

SURREY COUNTY COUNCIL
LOCAL COMMITTEE (GUILDFORD)



DATE: 25 JUNE 2014

LEAD: JAMES PAINTER
OFFICER: COMMUNITY PARTNERSHIPS MANAGER
SUBJECT: JOINT WORKING ARRANGEMENTS UPDATE

DIVISION: ALL

SUMMARY OF ISSUE:

At the meeting of the Guildford Local Committee held on 12 March 2014 members agreed to recommendations which aimed to strengthen and extend the existing working arrangements between Surrey County Council (SCC) and Guildford Borough Council (GBC) by enhancing the remit and work programme of the Local Committee.

The objective was to strengthen local democracy and improve services to residents by extending existing partnership arrangements in a number of areas including parking, transportation and infrastructure.

It was also agreed that there will be a greater local focus applied to community engagement through local meetings to be known as 'Cluster meetings'. This report provides an update on progress towards achieving those objectives and proposes further recommendations for those areas requiring governance arrangements.

RECOMMENDATIONS:

The Local Committee (Guildford) agrees:

- (i) to divide the expenditure of the Committee's Capital allocation 2014/15 of £35,000 equally between four Clustered divisional groupings as set out in the report;
- (ii) that the £35,000 match funded allocation received from Guildford Borough Council be divided equally between the four Clustered divisional groupings;
- (iii) that the Community Partnerships Manager and Team Leaders have delegated authority for the expenditure of the joint fund awarded to each Clustered divisional group in consultation with Local Committee and the Guildford Borough Council Cluster nominated members;
- (iv) the £17,500 awarded to each Clustered group be administered as one joint Capital fund for the year 2014-15;
- (v) that proposals for the expenditure of the Cluster joint fund will be considered at the Cluster meetings;
- (vi) that any underspent Cluster funds will be considered by both Councils at the end of the financial year;
- (vii) the proposed guidance and criteria for the administration of the Cluster fund is outlined in **Annexe 2**;
- (viii) The proposed revised terms of reference for the Transportation Task Group are outlined in **Annexe 3**;
- (ix) To note the progress towards an operationally enhanced remit for committee as described in this report.

REASONS FOR RECOMMENDATIONS:

Working jointly and in partnership can provide added value in terms of cost and time savings and produce more effective, coordinated responses to service delivery. These recommendations seek to increase and develop joined up working between the two authorities to produce better value and coordinated services for residents.

1. INTRODUCTION AND BACKGROUND:

- 1.1 SCC's Local Committees were established in April 2002 to bring decision-making for SCC services closer to the communities it serves. The committees are run under the constitution of the County Council. The agendas for the meetings and decisions have essentially involved County Council business which has been delegated by the SCC Cabinet or Council to the Local Committee.
- 1.2 Under national legislation, Guildford Local Committee is constituted as a Local Area Committee. This means it can only make decisions on County Council business and it also imposes some restrictions on the voting rights of co-opted Borough Council members of the committee.
- 1.3 At the meeting of the Guildford Local Committee on 12 March 2014 members agreed to an enhanced remit for the committee to enable joint consideration of service delivery including parking, transportation and infrastructure. The committee agreed that Guildford Borough Council would bring relevant and appropriate items to the agendas for consideration by the Local Committee in an advisory capacity. This would thereby allow the committee to function in an holistic manner jointly considering key strategic and operationally related matters especially where both councils have inter-related duties.
- 1.4 This decision required an amendment to the SCC constitution and required the subsequent approval of the SCC Cabinet. The SCC Cabinet agreed the proposals on 22 April 2014.
- 1.5 The GBC Executive formally endorsed the new joint working arrangements on 29 May 2014.

2. ANALYSIS:

Joint Arrangements

Remit of the Local Committee

- 2.1 There follows an update on the themes identified by the Guildford Local Committee members as relevant to Guildford for consideration on a Local Committee agenda:

Parking

- 2.2 The Parking Business Plan produced by GBC, the On-street Parking Review and Park & Ride pricing review is scheduled to be considered together for the first time at the Local Committee meeting in December 2014. The aim will be to create an integrated overall Parking Plan for the Borough.
- 2.3 It is envisaged that the Parking Plan will provide a joint strategic tool for both councils to develop sustainable transport options and to tackle town centre congestion.
- 2.4 This integrated approach will be considered by the Local Committee Transportation Task Group under revised terms of reference.

Planning, Infrastructure requirements, Developer Contributions and Community Infrastructure Levy (CIL)

- 2.5 The Community Infrastructure Levy (CIL) is a new levy that local councils can choose to charge on new developments in their area. The expenditure of the levy can be made by the councils according to locally agreed priorities. In Guildford this new levy is being implemented transitionally and once in force will replace the previous Section 106 arrangements.
- 2.6 Under the new committee remit the Guildford Local Committee has agreed to monitor local infrastructure developments with particular regard to the consideration of local strategic and sustainable transportation. It has been proposed that Guildford Local Committee review the arrangements for the new levy in an advisory capacity. An initial report has been scheduled for the September meeting of the committee.
- 2.7 This integrated approach will also be considered by the Local Committee Transportation Task Group under revised terms of reference.

Transportation Task Group (TTG)

- 2.8 The TTG was initially created to consider a limited number of Integrated Transport Schemes (ITS) and transport and highways issues. The workload for this task group is expected to increase as it assists the Local Committee with an enhanced remit.
- 2.9 It is proposed therefore that membership of this group be increased to allow an additional named member from each council to act as a substitute. Nominations for the membership to the TTG and substitutes will be received at the 25 June meeting.
- 2.10 It is further proposed that the terms of reference for the TTG be revised and a proposed revision is presented to the committee for agreement at **Annexe 3** of this committee report.

Guildford Surrey Board

- 2.11 The Guildford Surrey Board is an ongoing arrangement between GBC and SCC to liaise on key strategic issues affecting Guildford. The Chairman of the Local Committee represents the committee on the board.
- 2.12 As the Local Committee will deal with strategic infrastructure issues it will continue to form a close two-way relationship with the Guildford Surrey Board both incorporating recommendations from the Guildford Surrey Board in its work and offering strategic proposals for the Guildford Surrey Board to consider.

Cluster meetings

- 2.13 In addition to the formal quarterly meetings of the committee, a series of informal local meetings in public will be convened as 'Cluster meetings'. These meetings will divide the borough into four areas and enable greater local engagement with residents. The identified localities are shown at **Annexe 1**.
1. Western Parishes Cluster (Ash, Shalford and Worpleson)
 2. Guildford Neighbourhoods Cluster (Guildford East, North and West)
 3. Eastern Parishes Cluster (Shere and Horsleys)
 4. Town Centre Cluster (Guildford South East and South West)
- 2.14 The objective of these meetings is to allow the Local Committee to achieve further public engagement through a member led dialogue with communities on issues of local priority.
- 2.15 It is envisaged that the Cluster meetings will provide an informal means through which to resolve local issues, allowing the Local Committee to maintain a more strategic focus.
- 2.16 It is proposed all Cluster meetings be held during October 2014.

Cluster meeting finance

- 2.17 In this financial year there will be a total overall budget for the Clusters of £70,000 to address local issues and support local initiatives. The fund is created by each council submitting £35,000.
- 2.18 It is proposed the SCC contribution comprises the Local Committee Capital Allocation for 2014-15.
- 2.19 There will be four Clusters and therefore each Cluster will have a budget of £17,500 for this year.
- 2.20 It is proposed that invitations are extended to residents and local stakeholders to submit ideas or to identify a local priority on which the Cluster funding could be targeted. Publicity on the cluster budgets will be circulated from the start of July 2014 to raise awareness of the funds.
- 2.21 It is intended that this involvement be easily accessible and simple to undertake. This could take the form of informal discussion with Local Committee member/s on possible projects ahead of cluster meetings,
- 2.22 It is proposed that each Cluster meeting has on the agenda an opportunity to consider Cluster fund, suggestions could be brought forward for discussion or presented at the Cluster meetings at the discretion of the Cluster meeting Chairman.
- 2.23 Proposed guidance and criteria governing the expenditure are presented at **Annexe 2**. These would be circulated to Local Committee Members on the

Cluster and made available electronically to potential applicants via the County Council website.

- 2.24 Upon agreement on the allocation of the cluster funds, the budget will be administered in line with the existing processes in place for Member Funds which receive good feedback from residents and members.
- 2.25 In the recommendation iii of this report local committee agreement is sought for the Community Partnerships Manager and Team Leaders to have delegated authority for the expenditure of the joint fund awarded to each Clustered divisional group in consultation with Local Committee members and the Guildford Borough Council Cluster nominated members. This recommendation is required to ensure that the joint funds can be administered effectively in line with existing budgets.

3. OPTIONS:

- 3.1 Local Committee members have previously reviewed governance options and agreed on an enhanced remit model to take forward joint working between the two councils via the Local Committee.
- 3.2 The contents of this report are concerned with putting in place the operational arrangements between the two councils in order to deliver against the set aims of the enhanced Local Committee. The Cluster meetings will be locally developed and member led. The options for the venues and agendas will be decided locally. Suggestions for venues are actively sought from members of the committee and will be the subject of further informal discussions with officers.

4. CONSULTATIONS:

- 4.1 Consultation with the Guildford Local Committee members is ongoing.
- 4.2 Borough and County Council officers as appropriate and with greater emphasis on joint delivery.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 There are no direct financial implications for SCC. The new Cluster budget will be administered in line with the existing processes in place for Member Funds to ensure most effective use of resources.
- 5.2 Working in partnership can provide added value in terms of cost and time savings and produce more effective, coordinated responses to service delivery.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:
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- 6.1 An Equality Impact Assessment was completed covering the options for change regarding Local Committees as part of the November 2012 Cabinet Report on the Public Value Review of the Community Partnership Team. A summary of the key impacts and actions was provided at this time and has been reviewed.
- 6.2 By delivering against the recommendations of the original Cabinet Report, the formation of the enhanced Guildford Local Committee will effectively deliver some of the positive impacts identified through the Equality Impact Assessment, such as enabling better partnership working with improved shared outcomes for local residents and communities. There are no negative equalities implications identified.
- 6.3 Equalities issues, particularly in relation to any disabilities, will be given consideration in the arrangements for public participation with Guildford Local Committee to ensure that anyone with a protected characteristic is not disadvantaged.
- 6.4 There are no further impacts arising from this report.

7. LOCALISM:

- 7.1 The enhanced Local Committee model will provide residents with greater opportunity to access local decision making on a wider range of issues.
- 7.2 The Cluster meetings will provide an additional local forum, potential for consultation and discussion and also facilitate local priority setting.
- 7.3 The Cluster budget will provide additional capacity to fund local projects and initiatives.

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Opportunities to consider local priorities and matters of local concern through the Cluster meetings and at Local Committee meetings may contribute to communities feeling safer.
Sustainability (including Climate Change and Carbon Emissions)	The committee has proposed to consider strategic approaches to transportation and sustainable future infrastructure provision.

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The establishment of the extended remit for the Guildford Local Committee will further the aims established within the Public Value Review of Community Partnerships, effectively delivering improved outcomes and value for money for the residents of Surrey by joining up local decision making. Innovations such as the formation of annual Cluster meetings involving Parishes and Residents Associations will help to promote wider engagement.
- 9.2 The committee is asked to agree the proposed arrangements for the Cluster meetings and the governance for the expenditure of the Cluster funding.
- 9.3 The committee is asked to agree the revised terms of reference for the Transportation Task Group.

10. WHAT HAPPENS NEXT:

- 10.1 Full agreement of the report will take forward the objectives of the enhanced committee.
- 10.2 In line with the enhanced remit it is suggested that an advisory report concerning the implementation of the Community Infrastructure Levy in Guildford be brought to the meeting of the committee to be held on 24 September 2014. It is also proposed that a report concerning the draft Parking Plan for Guildford be brought to the meeting of the committee to be held on 10 December 2014.
- 10.3 Following agreement of the Cluster funds the Cluster meetings and Cluster funding opportunities will be promoted from July 2014. It is suggested the divisional Cluster meetings be held in the borough during October 2014.
- 10.4 The Cluster meetings will be locally developed and member led. The options for the venues and agendas will be decided locally prior to the events. Suggestions for venues are actively sought from members of the committee and will be the subject of further informal discussions with officers.
- 10.5 The Transportation Task Group will be scheduled to meet in a timely manner in which to advise the Local Committee on ongoing and forthcoming schemes and initiatives identified under the new terms of reference and as requested by the Local Committee.
- 10.6 It is suggested an end of year report be brought before the meeting of the committee to be held on 25 March 2015 which will inform on the achievements of the enhanced remit for the Guildford Local Committee and on the outcomes of the Cluster meetings.

Contact Officer:

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Consulted:

All members of the Guildford Local Committee
 Head of Planning Services, GBC

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Parking Services Manager, GBC
Parking & Strategic Implementation Manager, SCC
Infrastructure Agreements Manager, SCC
Legal and Finance teams SCC

Annexes:

1. Guildford Division Clusters
2. Proposed guidance and criteria for Cluster funding
3. Proposed terms of reference for the Transportation Task Group

Sources/background papers:

- Implementation of the Public Value Review of Community Partnership – Constitutional Changes 26 February 2013
 - The Public Value Review of Community Partnership 27 November 2012
 - Dept for Communities and Local Govt., Policy paper 'Giving communities more power in planning local development'.
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