



# **Local Committee Annual Plan 2004-2005**

## **Local Committee for Woking 26 April 2004**

### **KEY ISSUE:**

This recommends the 2004/05 annual plan for the Local Committee and Community Support Team for Woking.

### **SUMMARY:**

Key recommended priorities for the coming year are:

1. Further streamline management of Local Committee business, and strengthen Local Committee engagement with Woking's communities
2. Use Members' Allocations wisely to support Surrey's objectives, the Woking Community Strategy, self-reliance and community safety priorities
3. Further strengthen relations between SCC and Woking Borough Council, making sure that the joint project with Woking Borough Council on Town Centre environment is a success and developing further joint projects
4. Make sure the County's Self-Reliance Strategy produces concrete improvements in Woking
5. Find external sources of funding, targeting deprived areas or communities and secure resources to fund continuation of services which have proved their worth
6. Play an active role in Local Strategic Partnership and ensure that it adds value
7. Community Safety through the *Safer Woking* partnership

8. Find a resolution and start to implement it on various community issues, including (in no priority order):
  - i. Byfleet youth & library provision
  - ii. Continuation funding for welfare rights advice
  - iii. Knaphill library
  - iv. New Monument Hill playing field
  - v. Youth provision in town centre and nearby
9. Local Committee Members and Area Directors to exchange views and agree priorities

## **OFFICER RECOMMENDATIONS:**

The Committee is asked to

- a) agree the recommended annual plan 2004/05
- b) allocate £8,750 of the community safety budget to Police Community Support Officers, a sum of between £2,000 and £3,000 to Safer Woking to use for administration and projects (the precise sum to be determined by *Safer Woking*) and the balance of the community safety budget to domestic violence outreach.

## Introduction and background

1. The Local Committee's functions include:
  - decision on local services and budgets delegated to them
  - monitoring the quality of services provided locally
  - engaging local people on issues of concern
  - influencing the County Council and Executive
2. The Community Support Team functions include:
  - supporting the Local Committee
  - leading for Surrey County Council on community engagement, community planning, community safety and self-reliance in Woking
  - representing Surrey County Council at officer level on partnerships such as the Local Strategic Partnership and *Safer Woking*
3. The annual plan for the Local Committee and Community Support Team for Woking contributes to achieving Surrey County Council key priorities, and the priorities of the Woking Community Strategy. Copies of the Surrey County Council priorities and the Woking Community Strategy and Action Plan are available from the Community Support Team.
4. The annual plan 2004/05 forms annex 1. The remainder of this report highlights specific areas of importance.

## Community engagement and communications

5. About 10 members of the public usually come to formal Local Committee meetings – mostly to the transportation agenda. The Local Committee will continue to hold open question times outside the formal agenda at all four formal meetings, and to ask the public for feedback when they come to a meeting.
6. The Local Committee will hold at least two meetings in the community. These will learn the lessons of last year, and avoid a mix of formal business and informal discussion. Meetings will focus on specific communities of interest or geography.
7. The Local Committee and Community Support Team will continue to have a presence at up to five community events in 2004 including the Mela and One World Week party.
8. The proposed Annual Plan aims to continue the increased media coverage of 2003/04.

## Managing Committee business

9. The Local Committee will further develop the way in which it streamlines business. There will be four formal meetings a year, with the agenda split in two with a break in between - general items at 4.15pm, transportation at 7.30pm.
10. Agendas will concentrate on relevant issues where the Local Committee can affect the outcome. The Surrey County Council's Head of Performance Improvement, Adele Wilter evaluated performance reports for the Surrey County Council review of Local Committees, and her recommendations will be implemented.
11. As in 2003/04: the Chairman will normally only allow a report to get onto the agenda for a formal meeting if the Committee has asked for it, or the Service has identified a need to bring it to the Local Committee for Woking to consult them or report on performance. Reports will be allocated time in relation to their purpose. Priority will go to:
  - a. reports asking for the view of the Local Committee for Woking about the future of a Woking service
  - b. performance reports with details about of a Woking service or a Surrey-wide service of significance to Woking
  - c. reports asking for the view of the Local Committee for Woking about the future of a Surrey-wide service of significance to Woking.
12. The Chairman is likely to decide not to put the following types of reports onto the agenda, or to put them at the end of the agenda and allow no time for discussion:
  - a. performance reports that contain little information about performance in Woking even if the service is of significance to Woking
  - b. performance reports about a Surrey-wide service of little significance to Woking
  - c. reports asking for the view of the Local Committee for Woking about the future of a Surrey-wide service of little significance to Woking
  - d. reports for information.
13. Officers will be encouraged to identify how the Local Committee can support them in achieving their top priorities or overcoming obstacles. The committee will encourage services to report jointly.

## Partnership with Woking Borough Council

14. The Local Committee hopes to continue strengthening the links between Surrey County Council and Woking Borough Council. Members from the two authorities have agreed to work together on a project to improve the Town centre environment, and it is hoped that, as in 2003/04, the two authorities will collaborate on various projects where responsibilities are contiguous such as youth, community development and support for deprived communities.

## Lead Members

15. The Local Committee allocates lead responsibilities to individual Members. The new member, Diana Smith, has agreed to take over the leads from her predecessor Margaret Hill. Current leads are now:

Topic	Name
Children	Diana Smith
Crime and Disorder	Sheila Gruselle
Cycling	Diana Smith
Education	Diana Smith
Emergencies e.g. flood	Geoff Marlow
Fire and rescue	Geoff Marlow
Health and Social Care	Elizabeth Compton
Libraries	Diana Smith
Older people	Elizabeth Compton
Property	Val Tinney
Trading standards	Val Tinney
Transport	Geoff Marlow
Waste	David Rousell
Youth (including Youth Council)	Diana Smith

## Crime and disorder

16. Surrey County Council will continue to be a partner of Safer Woking, the Crime and Disorder Partnership. It will continue to prioritise domestic violence outreach in its community safety funding.

17. The Surrey County Council community safety budget for Woking for 2004/05 is not yet fixed; officers hope to report on the decision at the meeting. It is clear that any increase will be ring-fenced to spend on combating domestic violence, which remains a priority for *Safer Woking*. Another priority is to maintain funding for the Police Community Support Officers. It is therefore recommended that the Local Committee allocate

£8,750 to Police Community Support Officers, between £2,000 and £3,000 to *Safer Woking* to use for administration and projects (the precise sum to be determined by *Safer Woking*) and the balance to domestic violence outreach.

## Self-reliance

18. The Local Director is responsible for ensuring that the Surrey County Council self-reliance policy is implemented in Woking. See agenda item 13.

## Community Support Team

19. The Community Support Team is small so staff need to be careful how they allocate their time. They aim to prioritise projects where their involvement will actually make a difference, giving lower priority to activities where it is only desirable for the County to have a voice. In particular, they prioritise activities where they could unblock a problem, unlock more resources or improve integration to improve services. They aim not to take on new projects in the coming year until time is released when other projects end.

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BACKGROUND PAPERS: Report to and notes of informal meeting of Local Committee for Woking Member 26 November 2003.  
Community Support Service Performance Wheel.

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