



**OFFICER REPORT TO LOCAL COMMITTEE  
(MOLE VALLEY)**

**LOCAL COMMITTEE TASK GROUPS  
TERMS OF REFERENCE**

**13 SEPTEMBER 2010**

**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.