

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (REIGATE & BANSTEAD)

DATE: 9 JUNE 2013

LEAD OFFICER: SARAH QUINN, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER

SUBJECT: LOCAL COMMITTEE TASK GROUP REPRESENTATION 2014-15

DIVISION: ALL REIGATE & BANSTEAD DIVISIONS

**SUMMARY OF ISSUE:**

The Local Committee is asked to review and agree the terms of reference and membership of the Youth Task Group, the Local Sustainable Transport Fund Task Group and the Redhill Parking Task Group for 2014-15.

RECOMMENDATIONS:

The Local Committee (Reigate & Banstead) is asked to agree:

- (i) The terms of reference of the Youth Task Group, the Local Sustainable Transport Fund Task Group and the Redhill Parking Task Group, as set out in Annex 1.
- (ii) The membership of these task groups for 2014-15.

REASONS FOR RECOMMENDATIONS:

The Local Committee's task groups enable to Local Committee to carry out its work in an efficient and expedient manner.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Local Committee is asked annually to consider the work that should be considered at formal meetings and the relevant task groups that should be established to support the Committee in its work.
- 1.2 In 2011-12, the Local Committee established a Youth Task Group and a Local Sustainable Transport Fund Task Group.
- 1.3 The terms of reference were last reviewed and the task groups re-established on 17 June 2013
- 1.4 The Committee also established a Redhill Parking Task Group on 17 June 2013.

2. ANALYSIS:

2.1 The Local Committee's task groups have been successful and contributed to efficient decision making in a range of areas. Due to this success, the recommendation is to re-establish the task groups for 2014-15 with the terms of reference set out in **Annex 1**.

2.2 The number of Members required for each task group is as follows:

- Youth Task Group – 3 County Councillors and 3 Borough Councillors
- Local Sustainable Transport Fund Task Group – 4 County Councillors and 3 Borough Councillors
- Redhill Parking Task Group – 2 County Councillors and 2 Borough Councillors

3. OPTIONS:

3.1 It is recommended that the Local Committee agrees to re-establish the task groups, in order to continue the successful work carried out in previous years.

4. CONSULTATIONS:

4.1 Consultation has taken place with relevant officers from Services for Young People and Environment and Infrastructure.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 There are no specific financial implications arising from the recommendations. Work to support the recommendations will be undertaken within current resources, and the task groups have no decision making powers.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 There are no specific equalities and diversity implications arising from the recommendations.

7. LOCALISM:

7.1 The establishment of task groups enables officers to draw upon the local knowledge of County and Borough Councillors, ensuring that specific local needs and priorities are considered.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	No significant implications arising from this report.

8.1 Crime and Disorder implications

The Youth Task Group is involved in the commissioning process for the Local Prevention Framework which is aimed at preventing young people from becoming NEETs (not in education or employment) or entering the Youth Justice system. The recommendations of the Redhill Parking Task Group should result fewer instances of obstructive parking.

8.2 Sustainability implications

The Local Sustainable Transport Fund Task Group monitors and reviews the progress of the Local Sustainable Transport Fund / Travel SMART programme, which is aimed at encouraging greater use of sustainable methods of transport such as walking, cycling and public transport, reducing carbon emissions and encouraging economic growth.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 There are no significant changes to the task groups proposed. The task groups operated successfully in 2013-14.

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

- (i) The terms of reference of the Youth Task Group and the Local Sustainable Transport Fund Task Group, as set out in Annexe 1.
- (ii) The membership of these task groups for 2014-15

10. WHAT HAPPENS NEXT:

10.1 The Local Committee will next be asked to review the task group terms of reference and membership in June 2015.

ITEM 10

Contact Officer:

Sarah Quinn, Community Partnership and Committee Officer, 01737 737695

Consulted:

Relevant officers in Services for Young People and Environment and Infrastructure

Annexes:

Annex 1 – Terms of Reference (Youth, LSTF and Redhill Parking)

Sources/background papers:

- Local Committee Protocols and Task Group Representation 2013-14 - report to Local Committee (Reigate & Banstead), 17 June 2013.
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YOUTH TASK GROUP TERMS OF REFERENCE

Objective:

The Local Committee (Reigate and Banstead) agreed on the 20 June 2011 that a Youth Task Group is established to assist and advise the Local Committee in relation to Youth Issues and the future delivery of Youth Provision locally.

The Youth Task Group is established jointly with Reigate and Banstead Borough Council.

Membership

The Task Group will contain **six** appointees from the Local Committee - **three** County and **three** Borough Councillors. In addition the Task Group can invite up to four young people from the borough, all with equal status. The Task Group may also consult with other relevant members of the Committee.

General

1. It is proposed to establish a Youth Task Group. The Task Group shall exist to advise the Local Committee. It has no formal decision making powers. The Task Group will:
 - A. Unless otherwise agreed, meet in private
 - B. Develop a work programme
 - C. Record actions,
 - D. Report back to the Local Committee on progress.
2. The Task Group's function is to assist and advise the Local Committee in relation to Youth Issues and the future delivery of Youth Provision locally.
3. Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the parent Local Committee.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the Local Committee.
5. The Task Group terms of reference and membership is to be reviewed and agreed by the Local Committee annually.

LOCAL SUSTAINABLE TRANSPORT FUND TASK GROUP TERMS OF REFERENCE

Objective

The Local Committee (Reigate and Banstead) agreed on 5 December 2011 that a Local Sustainable Transport Fund Task Group be established to advise the Local Committee on the progress of the Local Sustainable Transport Fund during the year. It will achieve this through a process of monitoring and reviewing the current Local Sustainable Transport Fund programme considering the proposals in greater detail to ensure they both match the objectives of the LSTF programme and are right for Reigate and Redhill.

The Local Sustainable Transport Fund Task Group is established jointly with Reigate and Banstead Borough Council.

Membership

The Task Group will consist of seven Members of the Local Committee; four County and three Borough Councillors, appointed by the Local Committee at its first meeting of the municipal year.

General

1. Each year the Local Committee will :
 - Determine the role and lifespan of the Task Group.
 - Review the operation of the Task Group over the previous year.
 - Agree criteria for consideration by the Task Group.
2. A key role of the Task Group will be to agree the allocation of £10,000 of programme funds to community projects in Redhill West and Merstham wards. The Task Group will have no other formal decision making powers. Unless otherwise agreed, the Task Group will meet in private.
3. The Task Group will review the programme prepared by the responsible officer prior to its submission to the Local Committee for approval.
4. From time to time the LSTF Task Group may be asked for their opinion on developments from the Redhill Balanced Network proposals.
5. Officers supporting the Task Group will consult the Group and will give due consideration to the Group's recommendations prior to the officer writing their report to the parent Local Committee.
6. The Task Group may respond to an officer report and submit its own report to the Local Committee.
7. The Task Group terms of reference and membership is to be reviewed and agreed by the Local Committee annually.

REDHILL PARKING TASK GROUP TERMS OF REFERENCE

Objective

The Task Group will advise and make recommendations to the Local Committee about on street parking restrictions, including residents parking provision in Redhill.

Membership

The Task Group will consist of four Members of the Local Committee; two County and two Borough Councillors, appointed by the Local Committee at its first meeting of the municipal year.

General

- The Task Group will meet in private.
- The Task Group will keep a record of its actions.
- The Task Group has no formal decision-making powers. Officers supporting the Task Group will write reports to the Local Committee as necessary to put forward the Task Group's proposals and recommendations.

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