



WOKING JOINT COMMITTEE

DATE: 25 JUNE 2014

LEAD OFFICER: SARAH GOODMAN, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER
SUE BARHAM, STRATEGIC DIRECTOR

SUBJECT: JOINT COMMITTEE SUB-COMMITTEES AND TASK GROUPS

AREA: WOKING

SUMMARY OF ISSUE:

The Joint Committee is asked to agree establishment, terms of reference and membership of its Sub-Committees and Task Groups.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree:

- (i) The terms of reference for the following (as set out in Annex 1):
 - a. Health and Wellbeing Sub Committee
 - b. Community Safety Sub Committee
 - c. Parking Task Group
 - d. Youth Task Group
 - e. LSTF and Future Transport Planning Task Group

- (ii) The County Councillor and Borough Councillor appointments to the following:
 - a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
 - b. Community Safety Sub Committee (2 County and 2 Borough)
 - c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Youth Task Group (2 County and 2 Borough)
 - e. LSTF and Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

REASONS FOR RECOMMENDATIONS:

The Sub Committees and Task Groups will enable the Joint Committee to carry out its functions in an efficient and expedient manner.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Joint Committee is asked to consider the Sub Committees and Task Groups which should be established to support its work during the year.
- 1.2 For 2014/15 the Joint Committee is being asked to establish and agree the terms of reference of two sub committees, one covering Health and Wellbeing and other Community Safety, both of which will be decision making bodies. It is further recommended that three task groups are established to consider Youth, Parking and LSTF and Future Transport Planning, all of which will be advisory groups with the decision making remaining with the Joint Committee. The terms of reference for the recommended sub committees and task groups are set out in Annex 1.
- 1.3 The Joint Committee is asked to agree the County Councillors and Borough Councillors to be appointed to each of the sub committees and task groups.

2. ANALYSIS:

- 2.1 The two recommended Sub-Committees will have delegated decision making powers as set out within the Terms of Reference in annex 1, and will enable more timely decision making and focussed discussions on community safety and health and well being issues in Woking. It is recommended that four members (two County and two Borough) are appointed to each Sub Committee. In addition to the four members appointed to each sub committee, there will also be a number of co-opted members from other organisations, as set out in the terms of reference.
- 2.2 The terms of reference for the Parking Task Group, the Youth Task Group and the LSTF and Future Transport Planning Task Group have been updated from those agreed in 2013/14 to reflect the wider remit of the new Joint Committee. It is recommended that the terms of reference are agreed, and members are appointed to each of the Task Groups as set out in the terms of reference in annex 1.

3. OPTIONS:

- 3.1 The Committee can confirm the sub committees and task groups (and corresponding terms of reference) set out within the report and annex 1, consider new sub committees or task groups, or not have any sub committees or task groups. If an additional sub committee or task group is established, provisional terms of reference should be agreed.

4. CONSULTATIONS:

- 4.1 The Joint Committee has been consulted. The sub committees and task groups have been proposed in response to requests from Members in relation to the workload of the Committee for 2014/15.
- 4.2 Relevant offices from both Surrey County Council and Woking Borough Council have been consulted, including officers from Legal Services. The Woking Neighbourhood Inspector has been consulted on the terms of reference of the Community Safety Sub Committee, and the terms of reference of the two sub committees have been sent to relevant officers from the NW Surrey CCG.

www.woking.gov.uk
www.surreycc.gov.uk/woking

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.

6. RISK MANAGEMENT:

6.1 There are no significant risk management implications arising from this report.

6.2 The Sub-Committees will operate under the Standing Orders of the Joint Committee, which provide effective governance and oversight of the issues being considered.

6.3 The Task Groups are advisory groups, and therefore make recommendations to the Joint Committee where decisions are taken in accordance with the agreed standing orders.

7. LOCALISM:

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

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

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

9. 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	Set out below.
Human Resource/Training and Development	No significant implications arising from this report

9.1 Crime and Disorder implications

The role of the Community Safety Sub Committee will be to act as the Community Safety Partnership for Woking. As such it will be aiming to promote crime prevention

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to maintain the low levels of crime and disorder, and promote reassurance - to involve the public and work with all communities to reduce the fear of crime and provide people with a sense of safety and reassurance.

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.

9.2 Public Health implications

The Health and Wellbeing Sub-Committee will act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters in Woking within the framework of Surrey's Joint Health and Wellbeing Strategy.

10. CONCLUSION AND RECOMMENDATIONS:

10.1 The Committee is asked to agree the terms of reference and membership of the two sub committees and the three task groups to enable the Joint Committee to carry out its functions in an efficient and expedient manner.

10.2 Woking Joint Committee is asked to agree:

(i) The terms of reference for the following (as set out in Annex 1):

- a. Health and Wellbeing Sub Committee
- b. Community Safety Sub Committee
- c. Parking Task Group
- d. Youth Task Group
- e. LSTF and Future Transport Planning Task Group

(ii) The County Councillor and Borough Councillor appointments to the following:

- a. Health and Wellbeing Sub Committee (2 County and 2 Borough)
- b. Community Safety Sub Committee (2 County and 2 Borough)
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- d. Youth Task Group (2 County and 2 Borough)
- e. LSTF and Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

11. WHAT HAPPENS NEXT:

11.1 Meetings of the sub committees and task groups will be scheduled. The dates and times of the formal meetings of the Community Safety Sub-Committee and the Health and Wellbeing Sub-Committee will be published on the Councils websites. The Task Groups will meet in private, and Members will be advised of the dates in due course.

11.2 Terms of reference and appointments will remain as agreed until the first meeting of the Joint Committee in the new municipal year, when the Joint Committee will next be asked to review the terms of reference and membership.

Contact Officer:

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01483 518095

Consulted:

Joint Committee members, relevant officers in Surrey County Council and Woking Borough Council, Woking Neighbourhood Inspector, NW Surrey CCG.

Borough Portfolio Holder

Councillor Beryl Hunwicks
Councillor John Kingsbury
Councillor David Bittleston

County Council Cabinet Member

Mrs Helyn Clack

Annexes:

Annex 1 – Terms of Reference of:

- Health and Wellbeing Sub-Committee
- Community Safety Sub-Committee
- Parking Task Group
- Youth Task Group
- LSTF and Future Transport Planning Task Group

Sources/background papers:

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