



LOCAL COMMITTEE PROTOCOL

**SURREY COUNTY COUNCIL'S LOCAL COMMITTEE FOR
REIGATE AND BANSTEAD**

20TH MARCH 2006

KEY ISSUE

The Committee is asked to agree amendments to standing orders governing engagement and service performance monitoring.

SUMMARY

On 4th May 2004 the County Council agreed that Local Committees should have discretion to develop local protocols governing public engagement and service performance monitoring within formal Committee meetings. This Committee agreed a local protocol at its meeting in January 2005. This report sets out proposed amendments to the local protocol.

OFFICER RECOMMENDATIONS

The Committee is asked to agree:

- (i) The amendments to the Local Committee protocol in Reigate and Banstead as set out in paragraph 2.2

1 INTRODUCTION and BACKGROUND

- 1.1 On 4th May 2004 the County Council agreed that Local Committees should have discretion to operate more flexibly and approved a proposed addition to County Council Standing Orders as follows:

“Local Committees shall comply fully with these Standing Orders (Parts 2 and 3) except where they draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to arrangements for public engagement, including arrangements for the presentation of petitions, public question time, etc. and monitoring service performance locally.”

- 1.2 Local Protocols must be developed in consultation with the Head of Members Services and formally approved by the Local Committee.

2 LOCAL PROTOCOL FOR REIGATE AND BANSTEAD

- 2.1 The Local Committee previously agreed the following local protocol amendments to standing orders

Petitions

- 62.1 The minimum number of signatures required in petitions presented to the Committee be thirty. In exceptional circumstances, the Chairman may use their discretion to accept petitions with fewer signatures. Such circumstances would be those where the issue related to a scheme where fewer than 30 households would be affected.
- 62.3 Notice must be given in writing or by e mail to the Area Director at least seven days before the meeting.

- 2.2 Local Committees are a mechanism for partnership working between Surrey County Council and the eleven Borough and District Councils. Each council year, Reigate and Banstead Borough Council are invited to nominate nine councillors to join the nine Surrey County Council Local Committee members for transportation and highway decisions. The County Council is keen to further develop partnership working between the councils and the **following additions to the local protocol are recommended:**

The Local Committee will work to monitor and improve local service performance and partnership working in Reigate and Banstead by:

- Inviting Borough Council members of the Committee to join discussions (but not hold voting rights) on a range of issues in addition to transportation and highway matters;
 - The Chairman of the Local Committee inviting partners, such as the Leader of the Borough Council, to join discussions (but not hold voting rights) at Local Committee meetings;
 - Varying Committee meeting venues, including Surrey County Council offices, Reigate Town Hall and community venues;
 - Focusing on monitoring and improving partnership work in certain areas. Such areas could include:
 - Independent adult living, elderly or vulnerable people
 - Environment/street scene issues
 - Young People and children
 - Waste
 - Community Safety
 - Specific geographical areas
 - Any other relevant area.
 - County Councillors joining the local Reigate and Banstead Borough Council Local Community Action Plan (LCAP) Steering groups.
- 2.3 These approaches were developed during discussions between the Local Committee Chairman and the Leader of Reigate and Banstead Borough Council.

2 CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 2.1 It is believed that the amendments proposed in this report will make the Committee more accessible for members of the public and ensure better partnership working to improve local service performance.
- 2.2 The amendments have been approved by the Head of Member Services and are now presented for the Committee's formal approval.

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BACKGROUND PAPERS:	Surrey County Council Constitution Minutes of County Council meeting – 4 May 2004
