

**OFFICER REPORT TO LOCAL COMMITTEE
(WAVERLEY)**

**LOCAL COMMITTEE PUBLIC ENGAGEMENT
PROTOCOL AND TASK GROUP MEMBERSHIP**

22 JUNE 2012

KEY ISSUE

The Committee is asked to consider and approve its local protocol, task group terms of reference and task group membership for 2012/13.

SUMMARY

Local Committees are bound to comply with Standing Orders Sections 2 and 3 of the Council's Constitution except where the Committee draws up local protocols setting out minor variations to working practices based on improving public engagement (SO 41.4). The Council has also put in place arrangements for public speaking in relation to Rights of Way (ROW) matters.

During the year 2011-2012 the Committee confirmed the establishment of a number of task groups to advise on specific issues and is now invited to review these and establish groups for the current year.

This report sets out for agreement the local protocol for dealing with public engagement at the Local Committee and seeks agreement to reconstitute the Committee's task groups for the year 2012/2013.

OFFICER RECOMMENDATIONS

The Local Committee (Waverley) is asked to agree:

- (i) The provisions of the Local Protocol on Public Engagement as set out in **Annex 1**.
- (ii) That the Local Transport Plan (LTP) Task Group should continue for the Council year 2012-2013 reporting to this Committee.
- (iii) That the following Local Task Groups should continue for the Council year 2011-2012 reporting to the LTP Task Group on transportation funding priorities and directly to the Committee on other matters:

Farnham
Godalming, Milford and Witley
Haslemere and Western Villages
Cranleigh and Eastern Villages

- (iv) That the Terms of Reference set out at **Annex 2** for the Task Groups established in (ii) and (iii) should be confirmed.
- (v) That the Youth Services Task Group should continue for the year 2012-2013, reporting to the Committee and subject to the Terms of Reference set out in **Annex 4**.
- (vi) That the Committee should continue to nominate members to the joint Surrey County Council/Hampshire County Council Task Group.
- (vii) To determine the membership and chairmanship of the task groups for the Council year 2012-2013 and to agree that representation from relevant partner agencies should be sought.

1. INTRODUCTION AND BACKGROUND

Local Protocol for Public Engagement

- 1.1 It is important that people who live and work in Waverley are able to influence what happens in the borough. One of the aims of the Committee is to ensure that the aspirations and concerns of residents are taken into account when decisions are made about the local area.
- 1.2 The County Council's Constitution sets out how committees can engage with members of the public at formal meetings. At its meeting on 4 May 2004, the County Council agreed that Local Committees should have the ability to operate more flexibly in relation to public engagement at its meetings in public. Subsequently, on 28 April 2009, the County Council further agreed to extend public speaking to those occasions when Local Committees are considering Rights of Way matters.
- 1.3 To enable this flexibility, it was agreed that although Local Committees should comply fully with Standing Orders (Parts 2 and 3), they might develop local protocols setting out minor variations to working practices to enhance public engagement. These protocols would be subject to consultation with the Head of Democratic and Legal Services, and the Democratic Services Lead Manager.
- 1.4 The Local Committee has developed its Protocol (**Annex 1**) through formal decisions at previous committee meetings. The Committee is reminded of arrangements, which have been put in place to permit local businesses to present petitions and questions to all local committees.

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- 1.5 The Local Committee will be asked to review the protocol following the completion of the Community Partnerships Team Public Value Review.

Task Groups

- 1.6 At its meeting on 17 June 2011 the Local Committee established the following task groups for the year 2011-12:
- Local Transport Plan (LTP) Task Group
 - Farnham Local Task Group
 - Godalming, Milford and Witley Local Task Group
 - Haslemere and Western Villages Local Task Group
 - Cranleigh and Eastern Villages Local Task Group
 - Youth Services Task Group
- 1.7 The LTP and local task groups met during the past year and provided members and other local representative bodies with the opportunity to be actively involved with transport issues and developing solutions in accordance with the Local Transport Plan (LTP) objectives.
- 1.8 The locally-based task groups are felt to have been effective in engaging a wider range of partners in the development and prioritisation of transportation schemes. At its meeting on 16 December 2011 the Committee agreed revised Terms of Reference (**Annex 2**) for these task groups and the Committee is now invited to confirm these.
- 1.9 Details of the suggested membership of Task Groups and representation from partner councils, based on the precedent of previous years, are set out in **Annex 3**. The Committee is asked to agree the membership of the LTP Task Group, the chairmanship of this and the four local groups and the basis on which representation from partner councils should be sought.
- 1.10 At its meeting on 17 June 2011 the Committee also established a Youth Services Task Group to initially advise the full Committee on the appointment of a contractor to deliver the Local Prevention Framework in Waverley and on the priorities to be addressed. At its meeting on 24 February 2012 the Committee noted the quality of the Group's work and requested that it be asked to monitor the progress of the contract on behalf of the Committee and to report back at appropriate intervals. The Task Group also advises the Committee on the allocation of funding under the Youth Small Grants programme. The Committee is invited to agree the group's Terms of Reference (**Annex 4**), confirm the continuation of the group and to appoint two County and two Borough Councillors to serve for the year 2012-13.

Membership of Outside Bodies

- 1.11 The Committee nominated three members in 2011-2012 to a joint working group with Hampshire County Council to consider cross-border matters and it is recommended that the Committee should again nominate members to this group. The suggested representatives are also listed in **Annex 3**.

2 OPTIONS

- 2.1 The Committee can confirm the protocol as set out in **Annex 1**, amend the protocol or not confirm a protocol for public engagement.
- 2.2 The Committee can confirm the task groups (and corresponding terms of reference) set out within the report, consider new task groups, or not have any task groups. If a task group is established a provisional terms of reference should be agreed.
- 2.3 The Committee can either appoint the appointments onto the outside bodies as set out within the report or amend the appointments.

3 CONSULTATIONS

- 3.1 The County Council has consulted on the Standing Orders set out within the Constitution. The Head of Legal and Democratic Services and the Democratic Services Lead Manager have been consulted on the draft protocol.
- 3.2 Task Groups have been proposed in response to requests from members in relation to the workload of the Committee for the 2012/13 year.

4 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 4.1 There are no specific financial implications that arise from the recommendations in the report. Work to support the recommendations will be undertaken within current resources.

5 EQUALITIES AND DIVERISTY IMPLICATIONS

- 5.1 The protocol seeks to extend the opportunities for all residents to engage with the work of the Local Committee.

6 CRIME AND DISORDER IMPLICATIONS

- 6.1 There are no specific crime and disorder implications that arise from the recommendations in the report.

7 CONCLUSION AND RECOMMENDATIONS

- 7.1 There are no changes to the protocol being proposed to that agreed by the Committee in 2011. The protocol has been successful in attracting a

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high level of public interest and it is invited to endorse the protocol set out in **Annex 1**.

- 7.2 There are no significant changes to the types of the task groups being proposed to that agreed by the Committee in 2011 as the task groups ran successfully last year to support the Committee.

8 REASONS FOR RECOMMENDATIONS

- 8.1 The local protocol enables the Local Committee to engage residents in its decision making process.
- 8.2 The task groups support the Local Committee in carrying out specific aspects of its work.

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Background Papers: None