



## WOKING JOINT COMMITTEE

**DATE:** 24 JUNE 2015

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

**SUBJECT:** APPOINTMENT TO 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. Future Transport Planning Task Group
  - f. Infrastructure Working 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 (4 members including at least one Borough Councillor and one County Councillor)
  - c. Parking Task Group (2 County and 2 Borough plus Chairman and Vice Chairman)
  - d. Youth Task Group (2 County and 2 Borough)
  - e. Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

- f. Infrastructure Working Group (One County, One Borough)
- Will Forster (C)
  - John Kingsbury (B)

**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 2015/16 the Joint Committee is being asked to agree the terms of reference of the two sub committees covering Health and Wellbeing and Community Safety. Both of these are decision making bodies. It is further recommended that four task/working groups are established to consider Youth, Parking, Future Transport Planning and Infrastructure, 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 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 It is recommended that the terms of reference for the Parking Task Group, the Youth Task Group, the Future Transport Planning Task Group and the Infrastructure Working Group 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 are continuing from 2014/15 and have been requested from Members to help manage the workload of the Committee.
- 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.

#### **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 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 Local Prevention 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 four task/working 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. Future Transport Planning Task Group
  - f. Infrastructure Working 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 (4 Councillors with at least one from the County and one from the 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. Future Transport Planning Task Group (2 County and 2 Borough plus Chairman and Leader of Borough Council)

- f. Infrastructure Working Group (1 County and 1 Borough)

### **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.

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#### **Contact Officer:**

Sarah Goodman, Community Partnership and Committee Officer, Surrey County Council  
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#### **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**

Mr Richard Walsh

#### **Annexes:**

Annex 1 – Terms of Reference of:

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

#### **Sources/background papers:**

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## **Health and Wellbeing Sub-Committee Terms of Reference**

The Health and Wellbeing Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub-committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

To act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy.

### **Functions:**

1. To develop, monitor and review a local plan for improving outcomes for health and wellbeing in Woking within the framework of the Countywide Health and Wellbeing Strategy. Within this to consider:
  - a. Local JSNA data to identify local priorities
  - b. Identifying actions consistent with, not limited to, the Surrey Board's priorities (see below) based on local need.
    - i. Improving children's health and wellbeing
    - ii. Developing a preventative approach
    - iii. Promoting emotional wellbeing and mental health
    - iv. Improving older adults' health and wellbeing
    - v. Safeguarding the population
  - c. To agree local outcomes based on the above as well as health impact assessments
2. To encourage and guide integrated working between key organisations, and other partnership arrangements including community safety and family support programme, to provide oversight and ownership of actions to improve health and wellbeing in Woking.
3. To identify funding opportunities to support the aims of the local action plan.
4. To provide, as appropriate, updates and linkages to the County Health and Wellbeing Board and other appropriate groups.

### **Membership and Voting:**

Core Members:

1. Two Surrey County Councillors
2. Two Woking Borough Councillors, including the Portfolio Holder for Health and Wellbeing

Co-opted Members:

3. NW Surrey Clinical Commissioning Group (CCG)
4. Surrey and Borders Partnership Trust
5. Woking Association of Voluntary Service (WAVS)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from the NW CCG, Surrey and Borders Partnership Trust and WAVS will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.

**Advisory officers:**

1. Surrey County Council Public Health
2. Surrey County Council Adult Social Care Locality Team
3. Surrey County Council Children's Service – North West
4. Woking Borough Council Strategic Director
5. Woking Borough Council Environmental Health

Other representatives may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These could include:

- CAB
- Children's Centres
- Community Development Workers
- Community safety
- Cornerhouse
- Education
- Housing
- Mosque/Woking People of Faith
- Woking Asian Business Forum
- Youth organisations

These representatives will be able to take part in the consideration of an item, but will not be able to vote.

**Chairman:**

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the sub-committee at least three times a year, at appropriate times.

**Operation of the Sub-Committee:**

- There will be 3 formal meetings per year of the sub-committee. In addition informal meetings may also be held.
- Formal meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee or invited representatives will be able to take part in the meeting and ask questions. Questions from members of the public on health and wellbeing issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

**Responsibilities of Attendees:**

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

[www.woking.gov.uk](http://www.woking.gov.uk)  
[www.surreycc.gov.uk/woking](http://www.surreycc.gov.uk/woking)

## **Community Safety Sub-Committee Terms of Reference**

The Community Safety Sub-Committee is a sub-committee of Woking Joint Committee. The Terms of Reference and membership of the sub-committee are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

To carry out the delegated community safety functions of Woking Joint Committee, and to act as the Community Safety Partnership in Woking.

### **Functions:**

1. To be responsible for the community safety funding that is delegated to Woking Joint Committee.
2. To provide political oversight and advice on the Community Safety functions of the Borough.
3. To assess local community safety issues, prepare an outcome focused community safety partnership plan setting out the priorities and planned responses to address these issues, and monitor progress against the plan.
4. To receive and comment on an annual report which sets out outcomes achieved.
5. As the Community Safety Partnership for Woking, to comply with the Guidance issued by the Secretary of State under Section 9(3) of the Domestic Violence, Crime and Victims Act 2004 in respect of Domestic Homicide Reviews.
6. To provide, as appropriate, updates to the countywide Community Safety Board.

### **Membership and Voting:**

#### Core Members:

- Four members including at least one County Councillor and one Borough Councillor ( including the Borough Portfolio Holder for Community Safety)

#### Co-opted Members:

- Surrey Police
- Surrey and Sussex Probation
- NW Surrey Clinical Commissioning Group (CCG)

If an issue comes to a vote, only the elected councillors will be eligible to vote. Members attending from Surrey Police, Surrey and Sussex Probation and the NW CCG will attend with delegated authority on behalf of their organisation to enable them to make decisions at the meeting in relation to the Terms of Reference of this sub-committee.

A quorum will be two elected members.



The Working member from the Police and Crime Panel, as well as representatives from other organisations may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman or Vice-Chairman. These representatives will be able to take part in the consideration of an item, but will not be able to vote.

**Chairman:**

The Chairman and Vice-Chairman of the sub-committee will be elected by the members of the sub-committee annually.

The elected local authority members will be responsible for ensuring that Woking Joint Committee is updated on the work of the Sub-Committee at least twice a year, at appropriate times.

**Operation of the Sub-Committee:**

- There will be two meetings per year of the sub-committee. One will be held in the spring, where the sub-committee will consider the Community Safety Partnership Plan, as well as looking at achievements from the previous year. The other meeting will be held in the autumn, and will monitor progress against the plan.
- Meetings will be held in public. If confidential items are discussed, these will be considered in private under part 2 of the agenda.
- Only members of the sub-committee, or invited representatives, will be able to take part in the meeting and ask questions. Questions from members of the public on community safety issues should be made through the mechanisms for public engagement established for Woking Joint Committee.
- Agenda and papers for the sub-committee will be published five working days before the meeting.
- Woking Borough Council will service meetings of the sub-committee and will publish a record of decisions taken.
- The sub-committee will be supported by POG (Partnership Officers Group), comprising officers from each of the core agencies. POG will meet on a regular basis and will produce a quarterly information report on progress made against the Partnership Plan. This report will be circulated electronically to members of the Sub-Committee, Woking Joint Committee and members of Woking Borough Council.
- Unless otherwise provided for in these terms of reference, the standing orders of the Woking Joint Committee will apply to this sub-committee subject to the Chairman's discretion to waive them.
- The Sub-Committee will remain aware of the work streams of the other Task Groups and Sub-Committee to ensure appropriate linkages and manage overlap.

**Responsibilities of Attendees:**

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

### **Parking Task Group Terms of Reference**

The Parking Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

#### **Role:**

The Task Group will work with officers to advise Woking Joint Committee on any issues with regard to parking controls and civil parking enforcement, and discuss any proposals that require a decision through the Joint Committee.

#### **Functions:**

To consider:

- The operation of on and off street parking controls and all aspects of Civil Parking Enforcement across the Borough
- The effectiveness of any new restrictions introduced
- Requests for additional or amended parking restrictions.
- Use of any surplus income for decision at the Joint Committee.
- To review the effectiveness of the discounted residents season ticket initiative as appropriate.
- Consideration of parking capacity on and off street within the borough.
- To consider the parking impacts of the school expansion programme in Woking.

#### **Membership:**

The Task Group will include two county councillors and two borough councillors. The Chairman and Vice-Chairman of the Woking Joint Committee may also attend.

#### **Operation of the Task Group:**

- The Task Group will advise and make recommendations as appropriate to the Woking Joint Committee and borough council - it has no formal decision-making powers.
- The Task Group will meet in private and keep a record of its actions.
- Officers supporting the Task Group will give due consideration to the Task Group's reasoning and recommendations prior to the officer writing their report to the Joint Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

## **Youth Task Group Terms of Reference**

The Youth Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

The Youth Task Group will assist and advise the joint committee in relation to youth issues and the future delivery of youth provision locally.

### **Functions:**

To recommend to Woking Joint Committee:

1. An Integrated Youth Strategy for Woking together with associated Annual Action Plan.
2. Joint priorities for commissioning by the borough and county council in Woking for the provision of youth work and other preventative work.
3. Award of delegated youth service related commissions, including Local Prevention and borough commissions for Woking.
4. The allocation of Community Youth Work and SOLD Local Offer resources to meet local priorities for young people in Woking.
5. An update on delegated funding allocated for the benefit of young people in Woking.
6. An update on Surrey's programme on Employability for young people.

### **Membership:**

The Task Group will include four member appointees - two county and two borough councillors. In addition the Task Group could invite representatives from appropriate partners / agencies (according to agenda items), and up to four young people from the borough, all with equal status, to attend the meeting. The Task Group may also consult with other relevant members of the Joint Committee.

The Task Group will be supported by a core Officer Group made up of representatives from Surrey County Council, Woking Borough Council, Woking Neighbourhood Police Team and Health representatives.

### **Chairman:**

The Chairman of the Task Group will be an elected member, and will be nominated by the Task Group.

### **Operation:**

- The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:
  - Unless otherwise agreed meet in private
  - Develop a work programme and receive verbal/brief written updates as appropriate
  - Record actions
  - Report back to the Joint Committee.
- 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 joint committee. Draft reports will be considered by the Youth Task Group in advance of them going to the Joint Committee, where available.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.

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- The Task Group will meet up to 4 times a year, with additional meetings organised when required.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

## **Future Transport Planning Task Group Terms of Reference**

The Future Transport Planning Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

### **Role:**

The Task Group will work with officers to advise Woking Joint Committee on the development of a Local Cycling Strategy for the Borough, to advise on the further development of the Major Schemes programme for Woking, and to discuss any relevant proposals that require a decision through the Joint Committee.

### **Functions:**

- To discuss and advise on the development of the Local Cycle Strategy for Woking
- To discuss and advise on the further development of the Major Schemes programme for Woking
- Consideration of all aspects of longer term transport planning, within the context of any future funding opportunities that may become available

### **Membership:**

The Task Group will include two county councillors, two borough councillors, the Chairman of Woking Joint Committee and the Leader of the Borough Council.

The Task Group will be Chaired by the Chairman of Woking Joint Committee.

### **Operation of the Task Group:**

- Officers will consult the Task Group and will give due consideration to the Group's reasoning and recommendations prior to the writing the report to the Joint Committee.
- The role of the Task Group is primarily strategic. It will be responsible for developing a Local Cycle Strategy and the further development of the Major Schemes programme.
- Its members will therefore act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.
- The Task Group will take into account the results of consultations and the performance of the current and previous years' work in determining work programmes.
- Recommendations to the Joint Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice from officers.
- The Task Group will meet in private and actions from the meetings will be recorded.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

**Infrastructure Working Group  
Terms of Reference**

<b>1) Remit</b>	The infrastructure working group is a joint Member and officer consultative and working group set up to work jointly and collaboratively on infrastructure capacity, infrastructure requirements, infrastructure related to development and infrastructure delivery across the Borough, using CIL or other funding streams.
<b>2) Membership of Group</b>	<p>Portfolio Holder for Planning, WBC WBC Member representative SCC Member representative (the above to include representation from both main political parties also)</p> <p>Head of Planning, Woking BC Planning Policy Manager, Woking BC Promoting the Borough Manager, Woking BC Corporate Policy Manager, Woking BC</p> <p>For Surrey CC the following areas would be represented as required: Spatial Planning Transport Policy Infrastructure Agreements School Commissioning Economic Development Property Services</p> <p>The group will reserve the right to seek representation from other borough and county service areas as required.</p>
<b>3) Meetings</b>	Bi -monthly and more frequently as and when required.
<b>4) Aim of the group</b>	<ul style="list-style-type: none"> <li>• To meet the challenge of aligning infrastructure delivery to development coming forward on the back of the Core Strategy,</li> <li>• To deliver the infrastructure requirements of the Core Strategy as amplified in the Infrastructure Delivery Plan.</li> <li>• To facilitate delivery of the schemes identified in the CIL Regulation 123 list.</li> <li>• To coordinate with other infrastructure providers including utility companies.</li> </ul> <p><b><u>Objectives</u></b></p> <p>The working group objectives are:</p> <ul style="list-style-type: none"> <li>• to provide a co-ordinated and consistent response to delivery of the infrastructure set out in policies of the Core Strategy;</li> <li>• to ensure that overarching infrastructure delivery mechanisms are secured;</li> <li>• to advise the Joint Committee on the Reg 123 List schemes and their priority, in delivery terms, to ensure maximum benefit to the community</li> </ul>

	<p>To achieve the team will responsible for;</p> <ul style="list-style-type: none"> <li>• Programme management</li> <li>• Coordination of projects Monitoring and delivery of project priorities and targets</li> <li>• Performance chasing</li> <li>• Regular upward reporting to the Joint Committee both during and after delivery of each project</li> <li>• Working up of implementation plans</li> <li>• Identification of opportunities for using current and future council assets, co-location of services / facilities and influencing investment decisions to ensure high standard of infrastructure provision for all communities including those areas of major new development.</li> <li>• Identification of current and future infrastructure expenditure and funding streams.</li> <li>• Project timescale monitoring</li> </ul> <p>To achieve this the group will:</p> <ul style="list-style-type: none"> <li>• Receive and review regular project progress reports from Project Managers and Project Delivery Leaders internally and externally to the Council(s)</li> <li>• Report project progress updates to the Joint Committee</li> <li>• Feedback updates, changes and amendments to project plans from the Joint Committee to the Project Managers</li> <li>• Consult with relevant community and other groups</li> </ul>
<b>5) Output</b>	<p>Bi Monthly project progress updates to Woking's Corporate Management Group          Reports to Joint Committee on CIL priorities</p>

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