OFFICER REPORT TO LOCAL COMMITTEE
(MOLE VALLEY)

LOCAL COMMITTEE TASK GROUPS
TERMS OF REFERENCE

24 JUNE 2009

KEY ISSUE

To agree a terms of reference template for any Task Groups reporting to the Local Committee.

SUMMARY

Formal Terms of Reference governing the conduct of any Local Task Groups should be agreed by the Committee. A draft Terms of Reference template has been developed for any future groups and is attached as Annexe A.

OFFICER RECOMMENDATION:

The Local Committee (Mole Valley) is asked to:

(i) Approve the terms of reference template annexed to the report, to be used for all Local Committee task groups.

Surrey County Council's Local Committee
(Mole Valley)

{Name of Task Group}
Terms of Reference

Objective:
The Local Committee agreed on the {Date of approval} meeting, that a Working Party be formed to consider the {Details of task groups purpose}.

Timings:
The start date of this Task Group is {Date}, with the end date to be determined when the programme is recommended to the {Responsible Officer} and taken back to the Local Committee for approval.

Membership:
The Task Group membership to be: {Names of Members/Officers}.

General
1. Task Groups exist to advise the Local Committee and will
   a. Unless otherwise agreed, meet in private;
   b. Develop a work programme;
   c. Formally record actions;
   d. Report back to the Local Committee on progress.

2. The Task Group will contain appointees from the membership of the Local Committee, identified in such a way to ensure adequate geographical coverage for the particular Task Group area and function.

3. The Task Group's function is to develop a programme to be recommended by the {Responsible Officer} to the Local Committee for approval.

4. The Task Group will agree and publish criteria for the prioritisation of the scheme in question and circulate to the {Responsible Officer} and the Local Committee.

5. The report containing the Task Group's recommendations to the Local Committee will be supported by a summary of the reasoning behind its prioritised programme.

6. The Task Group will monitor the progress of the work programme and recommend any adjustments as appropriate to the {Responsible Officer} to be taken back to the Local Committee.