

Community Safety Sub-Committee Terms of Reference

The Community Safety Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub- committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

To carry out the delegated community safety functions of Woking Joint Committee, and to act as the Community Safety Partnership in Woking.

Functions:

1. To be responsible for the community safety funding that is delegated to Woking Joint Committee.
2. To provide political oversight and advice on the Community Safety functions of the Borough.
3. To assess local community safety issues, prepare a community safety partnership plan setting out the priorities and planned responses to address these issues, and monitor progress against the plan.
4. As the Community Safety Partnership for Woking, to comply with the Guidance issued by the Secretary of State under Section 9(3) of the Domestic Violence, Crime and Victims Act 2004 in respect of Domestic Homicide Reviews.
5. To provide, as appropriate, updates to the countywide Community Safety Board.

Membership and Voting:

Core Members:

- Two Surrey County Councillors
- Two Woking Borough Councillors, including the Portfolio Holder for Community Safety

Co-opted Members:

- Surrey Police
- Surrey and Sussex Probation
- NW Surrey Clinical Commissioning Group (CCG)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from Surrey Police, Surrey and Sussex Probation and the NW CCG will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.

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The Woking member from the Police and Crime Panel, as well as representatives from other organisations may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These representatives will be able to take part in the consideration of an item, but will not be able to vote.

Chairman:

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the Sub-Committee at least twice a year, at appropriate times.

Operation of the Sub-Committee:

- There will be two meetings per year of the sub-committee. One will be held in the spring, where the sub-committee will consider the Community Safety Partnership Plan, as well as looking at achievements from the previous year. The other meeting will be held in the autumn, and will monitor progress against the plan.
- Meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee, or invited representatives, will be able to take part in the meeting and ask questions. Questions from members of the public on community safety issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- The sub-committee will be supported by POG (Partnership Officers Group), comprising officers from each of the core agencies. POG will meet on a regular basis and will produce a quarterly information report on progress made against the Partnership Plan. This report will be circulated electronically to members of the Sub-Committee, Woking Joint Committee and members of Woking Borough Council.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

Health and Wellbeing Sub-Committee Terms of Reference

The Health and Wellbeing Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub-committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy.

Functions:

1. To develop, monitor and review a local plan for improving outcomes for health and wellbeing in Woking within the framework of the Countywide Health and Wellbeing Strategy. Within this to consider:
 - a. Local JSNA data to identify local priorities
 - b. Identifying actions consistent with, not limited to, the Surrey Board's priorities (see below) based on local need.
 - i. Improving children's health and wellbeing
 - ii. Developing a preventative approach
 - iii. Promoting emotional wellbeing and mental health
 - iv. Improving older adults' health and wellbeing
 - v. Safeguarding the population
 - c. To agree local outcomes based on the above as well as health impact assessments
2. To encourage and guide integrated working between key organisations, and other partnership arrangements including community safety and family support programme, to provide oversight and ownership of actions to improve health and wellbeing in Woking.
3. To identify funding opportunities to support the aims of the local action plan.
4. To provide, as appropriate, updates and linkages to the County Health and Wellbeing Board and other appropriate groups.

Membership and Voting:

Core Members:

1. Two Surrey County Councillors
2. Two Woking Borough Councillors, including the Portfolio Holder for Health and Wellbeing

Co-opted Members:

3. NW Surrey Clinical Commissioning Group (CCG)
4. Surrey and Borders Partnership Trust
5. Woking Association of Voluntary Service (WAVS)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from the NW CCG, Surrey and Borders Partnership Trust and WAVS will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.

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Advisory officers:

1. Surrey County Council Public Health
2. Surrey County Council Adult Social Care Locality Team
3. Surrey County Council Children's Service – North West
4. Woking Borough Council Strategic Director
5. Woking Borough Council Environmental Health

Other representatives may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These could include:

- CAB
- Children's Centres
- Community Development Workers
- Community safety
- Cornerhouse
- Education
- Housing
- Mosque/Woking People of Faith
- Woking Asian Business Forum
- Youth organisations

These representatives will be able to take part in the consideration of an item, but will not be able to vote.

Chairman:

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the sub-committee at least three times a year, at appropriate times.

Operation of the Sub-Committee:

- There will be 3 formal meetings per year of the sub-committee. In addition informal meetings may also be held.
- Formal meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee or invited representatives will be able to take part in the meeting and ask questions. Questions from members of the public on health and wellbeing issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

Parking Task Group Terms of Reference

The Parking Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Task Group will work with officers to advise Woking Joint Committee on any issues with regard to parking controls and civil parking enforcement, and discuss any proposals that require a decision through the Joint Committee.

Functions:

To consider:

- The operation of on and off street parking controls and all aspects of Civil Parking Enforcement across the Borough
- The effectiveness of any new restrictions introduced
- Requests for additional or amended parking restrictions.
- Use of any surplus income for decision at the Joint Committee.
- To review the effectiveness of the discounted residents season ticket initiative as appropriate.
- Consideration of parking capacity on and off street within the borough.
- To consider the parking impacts of the school expansion programme in Woking.

Membership:

The Task Group will include two county councillors and two borough councillors. The Chairman and Vice-Chairman of the Woking Joint Committee may also attend.

Operation of the Task Group:

- The Task Group will advise and make recommendations as appropriate to the Woking Joint Committee and borough council - it has no formal decision-making powers.
- The Task Group will meet in private and keep a record of its actions.
- Officers supporting the Task Group will give due consideration to the Task Group's reasoning and recommendations prior to the officer writing their report to the Joint Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

Youth Task Group Terms of Reference

The Youth Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Youth Task Group will assist and advise the joint committee in relation to youth issues and the future delivery of youth provision locally.

Functions:

To recommend to Woking Joint Committee:

An Integrated Youth Strategy for Woking together with associated Annual Action Plan Joint priorities for commissioning by the borough and county council in Woking for the provision of youth work and other preventative work

Proposals for delegated funding for young people in Woking

Award of delegated youth service related commissions, including the Local Prevention Framework for Woking

An update on the Full Participation Programme and any proposed changes to priorities.

Membership:

The Task Group will include four member appointees - two county and two borough councillors. In addition the Task Group could invite representatives from appropriate partners / agencies (according to agenda items), and up to four young people from the borough, all with equal status, to attend the meeting. The Task Group may also consult with other relevant members of the Joint Committee.

The Task Group will be supported by a core Officer Group made up of representatives from Surrey County Council, Woking Borough Council, Woking Neighbourhood Police Team and Health representatives.

Chairman:

The Chairman of the Task Group will be an elected member, and will be nominated by the Task Group.

Operation:

The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:

- Unless otherwise agreed meet in private
- Develop a work programme
- Record actions,

Report back to the Joint Committee

- 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 joint committee.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.
- The Task Group will meet up to 4 times a year, with additional meetings organised when required.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

LSTF and Future Transport Planning Task Group Terms of Reference

The LSTF and Future Transport Planning Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Task Group will work with officers to advise Woking Joint Committee on the progress of the Local Sustainable Transport Fund (LSTF) during the year, to help develop a Local Cycling Strategy for the Borough, to advise on the further development of the Major Schemes programme for Woking, and to discuss any relevant proposals that require a decision through the Joint Committee.

Functions:

- To discuss and monitor the implementation of the Local Sustainable Transport Fund Programme to March 2015. This will include:
 - Schemes
 - Community Fund
 - LSTF budget monitoring
- To discuss and advise on the development of the Local Cycle Strategy for Woking
- To discuss and advise on the further development of the Major Schemes programme for Woking
- Consideration of all aspects of longer term transport planning, within the context of any future funding opportunities that may become available

Membership:

The Task Group will include two county councillors, two borough councillors, the Chairman of Woking Joint Committee and the Leader of the Borough Council.

The Task Group will be Chaired by the Chairman of Woking Joint Committee.

Operation of the Task Group:

- Officers will consult the Task Group and will give due consideration to the Group's reasoning and recommendations prior to the writing the report to the Joint Committee.
- The role of the Task Group is primarily strategic. Its principal purpose is to develop a draft Local Sustainable Transport Plan for the forthcoming financial year (subject to any further funding becoming available) and monitor and review the current programme. It will also assist in the developing of a Local Cycle Strategy and the further development of the Major Schemes programme.
- Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.
- The Task Group will take into account the results of consultations and the performance of the current and previous years' work in determining work programmes.
- Recommendations to the Joint Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice from officers.
- The Task Group will meet in private and actions from the meetings will be recorded.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

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