



## **TASK GROUPS - TERMS OF REFERENCE**

### **SURREY COUNTY COUNCIL LOCAL COMMITTEE (GUILDFORD)**

**27<sup>th</sup> SEPTEMBER 2007**

#### **KEY ISSUE**

This report proposes clear Terms Of Reference for any Task Group of the Committee.

#### **SUMMARY**

The current Transportation Task Group plays an important part in assisting decision-making by the Local Committee on transportation matters. A short Terms Of Reference document will assist the Committee in understanding the work of this and any other future Task Group and ensure greater transparency of decision-making for members of the public.

#### **OFFICER RECOMMENDATIONS**

The Committee is asked to agree to Terms of Reference for Task Groups as attached in **ANNEXE A**.

#### **INTRODUCTION AND BACKGROUND**

- 1 The current Transportation Task Group's function is to consider any transportation-related matters that require informal discussion prior to meetings of the full Local Committee. This includes the Minor Improvements Scheme and Speed Limit lists, Guildford Intermediate Schemes, the Local Transport Plan programme and other matters requested by Members.

- 2 Under Surrey County Council's (SCC) Constitution, any Committee that establishes a formal Task Group should adopt clear Terms of Reference that set out the purpose, membership, relationship to the full Committee, and the role of officers supporting the Task Group.

**CONSULTATIONS**

- 3 Other Local Committees across Surrey have agreed Terms of Reference for their Task Group(s).

**VALUE FOR MONEY & FINANCIAL IMPLICATIONS,**

- 4 There is no specific budget set aside for these task groups but Members should be aware that significant officer time and costs are incurred in producing information for them.

**EQUALITIES & DIVERSITY IMPLICATIONS, CRIME & DISORDER IMPLICATIONS, SUSTAINABLE DEVELOPMENT IMPLICATIONS**

- 5 None.

**CONCLUSIONS & REASONS FOR RECOMMENDATIONS**

- 6 The work of the Transportation Task Group has been invaluable in considering the implications of complex issues where priorities have to be established within limited budgets and taking into account the wishes of local residents expressed through public consultation.

**WHAT HAPPENS NEXT**

- 7 If agreed the Terms of Reference will be adopted as part of the Committee's agreed local practices.

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<b>BACKGROUND PAPERS</b>	None

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## **SCC LOCAL COMMITTEE (GUILDFORD)**

### **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
  - if it wishes, respond to an officer report and submit its own report to the Local Committee.

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.

#### **Borough-wide Transportation Task Group**

3. The Transportation Task Group will contain six members of the Local Committee: three County and three Borough Councillors, chosen by the Committee (i.e. both SCC and GBC Members) as required e.g. following local elections when the membership of the Committee may change.
  
4. The Task Group's function is to consider any transportation-related matters that require informal discussion prior to meetings of the full Local Committee. This will include the Minor Improvements Scheme and Speed Limit lists, Guildford Intermediate Schemes, the Local Transport Plan programme and other matters requested by Members.

5. The Task Group will on an annual basis assess local needs and report their prioritised schemes to a future meeting of the Local Committee for further prioritisation on a borough-wide basis.
6. When required by a Local Committee decision or advised by the Local Highways Manager the Task Group will consider the nature, extent and format of consultations on schemes.
7. The Task Group will take into account the results of consultations and the outcome of this will either inform the Local Highways Manager's implementation of an agreed scheme or, when required by the Local Committee, inform the Local Transport Manager's recommendations for its decision.
8. Recommendations to the Local Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice of the Local Highways Manager.

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