

## SURREY COUNTY COUNCIL

## LOCAL COMMITTEE (ELMBRIDGE)

**DATE:** 16 June 2014  
**LEAD OFFICER:** Cheryl Poole  
 Community Partnership & Committee Officer



**SUBJECT:** REPRESENTATION ON OUTSIDE BODIES, TASK GROUPS and  
 COMMUNITY SAFETY FUNDING

**DIVISION:** All

**SUMMARY OF ISSUE:**

This report seeks to appoint Local Committee Members to outside bodies and task groups for the 2014/15 municipal year and seeks approval for terms of reference for the task groups. It also requests the Local Committee to agree the transfer of the Community Safety budget to the Elmbridge Community Safety Partnership.

**RECOMMENDATIONS:**

**The Local Committee (Elmbridge) is asked to agree**

- (i) the appointment of Members to outside bodies and task groups as detailed in section 2.1 to 2.4.
- (ii) that the terms of reference of the Elmbridge Parking Task group as set out in Annex A be approved
- (iii) that the terms of reference of the Elmbridge Youth Task group as set out in Annex B be approved
- (iv) that the community safety budget of £3294, that has been delegated to the Local Committee, be transferred to the Elmbridge Community Safety Partnership and that the Community Partnership Manager authorize its expenditure in accordance with the Local Committee's decision, as detailed in section 2.5.

**REASONS FOR RECOMMENDATIONS:**

The appointment of Members of the Local Committee to outside bodies enables the representation of the Local Committee on these bodies, which affect the lives of the residents of Elmbridge. The task groups meet to review, advise and make informed recommendations to the Local Committee.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 The Surrey County Council Local Committee (Elmbridge) can make appointments to various outside bodies. The representatives appointed to

these outside bodies will be representing Surrey County Council and will be expected to informally report on the work of these groups as and when necessary.

1.2 In September 2004, the Local Committee agreed to establish a Parking Task Group. The Parking Task group meets as required to consider and advise on parking issues and parking restrictions in the borough.

1.3 The Youth Task Group was set up in 2011 to initially advise the full Committee on the appointment of a contractor to deliver the Local Prevention Framework in Elmbridge and on the priorities to be addressed. The contract went live in April 2012. Going forwards the role of Task Groups will be to monitor and report on the progress of the Local Prevention Framework commission, including:

- To review the local needs of young people
- To monitor the performance of Local Prevention grants
- To make commissioning recommendations to the Local Committee

1.4 Due to the success of the Task groups it is recommended that they continue to operate in 2014/15.

1.5 Following corporate advice the Local Committee established terms of reference for the task groups. The terms of reference for the Parking Task Group were originally agreed on 21 January 2008. The terms of reference for the Parking Task Group for 2014/15 have been amended to account for the availability of surplus income from CPE. In addition the terms of reference for the Youth Task Group have been updated to include up to four local partners. This report seeks Local Committee approval for the Terms of Reference for the Parking Task Group and the Youth Task Group in 2014/15. Please note that all task groups of the Local Committee have no formal decision-making powers, but make recommendations to the Local Committee.

1.6 The County Council has in the past made available to Local Committees a budget for use in conjunction with the Community Safety Partnerships. This year, the Local Committee has a delegated budget of £3,294 for general community safety purposes which it has, in the past, allocated to the Elmbridge Community Safety Partnership as its contribution towards projects and activities.

## **2. ANALYSIS:**

### **2.1 Elmbridge Community Safety Partnership/Community Partnership**

The Elmbridge Community Safety Partnership sets and monitors work towards achieving the aims of the Elmbridge Community Safety Action Plan. It currently meets quarterly and has two working groups, JAG (Joint Action Group), which meets bi-monthly and CIAG (Community Incident Action Group), which meets monthly. The Community Partnership & Committee Officer is also on the board and sits on the JAG. It is proposed that Margaret Hicks be appointed to the Community Safety Partnership.

### **2.2 Elmbridge Business Network**

The Elmbridge Business Network is a themed group of the Elmbridge Community Partnership and delivers the Local Economy strand of the

[www.surreycc.gov.uk/elmbridge](http://www.surreycc.gov.uk/elmbridge)

Elmbridge Sustainable Community Strategy. The Elmbridge Business Network meets on a quarterly basis. It is proposed that Peter Hickman be appointed to the Elmbridge Business Network.

### **2.3 Parking Task Group**

It is proposed that the Chairman, Margaret Hicks and the Vice Chairman, Mary Lewis be appointed to the Parking Task Group.

Once the Co-opted Members from Elmbridge Borough Council are confirmed, two of the Co-opted Members will be nominated to be appointed to the Parking Task Group. When agenda items refer to one particular division, the relevant divisional Member will also be invited to the meeting of the task group.

### **2.4 Youth Task Group**

It is proposed that Margaret Hicks, Mary Lewis and Ernest Mallett be appointed to the Youth Task Group.

Once the Co-opted Members from Elmbridge Borough Council are confirmed, three of the Co-opted Members will be nominated to be appointed to the Youth Task Group.

### **2.5 Community Safety Funding**

The Committee is asked to confirm that it wishes to transfer its budget of £3,294 to the Elmbridge Community Safety Partnership and to delegate authority to the Community Partnership Manager to oversee the expenditure of this budget.

## **3. OPTIONS:**

- 3.1 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 new task group is established a provisional terms of reference should be agreed.
- 3.2 The Committee can either make the appointments onto the outside bodies as set out within the report or amend the appointments.
- 3.3 The Committee may choose to approve or not approve the transfer of the budget of £3,294 to the Community Safety Partnership.

## **4. CONSULTATIONS:**

- 4.1 The Local Committee is being asked its views on which Members should be nominated to represent the committee on the outside bodies and task groups.

## **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The representation of the Local Committee on the Community Safety Partnership enables an oversight on the expenditure of the Community Safety funding.

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 Equalities issues are considered within individual groups and specific considerations of high priority will be reported to the Local Committee.

**7. LOCALISM:**

7.1 The Members represent all Elmbridge divisions and hence all Elmbridge communities in their role on the outside bodies and task groups.

**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 appointment of a County Councillor ensures Local Committee representation on the statutory body, the Elmbridge Community Safety Partnership, which sets and monitors the Elmbridge Community Safety Action Plan.

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The purpose of this report is to enable the Local Committee to be represented on relevant outside bodies and for the appointed members of the task groups to be fully informed to enable them to make appropriate recommendations to the Local Committee. It is recommended that

- The appointment of the Members to the various outside bodies and task groups as per 2.1 to 2.4 is agreed
- The terms of reference for the task groups as detailed in annexes A and B are agreed
- It is agreed to transfer the £3,294 Community Safety budget to the Elmbridge Community Safety Partnership.

**10. WHAT HAPPENS NEXT:**

10.1 The Members appointed to the various bodies and task groups will be invited to attend the upcoming meetings.

It will be arranged for the transfer of the Community Safety funding to the Elmbridge Community Safety Partnership account.

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**Contact Officer:**

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**Consulted:**

Not applicable.

**Annexes:**

Two

**Sources/background papers:**

None

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**SCC LOCAL COMMITTEE (Elmbridge)****Annex A****TASK GROUP PRINCIPLES**

1. The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
  - determine the role, appointees and lifespan of any Task Groups
  - review the operation of any Task Groups which have been in place over the previous year
  - agree which Task Groups to establish for the current year
  - agree the criteria for consideration by any Task Group and make that criteria available to all Members of the Committee.
  
2. A Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers. A Task Group will:
  - unless otherwise agreed, meet in private
  - develop an annual work programme
  - formally record its actions
  - officers supporting a 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 parent Local Committee.
  - A Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

**PARKING TASK GROUP: DRAFT TERMS OF REFERENCE**

1. The Task Group will contain (four) appointees from the membership of the Local Committee: (two) County and (two) Borough Councillors identified in such a way as to ensure adequate geographical coverage of the Borough. It is practice in Elmbridge to appoint the Chairman and Vice-Chairman of the Local Committee. The Task Group may also consult with the relevant Divisional Member.
  
2. The Task Group will consider on-street parking matters and make recommendations to the Local Committee about periodic reviews of parking restrictions.
  
3. The Task Group will report to the Local Committee any surplus income arising from the operation of Civil Parking Enforcement (CPE).
  
4. The Task Group can make recommendations to the Local Committee for any surplus income to be used for projects within the task group's remit.
  
5. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.

6. The Task Group will keep under review the agreement with the Borough Council as required.

**SCC LOCAL COMMITTEE (Elmbridge)****Annex B****YOUTH TASK GROUP: DRAFT TERMS OF REFERENCE****Objective:**

The Local Committee 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.

**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 local partners and 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 meeting in private
  - B. Develop a work programme
  - C. Record actions,
  - D. Report back to the Local Committee
2. The Task Groups 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.