

## **EPSOM AND EWELL LOCAL COMMITTEE**

### **TERMS OF REFERENCE FOR TASK GROUPS**

#### **General**

1. The Local Committee will agree which Task Groups to establish.
2. The Local Committee will annually:
  - 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 the criteria for consideration by any Task Group and make that criteria available to all Members of the Committee.
  
3. 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 a 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:**

##### **Parking Task Group**

1. The Parking Task Group will contain all the County Council Members of the Local Committee and the Chairman of the Epsom and Ewell Environment Committee.
2. The Parking Task Group will be chaired by the Chairman of the Local Committee.
3. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.
4. The Task Group will make recommendations to the Local Committee about the way forward on Controlled Parking Zones and the development of Parking Management Plans.