

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (RUNNYMEDE)**

**DATE: 9 JUNE 2014**

**LEAD OFFICER: Sylvia Carter, Community Partnerships and Committee Officer**



**SUBJECT: LOCAL COMMITTEE BUDGET AND TASK GROUP REPRESENTATION 2014-15**

**DIVISION: All**

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| <b><u>SUMMARY OF ISSUE:</u></b>  |  |
| <p>The Local Committee is asked to review and agree the terms of reference and membership for the Youth Task Group, the Major Schemes (Egham) Task Group and the CPE Parking Task Group for 2014-5. It is also asked to agree to delegate the community safety funding contribution, and nominate a county councillor representative to the Community Safety Partnership.</p>  |  |
| <b><u>RECOMMENDATIONS:</u></b>   |  |
| <p><b>The Local Committee (Runnymede) is asked to agree:</b></p> <ul style="list-style-type: none"> <li>(i) The terms of reference for the Youth Task Group, Major Schemes (Egham) Task Group and the Parking Task Group, as set out in Annexes 1, 2 and 3.</li> <li>(ii) The membership for these task groups for 2014-15;</li> <li>(iii) To nominate a County Councillor to represent the Local Committee on the local Community Safety Partnership in 2014-15;</li> <li>(iv) To agree that the community safety budget of £3 294 that has been delegated to the Local Committee be transferred to the Runnymede Community Safety Partnership.</li> <li>(v) To agree that the Community Partnerships Manager manages and authorises expenditure from the budget delegated to the Local Committee in accordance with (iv) above.</li> </ul> |  |
| <b><u>REASONS FOR RECOMMENDATIONS:</u></b>   |  |
| <p>The Local Committee's three task groups enable the Local Committee to carry out its work in an efficient and expedient manner. Representation on the Community Safety Partnership at member and officer level enables the Local Committee to monitor and raise issues of concern in the area.</p>   |  |

### **1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Local Committee is asked annually to consider the relevant task groups that should be established to support the Committee in its work.
- 1.2 The terms of reference were last reviewed and the task groups re-established in July 2013.
- 1.3 The Major Schemes (Egham) task group was established in summer 2013.
- 1.4 Surrey County Council has designated funding of £3,294 for community safety work at local level, and as in previous years, it is recommended that the Local Committee delegate this funding to the community safety partnership via the Community Partnerships Manager, who will oversee the expenditure.

### **2. ANALYSIS:**

- 2.1 The task groups enable members to have detailed discussion over complex issues. The Youth Task Group has allowed for the successful procurement process of the Local Prevention Framework. Due to this success, the recommendation is to re-establish the task groups for 2014-15 with the terms of reference set out in **Annexe 1**.
- 2.2 Due to the importance of parking as an issue for both residents and the committee it has been agreed that a joint member task group provides an effective means of considering the suggestions submitted by the public. It is therefore recommended that the Local Committee establish a joint parking task group in accordance with the terms of reference in **Annex 2**.
- 2.3 The Local Committee has nominated a county councillor representative to the Runnymede Community Safety Partnership for a number of years, alongside representation at officer level by the Community Partnership and Committee officer, to ensure full engagement by the county council in local initiatives.
- 2.4 Runnymede Borough Council will be invited to appoint representatives to the task groups before July.

### **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.
- 3.2 It is recommended that the Local Committee delegates the community safety funding to the Community Partnerships Team manager for local use.

### **4. CONSULTATIONS:**

- 4.1 Consultation has taken place with the Local Committee Chairman, and with relevant officers from Services for Young People, Highways and Parking.

**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 District 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)   | No significant implications arising from this report. |
| 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 prevents young people from becoming NEETs (not in education or employment) or becoming involved with the Youth Justice system. The county council's contribution to the Community Safety Partnership (CSP) will be invaluable in supporting delivery of its objectives.

**9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 The committee is asked to agree the membership and terms of reference for the three task groups for 2013/14.
- (i) The terms of reference for the Youth Task Group, Major Schemes Task Group and the Parking Task Group, as set out in Annexes 1, 2 and 3.
  - (ii) The membership for these task groups for 2014-15.

**10. WHAT HAPPENS NEXT:**

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

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**Contact Officer:**

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**Consulted:**

Local Committee Chairman; relevant officers in Services for Young People, Highways and Parking, Runnymede Borough Council.

**Annexes:**

Annex 1 – Youth Task Group Terms of Reference

Annex 2 – CPE Parking Task Group Terms of Reference

Annex 3 – Major Schemes (Egham) Task Group Terms of Reference

**Sources/background papers:**

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## ANNEX 1

### Terms of Reference for Youth Task Group

#### Objective:

The Local Committee has agreed that a Youth Services Task Group be established to assist and advise the local committee in relation to Youth Issues and the future delivery of youth provision locally.

#### Membership

The Task Group will include four appointees - two county and two borough councillors. In addition the Task Group could invite up to 2 local partners, and up to four young people resident in the borough, all with equal status. The Task Group may also consult with other relevant members of the Local Committee.

#### General

1. The Task Group shall exist to advise the Local Committee (Runnymede). It has no formal decision making powers. The Task Group will:
  - A. Unless otherwise agreed meeting in private
  - B. Develop a work programme
  - C. Record actions,
  - D. Report back to the Local Committee
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.

## **Annex 2**

### **Civil Parking Enforcement Joint Member Working Group: Terms of Reference**

1. The Working Group will contain four appointees from the membership of the Local Committee: two County and two Borough Councillors.
2. The Working Group will advise and make recommendations to the Local Committee - it has no formal decision-making powers.
3. The Working Group will, unless otherwise agreed, meet in private.
4. The Working Group will keep a record of its actions.
5. The Working Group will make recommendations on any issues with regard to parking controls and civil parking enforcement.
6. Officers supporting a Working Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.

The Working Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

**ANNEX 3**

## Major Schemes (Egham) Task Group – Draft Terms of Reference

1. The Local Committee will annually (at the first formal meeting of the municipal year):
  - Determine the role, appointees and lifespan of the Major Schemes (Egham) Task Group
  - Review the operation of the Task Group over the previous year.
  - Agree criteria for consideration by the Task Group and make those criteria available to all Members of the Committee.
2. The Task Group will advise the Local Committee on the progress of the Major Schemes within Egham during the year. It will achieve this by monitoring and reviewing the current draft Major Schemes programme for Egham which will be submitted to the Local Committee at an appropriate time during the new financial year.
3. Officers supporting this Task Group will consult that Group and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.
4. The Task Group will include two county councillors and two borough councillors from the Local Committee.
5. The role of the Task Group is primarily strategic. Its principal purpose is to monitor and review the current programme, as dictated by the Department for Transport and Local Transport Board. Therefore, the Task Group members will act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.
6. The Task Group will take into account the results of consultations in determining future programmes.
7. Recommendations to the Local Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice from officers.
8. The Task Group will meet in private, at appropriate times during the year (probably 4 weeks before a Local Committee) and actions from the meetings will be recorded and circulated.

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