groups terms of reference. The terms of reference for the Parking 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 2012/13. Please note that all task groups of the Local Committee have no formal decision-making powers and will instead make recommendations to the Local Committee.
- 1.3 Youth Task Groups were set up in 2011 to involve Members and young people in the commissioning of Local Prevention contracts through a pre-approved provider framework. These contracts went live in April 2012. Going forwards the role of Task Groups will be to monitor and report on the progress of the Local Prevention commission, including:
  - To review the local needs of young people
  - To monitor the performance of Local Prevention contracts
  - To make commissioning recommendations to the Local Committee

## **2 APPOINTMENTS TO OUTSIDE BODIES**

### **2.1 Elmbridge Community Partnership (Local Strategic Partnership)**

The Elmbridge Community Partnership monitors the overall progress towards achieving the aims set out in the Elmbridge Sustainable Community Strategy. It meets on a quarterly basis. The Community Partnership and Committee Officer is also a board member.

It is proposed that a Member be appointed to the Elmbridge Community Partnership.

### **2.2 Elmbridge Business Network**

The Elmbridge Business Network is a themed group of the Elmbridge Community Partnership and delivers the Local Economy strand of the Elmbridge Sustainable Community Strategy. The Elmbridge Business Network meets on a quarterly basis.

It is proposed that a Member be appointed to the Elmbridge Business Network.

### **3 TASK GROUPS**

- 3.1 The Parking Task Group terms of reference are set out in Annex A. It is proposed that this group continues for the 2012/13 municipal year.
- 3.2 The Youth Task Group terms of reference are set out in Annex B. It is proposed that this group is established for the 2012/13 municipal year.

### **4 OPTIONS**

- 4.1 The Local Committee has the authority to determine who will represent Surrey County Council on their behalf.
- 2.2 Task Groups must adopt a set of terms of reference. The terms of reference proposed reflect the role of the Task Group.

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

- 5.1 There are no financial and value for money implications arising from this report.

### **6 EQUALITIES AND DIVERSITY IMPLICATIONS**

- 6.1 There are no equality and diversity implications arising from this report.

### **7 CRIME AND DISORDER IMPLICATIONS**

- 7.1 There are no crime and disorder implications arising from this report.

### **8 CONCLUSION AND RECOMMENDATIONS**

- 8.1 In conclusion, it is recommended that the Local Committee nominate members to the outside bodies and adopt the terms of reference for the Task Groups.

### **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 2012/13.

**Lead Officer:** Damian Markland  
Community Partnership and Committee Officer

**Telephone Number:** 01372 832606

**E-mail:** damian.markland@surreycc.gov.uk

**Background Papers:** None

**SCC LOCAL COMMITTEE (Elmbridge)****Annex A****TASK GROUP PRINCIPLES**

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.

**PARKING TASK GROUP: DRAFT TERMS OF REFERENCE**

1. 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.
  
2. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.
  
3. The Task Group will make recommendations to the Local Committee on the way forward on Controlled Parking Zones.
  
4. The Task Group will keep under review the agreement with the Borough Council as required.

**SCC LOCAL COMMITTEE (Elmbridge)****Annex B****YOUTH TASK GROUP: DRAFT TERMS OF REFERENCE****Objective:**

The Local Committee agreed on the 20 June 2011, that a Youth Task Group is established to assist and advise the local committee in relation to Youth Issues and the future delivery of Youth Provision locally.

**Membership**

The Task Group will contain six appointees from the Local Committee - three county and three borough councillors. In addition the Task Group can invite up to 2 members of the Local Strategic Partnership and up to four young people from the borough, all with equal status. The Task Group may also consult with other relevant members of the Committee.

**General**

1. It is proposed to establish a Youth Task Group. The Task Group shall exist to advise the local committee. It has no formal decision making powers. The Task Group will:
  - A. Unless otherwise agreed meeting in private
  - B. Develop a work programme
  - C. Record actions,
  - D. Report back to the Local Committee
2. The Task Groups function is to assist and advise the local committee in relation to Youth Issues and the future delivery of Youth Provision locally.
3. Officers supporting the Task Group will consult the 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.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the local committee.
5. The Task Group terms of reference and Membership is to be reviewed and agreed by the local committee annually.