

## SURREY COUNTY COUNCIL

## LOCAL COMMITTEE (MOLE VALLEY)



DATE: 17 JUNE 2015

LEAD OFFICER: SARAH SMITH, COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER

SUBJECT: LOCAL COMMITTEE TASK GROUP REPRESENTATION, NOMINATIONS TO OUTSIDE BODIES 2015-16 AND COMMUNITY SAFETY FUNDING

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 2015-16 and agree the nomination of a representative and deputy to the East Community Safety Partnership.

The Local Committee (Mole Valley) has been delegated £3,337 to support community safety work in the district. This report seeks agreement from the Local Committee to transfer these funds to the East Surrey Community Safety Partnership.

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

- (i) The **amended** terms of reference for the Youth Task Group as set out in Annex 1.
- (ii) The terms of reference for the Property Task Group and the Parking Task Group as set out in Annexes 2 and 3 respectively.
- (iii) The membership for these task groups for 2015-16 as proposed in sections 2.4, 2.6 and 2.7.
- (iv) A representative of the Local Committee and deputy for the East Community Safety Partnership as proposed in section 1.4.
- (v) That the community safety budget of £3,337 that has been delegated to

the Local Committee be transferred to the East Surrey Community Safety Partnership for the purpose of addressing the criteria and monitoring requirements detailed in section 1.5 and that the Community Partnership Manager authorises its expenditure in accordance with the Local Committee's decision.

#### **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 Local Committee is represented on this board and that local priorities are taken into account.

The Local Committee has delegated authority over a small budget of £3,337. Transfer of this delegated money will contribute to the funding of local projects in line with the Partnership's set priorities.

#### **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 and in 2013-14 a Parking Task Group was set up.

1.3 The terms of reference were last reviewed and the task groups re-established on 18 June 2014.

1.4 The merged East Community Safety Partnership was set up with partners Reigate and Banstead and Tandridge councils and had its inaugural meeting in September 2014. The recommended representative for the Local Committee is Mr Tim Hall and the recommended deputy is Mr Stephen Cooksey.

1.5 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. 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 2015-16 with the amended terms of reference set out in **Annex 1**.

2.2 Following changes in Services for Young People and establishment of the Community Youth Work Service, in the future the Youth Task Group will be required to:

- Review the local needs of young people
- Monitor the performance of Local Prevention grants
- Make commissioning recommendations to the Local Committee
- Act in an advisory capacity with regard to changes in the provision of local youth work in the community

2.3 The membership of the group needs to fully represent the needs of young people across the district. The LSP referred to in the current terms of reference is now inactive and therefore a revised membership is proposed as set out in the draft document in **Annex 1**.

2.4 It is proposed that county councillors Mr Chris Townsend and Mrs Helyn Clack remain members of the Youth Task Group as well as district councillor Cllr Mary Huggins. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.5 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 re-established with the terms of reference set out in **Annexes 2 and 3**.

2.6 It is proposed that county councillors Mr Tim Hall, Mr Stephen Cooksey and Mrs Hazel Watson remain members of the Property Task Group. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.7 It is proposed that county councillors Mrs Hazel Watson, Mr Tim Hall and district councillor Cllr Raj Haque remain members of the Parking Task Group. There is therefore one vacancy for a Mole Valley DC representative from the local committee.

2.8 The priorities of the East Surrey Community Partnership are

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- Acquisitive crime
- Anti- social behaviour
- Rural crime
- Domestic Abuse
- Substance Misuse

2.9 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 or not 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 £3,337 to the East Surrey Community and Safety Partnership

### **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.

4.2 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 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.

5.2 The amount of delegated funding is £3,337. This funding is ring-fenced for use within East Surrey, and expenditure from this fund will be agreed by the members of the ES CSP and the Community Partnership Manager will authorise its expenditure in accordance with the Local Committee's decision. All bidders must provide detailed information about the purpose and aims of the proposed project and timescales. Decisions are taken with particular attention to value for money, and bids may be refused or further information sought if this is not evident.

## **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

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

7.2 If agreed, the recommendation to transfer funding will benefit all residents and businesses in East Surrey by helping to reduce crime and anti-social behaviour in the area.

## **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.

By contributing delegated funding and ensuring that the Local Committee is represented on the partnership, the Local Committee will contribute to the success of the East Surrey CSP in addressing the local priorities for the further reduction of crime and disorder in the Mole Valley district during 2015-16.

## **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 :

- The amended terms of reference for the Youth Task Group are agreed as set out in **Annex 1**.
- The terms of reference for the Property and Parking Task Group are agreed as set out in **Annexes 2 and 3**.
- The appointment of the Members to the various outside bodies and task groups as per paragraphs 1.4, 2.6 and 2.7 is agreed
- It is agreed to transfer the delegated budget of £3,337 to the East Surrey Community 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.

10.2 The Local Committee will next be asked review the task group terms of reference and membership in June 2016.

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### **Contact Officer:**

Sarah Smith, Community Partnership and Committee Officer, 01372 371662

### **Consulted:**

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

**Annexes:**

Annex 1 – Draft 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: N/A**

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**ANNEX 1**

**Surrey County Council's Local Committee**

**(Mole Valley)**

**Youth Task Group**

**Draft 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. In addition the Task Group can invite representatives from partner organisations 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 the 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 agree to 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.



**ANNEX 2****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 consist of four appointees from the Local Committee - three county and one 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 to 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.

**ANNEX 3**

**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.

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 and 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 its own report to the Local Committee.