

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (MOLE VALLEY)



DATE: 18 JUNE 2014

LEAD OFFICER: VICTORIA JEFFREY, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER

SUBJECT: LOCAL COMMITTEE TASK GROUP REPRESENTATION AND NOMINATIONS TO OUTSIDE BODIES 2014-15

DIVISION: MOLE VALLEY

**SUMMARY OF ISSUE:**

The Local Committee is asked to review and agree the terms of reference and membership for the Youth Task Group, the Property Task Group and the Parking Task Group for 2014-15 and the nomination of a representative and deputy to the East Community Safety Partnership.

**RECOMMENDATIONS:**

**The Local Committee (Mole Valley) is asked to agree:**

- (i) The terms of reference for the Youth Task Group, Property 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.
- (iii) A representative of the Local Committee and deputy for the East Community Safety Partnership as recommended below in 1.5

**REASONS FOR RECOMMENDATIONS:**

The Local Committee's three task groups enable the Local Committee to carry out its

work in an efficient and expedient manner. The representative on the East Community Safety Partnership will ensure that Mole Valley is represented on this board and the local priorities are taken into account.

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

- 1.1 The Local Committee is asked annually to consider the work that should be considered at formal meetings and the relevant task groups that should be established to support the Committee in its work.
- 1.2 In 2011-12, the Local Committee established a Youth Task Group and a Property Task Group.
- 1.3 The terms of reference were last reviewed and the task groups re-established on 12 June 2013.
- 1.4 For 2013-14 the Local Committee also established a Parking Task Group for which the terms of reference are in Annex 3.
- 1.5 The introduction of the East Community Safety Partnership has been presented to the Local Committee on the 18 June 2014. The recommended representative for the Local Committee is Mr Tim Hall and the recommend deputy is Mr Stephen Cooksey.

## **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 **Annex 1**.
- 2.2 The parking and property task groups have also proved to be successful and have aided the progress of work of the Local Committee. It is therefore recommended that these groups be established with the terms of reference set out in **Annexes 2 and 3**.

## **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.

## **4. CONSULTATIONS:**

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

**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 is aimed at preventing young people from becoming NEETs (not in education or employment) or entering the Youth Justice system.

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The committee is asked to agree the membership and terms of reference for the three task groups for 2014/15 and the nomination to the outside body.

9.2 The Local Committee (Mole Valley) is asked to agree:

- (i) The terms of reference for the Youth Task Group, Property 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
- (iii) A representative of the Local Committee and deputy for the East Community Safety Partnership as recommended in 1.5 of this report.

<b><u>10. WHAT HAPPENS NEXT:</u></b>
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10.1 The Local Committee will next be asked review the task group terms of reference and membership in June 2015.

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**Contact Officer:**

Victoria Jeffrey, Community Partnership and Committee Officer, 01372 371662

**Consulted:**

Local Committee Chairman and Vice-Chairman; relevant officers in Services for Young People, Estate, Parking and Community Safety.

**Annexes:**

Annex 1 – Youth Task Group Terms of Reference

Annex 2 – Property Task Group Terms of Reference

Annex 3 – Parking Task Group Terms of Reference

**Sources/background papers:**

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## **Surrey County Council's Local Committee**

### **(Mole Valley)**

#### **Youth Task Group**

#### **Terms of Reference**

##### **Objective:**

The Local Committee agreed on 8<sup>th</sup> June 2011, that a Youth Services Task Group was 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 four appointees from the Local Committee - two county and two district councillors. For the municipal year 2014/15 the representatives will be Mrs Helyn Clack, Mr Chris Townsend and two district councillors. In addition the Task Group could invite up to 2 members of the Local Strategic Partnership and up to four young people from the district, all with equal status. The Task Group may also consult with other relevant members of the Committee.

##### **General**

1. It is proposed to reconstitute Youth Services Task Group. The Task Group shall exist to advise the Mole Valley 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 as appropriate
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.

**Surrey County Council's Local Committee  
(Mole Valley)**

**Property Task Group**

**Terms of Reference**

**Objective:**

To support the Local Committee in agreeing a common strategy for the assets collectively owned within Mole Valley by both authorities. This strategy will set out common objectives for service delivery and identify objectives that could be achieved through a coordinated approach to asset use and disposal.

**Membership**

The Task Group will contain four appointees from the Local Committee - three county and one district councillor. For the municipal year 2014/15 the representatives will be Mrs Hazel Watson, Mr Stephen Cooksey, Mr Tim Hall and a district councillor. The property portfolio holder for Mole Valley District Council will also sit on the group, though not a member of the local committee. The Task Group may also consult with other relevant members of the Committee.

**General**

1. It is proposed to reconstitute a Property Task Group under the Mole Valley Localism Pilot. The group will have 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 as appropriate
2. 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.
3. The Task Group can, should it so wish, respond to an officer report and submit its own report to the local committee.
4. The Task Group terms of reference and Membership is to be reviewed and agreed by the local committee annually.

**Surrey County Council's Local Committee  
(Mole Valley)**

**Parking Task Group**

**Terms of Reference**

**Membership:** The Parking Task Group will consist of four members, two county councillors and two district councillors. For 2014/15 the task group members will be Mrs Hazel Watson, Mr Tim Hall and two district councillors.

Membership to the group will be through appointment of the Mole Valley Local Committee, members do not need to sit on the committee.

**Role:**

1. To ensure synchronicity to the implementation of both the Mole Valley DC and Surrey CC car parking strategies in Mole Valley.
2. Working together to, consult with communities and residents about options and opportunities for parking (in car parks and on street).
3. Reduce the town centre congestion that currently exists in evenings and on Sundays.
4. Provide an enforcement function that is fair, consistent and in line with an open and transparent enforcement policy.
5. The Parking Task group will advise and make recommendations, is not a decision making body, all decisions will need to be made through the relevant decision making body of either the Mole Valley Local Committee, Mole Valley District Executive or Surrey County Council Cabinet.

**General**

1. The Task Group will meet in private
2. The Task Group will keep a record of its actions
3. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement including the use of surplus income.
4. Officers supporting a Task Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee
5. The Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

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