

Transportation Task Group Terms of Reference

- 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 the Transportation Task Group
 - review the operation of the Task Group over the previous year
 - agree criteria for consideration by the Task Group and make those criteria available to all Members of the Committee.
- 2 The Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. The Task Group will:
 - unless otherwise agreed, meet in private
 - where appropriate 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.
- 3 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.
- 4 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 whenever the membership of the Committee changes, e.g. following local elections or revised nominations to the Local Committee.
- 5 Included in the membership of the Task Group will be the chairman and vice-chairman of the Committee and the GBC Lead Member for Environment. The other Members will be chosen with a view to ensuring as far as possible that the Task Group is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.
- 6 The role of the Task Group is primarily strategic, since one of its principal purposes is to decide which projects represent good value for money in terms of Local Transport Plan objectives and strategies. Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
- 7 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, the Park and Ride strategy, Guildford Intermediate Scheme, the Local Transport Plan programme and other matters requested by Members.
- 8 The Task Group will on an annual basis assess local needs and report their prioritised schemes to the next available meeting of the Local Committee for formal agreement.
- 9 When required by a Local Committee decision or advised by the Area Highways Manager the Task Group will consider the nature, extent and format of consultations on schemes.

- 10 The Task Group will take into account the results of consultations and the outcome of this will either inform the Area Highways Manager's implementation of an agreed scheme or, when required by the Local Committee, inform the Area Highways Manager's recommendations for its decision.
- 11 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 Area Highways Manager.

Annex B: Draft Terms of Reference for the Youth Services Task Group

Objective

The Local Committee agreed on the 22nd of 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 four appointees from the Local Committee - two county and two borough councillors. In addition the Task Group can invite 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, meet 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.