

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (ELMBRIDGE)

DATE: 8 June 2015



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 2015/16 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 and Safety Partnership.

RECOMMENDATIONS:

The Local Committee (Elmbridge) is asked to agree:

- (i) that the terms of reference of the Elmbridge Parking Task group as set out in Annex A be approved
- (ii) that the amended terms of reference (as per 1.6) of the Elmbridge Youth Task group as set out in Annex B be approved
- (iii) that the terms of reference of the Elmbridge Cycling Task Group as set out in Annex C be approved
- (iv) the appointment of Members to outside bodies and task groups as detailed in sections 2.1 to 2.5.
- (v) that the community safety budget of £3294, that has been delegated to the Local Committee, be transferred to the Elmbridge Community and Safety Partnership for the purpose of addressing the criteria and monitoring requirements detailed in 2.7 and 2.8 of this report; and that the Community Partnership Manager authorize its expenditure in accordance with the Local Committee's decision.

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 group will be to monitor and report on the progress of the Local Prevention commissions, 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 The Cycling Task Group was set up in February 2015 to develop the Elmbridge Cycling Plan.
- 1.5 Due to the success of the Task groups it is recommended that they continue to operate in 2015/16.
- 1.6 Following corporate advice the Local Committee established terms of reference for the task groups. It is proposed that the terms of reference for the Youth Task Group be amended so that the three Borough Council Members no longer need to be Co-opted Local Committee Members and that the role of the task group is extended to include other strategic borough wide youth work. This report seeks Local Committee approval for the Terms of Reference for the Parking Task Group, the Youth Task Group and the Cycling Task Group in 2015/16. Please note that all task groups of the Local Committee have no formal decision-making powers, but make recommendations to the Local Committee.
- 1.7 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 is proposed to allocate to the Elmbridge Community and Safety Partnership as its contribution towards projects and activities.

2. ANALYSIS:

2.1 Elmbridge Community and Safety Partnership

The Elmbridge Community and 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

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Group), which meets six weekly 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 a SCC Local Committee Member is nominated and appointed to the Community and Safety Partnership.

2.2 Elmbridge Business Network

The Elmbridge Business Network is a themed group of the Elmbridge Community and Safety Partnership and delivers the Local Economy strand of the Elmbridge Sustainable Community Strategy. The Elmbridge Business Network meets on a quarterly basis. It is proposed that a SCC Local Committee Member is nominated and appointed to the Elmbridge Business Network.

2.3 Parking Task Group

It is proposed that two SCC Local Committee Members and two Co-opted Members from Elmbridge Borough Council are nominated and appointed to the Parking Task Group.

When agenda items at the Parking Task Group refer to one particular division, the relevant divisional Member will also be invited to the meeting.

2.4 Youth Task Group

It is proposed that three SCC Local Committee Members and three Members of Elmbridge Borough Council are nominated and appointed to the Youth Task Group.

2.5 Cycling Task group

It is proposed that three SCC Local Committee Members and three Members of Elmbridge Borough Council are nominated and appointed to the Cycling Task Group.

2.6 Community Safety Funding

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

2.7 The Local Committee Community Safety Fund is designed to support projects and initiatives in Surrey that:

- are evidence based
- State aims and objectives clearly and concisely
- Clarify project outputs and outcomes
- Demonstrate wider benefits to the community
- Demonstrate how they support the delivery of local Community Safety Partnership plans
- Document proposed evaluation mechanisms
- Demonstrate value for money

2.8 Community Safety Partnerships will be asked to report back to the Local Committee on how the funding was used and will be asked to provide the following information:

- A description of the project
- What was done
- The issue or need the project addressed and how it was identified
- The outcomes that were expected and if they were achieved
- How the project benefitted the wider community
- The objectives in the local Community Safety Partnership Plan that the project supported
- How the outcomes were monitored and evaluated

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 and 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 and 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.
- 7.2 The Community Safety funding is used for projects, which benefit the local community.

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 and 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 terms of reference for the task groups as detailed in annexes A, B and C are agreed
- The appointment of the Members to the various outside bodies and task groups as per 2.1 to 2.5 is agreed
- It is agreed to transfer the £3,294 Community Safety budget to the Elmbridge Community and 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 and Community Safety Partnership account.

Contact Officer:

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Consulted:

N/a

Annexes: 3

Sources/background papers: 0

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 be made up of three County Councillors and an equal number of Elmbridge 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:

Unless otherwise agreed meet in private
 - a. Develop a work programme
 - b. Record actions,
 - c. Report back to the Local Committee
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. The Task Group will work with county and borough officers to develop and support other strategic borough wide youth work.
4. 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.
5. The Task Group can, should it so wish, respond to an officer report and submit its own report to the local committee.
6. The Task Group terms of reference and Membership is to be reviewed and agreed by the local committee annually.

CYCLING TASK GROUP: DRAFT TERMS OF REFERENCE**Objective**

The Cycling Task Group should be established to develop a Borough wide Cycling Plan and advise the Local Committee on cycling issues.

Membership

The Cycling Task Group will be made up of three County Councillors and an equal number of Borough Councillors, nominated by Elmbridge BC. A representative from the Elmbridge Cycling Forum will be invited to join. It may also consult with other relevant Local Committee Members, set up additional workshops and invite relevant stakeholders to participate as required.

General

The Cycling Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers.

The Task Group:

- will oversee the production of a Cycling Plan
- develop a work programme
- unless otherwise agreed, meet in private
- 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 and other relevant committees.
- can, should it so wish, respond to an officer report and submit their own report to the Local Committee.
- the terms of reference and membership will be reviewed annually, at the first Local Committee meeting of the new municipal year

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