



**OFFICER REPORT TO LOCAL COMMITTEE
(REIGATE AND BANSTEAD)**

**LOCAL COMMITTEE TASK GROUPS
TERMS OF REFERENCE 2011-12**

20 JUNE 2011

KEY ISSUE

To agree a terms of reference template for any Task Groups reporting to the Local Committee during 2011-12.

SUMMARY

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

OFFICER RECOMMENDATION:

The Local Committee (Reigate and Banstead) is asked to:

- (i) Approve the Terms of Reference template annexed to the report, to be used for all Local Committee task groups during 2011-12.

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BACKGROUND PAPERS: 20 September 2010 report to Local Committee (Reigate and Banstead)

**Surrey County Council's Local Committee
(Reigate and Banstead)**

**{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.

