



SURREY

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (GUILDFORD)

DATE: 22 JUNE 2016

**LEAD OFFICER: JOANNA LONG
COMMUNITY PARTNERSHIPS AND COMMITTEE OFFICER**

**SUBJECT: LOCAL COMMITTEE SUBSTITUTE MEMBERSHIP, TASK
GROUP MEMBERSHIP AND NOMINATIONS TO
PARTNERSHIPS**

DIVISION: ALL

SUMMARY OF ISSUE:

This paper addresses certain governance requirements to be considered by the committee on an annual basis and at the first municipal meeting of the year. Under Surrey County Council constitutional arrangements the Committee is required to agree if it shall accept substitute co-optee members to attend committee as directed by the Borough Council. Member task groups have been established to support the Committee in its work and membership and terms of reference are to be reviewed and agreed.

Finally, the Committee is invited to provide representation on local partnership bodies. This paper asks the Committee to consider membership of these groups for the new municipal year.

RECOMMENDATIONS:

The Local Committee (Guildford) agrees:

- (i) that there shall / shall not be substitute Borough Council co-optee membership for the municipal year 2016-17;
- (ii) the terms of reference for the two Task Groups as set out in **Annexes 1 and 2**;
- (iii) the nominated members and substitute members for the Transportation Task Group for the municipal year 2015-16;
- (iv) the nominated members for the Youth Task Group for the municipal year 2015-16;
- (v) To appoint nominees from the Local Committee to the local partnerships as set out in the report.

REASONS FOR RECOMMENDATIONS:

Good governance practice requires that the Committee reviews membership arrangements regularly to ensure that representation on the committee, task groups

and partnerships is fair and provides the best outcomes for the interests of Guildford borough residents.

1. INTRODUCTION AND BACKGROUND:

CO-OPTEE SUBSTITUTE MEMBERSHIP OF THE LOCAL COMMITTEE

- 1.1 Surrey County Council's Local Committees are constituted as Local Area Committees. There are ten County Councillors in the borough of Guildford and all are members of the Committee. Guildford Borough Council is invited annually to nominate ten Borough Councillors to sit on the committee as co-optee members.
- 1.2 The Surrey County Council constitution requires that the Committee consider annually and at the first meeting of the municipal year if the Borough Council may also nominate substitute co-opted members to attend in the place of one of the nominated co-optees should they so wish.

TRANSPORTATION TASK GROUP (TTG)

- 1.3 The Transportation Task Group comprises of members of the Committee who have been selected and nominated by the Committee. The TTG has no decision-making powers itself but provides advice and recommendations to the full Committee. The TTG has the flexibility to meet more regularly than the full Committee and to consider matters on a level of detail which is not always possible during the agendas of the formal meetings of the Local Committee. The recommendations and advice of the Task Group are reported to the full Local Committee for formal discussion and decision.
- 1.4 It is a requirement that the membership of the TTG is broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough. Its members are required to act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
- 1.5 Previously the Committee has resolved that the TTG membership should comprise of three members from each council. Additionally, membership will include the Local Committee Chairman and the Borough Lead Member for Infrastructure. In the light of this the TTG should comprise Cllr Keith Taylor as Chairman and Cllr Matt Furniss as Vice Chairman along with two other County Councillors and two Borough Councillors.
- 1.6 The Committee agreed to adopt an enhanced remit with items for consideration being brought by both Councils. The enhanced remit included parking, transportation and infrastructure. It is likely the work programme for the TTG will increase. Therefore, the Committee is asked to agree nominations for an additional substitute member of the TTG, one from each council.

- 1.7 The terms of reference reflecting the enhanced remit for the Local Committee can be found at **Annex 1** and the Committee is invited to confirm its approval of these for the year ahead.

YOUTH SERVICES TASK GROUP

- 1.8 The County Council has transformed the way that it commissions services for young people so that Local Committees play an important role in the process. The Local Prevention Framework is providing Local Committees with a resource to prevent young people from becoming NEET (not in education training or employment) or entering the youth justice system.
- 1.9 It was resolved at the meeting of the Committee on 22 June 2011 to create a task group to effectively monitor the process of identifying the needs of young people within the borough and advise the Local Committee on the appointment of a contractor to undertake prevention services. The Youth Services Task Group membership is formed of two County Councillors from the Local Committee and two Borough Councillors, as well as up to four young people co-opted either from the local youth council or nominated by the Youth Support Service or local youth centre.
- 1.10 The Local Committee is invited to confirm the continuation of the Youth Services Task Group for the coming year under the adopted terms of reference as attached at **Annex 2**.

MEMBERSHIP OF OUTSIDE BODIES

1.11 GUILDFORD HEALTH & WELL-BEING BOARD

The Board is a non-statutory partnership with a strategic membership and objective to focus public health and well-being priorities in the borough. Committee should nominate one representative to sit on the Board. This Group is convened by Guildford Borough Council.

1.12 SAFER GUILDFORD PARTNERSHIP

The Safer Guildford Partnership is a statutory partnership tasked with reducing crime and disorder in the community, as well as tackling negative perceptions of crime. The Committee should nominate one representative to sit on the Executive. This Group is convened by Guildford Borough Council.

2. ANALYSIS:

- 2.1 It is important for members to review the operating arrangements for the Committee and to be represented on local partnership groups and to ensure priorities and concerns are reflected.
- 2.2 Local Committee task groups are able to provide focus and additional consultation not possible within the formal committee framework.

3. OPTIONS:

- 3.1 The Committee may opt not to accept substitute members of the Borough Council to the Committee as is the current status or members may consider

that this decision will offer a degree of flexibility to co-opted members and may serve to broaden representation on the Committee.

3.2 The Committee may opt not to retain task groups and to instead process it's work programme as a full committee. However, retention of the task groups does provide more detailed processing and enables the number of Committee meetings to stay the same.

3.3 The Committee may opt not to nominate to other partnerships. However, there are strong crossovers between the work programmes of the partnerships and the Committee. In addition, representation can ensure that local priorities remain at the forefront of the partnerships agendas.

4. CONSULTATIONS:

4.1 All Local Committee members have been consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

5.1 There are no financial or value for money implications.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

6.1 There are no direct equality and diversity implications arising from this report..

7. LOCALISM:

7.1 Through balanced membership the Local Committee task groups seek to represent all communities in the borough.

7.2 Membership of outside partnerships ensures local priorities are considered and shared between the committee and other key partners.

8. OTHER IMPLICATIONS:

8.1 Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	Set out below.
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.

8.2 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.

8.3 Crime and Disorder implications

By ensuring that the Local Committee is represented on the partnership, the Local Committee will contribute to the success of the Safer Guildford Community Safety Partnership in addressing the local priorities for the reduction of crime and disorder in the borough of Guildford during 2016/17.

9. CONCLUSION AND RECOMMENDATIONS:

9.1 The Local Committee is invited to select membership of the task groups and representatives to outside bodies as detailed in this report.

The Local Committee (Guildford) agrees:

- (i) that there shall / shall not be substitute Borough Council co-optee membership for the municipal year 2015-16;
- (ii) the terms of reference for the two Task Groups as set out in **Annexes 1 and 2**;
- (iii) the nominated members and substitute members for the Transportation Task Group for the municipal year 2015-16;
- (iv) the nominated members for the Youth Task Group for the municipal year 2015-16;
- (v) to appoint nominees from the Local Committee to the local partnerships as set out in the report.

10. WHAT HAPPENS NEXT:

10.1 Nominated Guildford Borough Council substitute members will be advised of the Committee's decision.

10.2 Partners will be advised of the Local Committee's decisions.

10.3 Task group meetings will be convened throughout the year as the business requires.

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Consulted:

Members of Guildford Local Committee

Annexes:

Annexe 1 Transportation Task Group terms of reference
Annexe 2 Youth Task Group terms of reference

Sources/background papers:

None

Transportation Task Group Draft Terms of Reference 2016-17

General

1. The Transportation Task Group is a Task Group of the Guildford Local Committee. The Local Committee will:
 - (i) determine the role, appointees and lifespan of the Transportation Task Group
 - (ii) review the operation of the Transportation Task Group over the previous year
 - (iii) confirm the remit for the Task Group and make this remit available to all Members of the Committee.

2. The Task Group has no formal decision-making powers as a body, but exists to advise and to make recommendations to Guildford Local Committee. The areas of work that the Task Group may consider and provide advice to the Local Committee will include:
 - (i) On and off street parking and Park and Ride services and any surplus income arising from on-street parking available to the Local Committee.
 - (ii) The Community Infrastructure Levy (CIL) and the regulation 123 list along with other developer contributions.
 - (iii) Joint strategic and strategic highways and transportation matters including the development of a Local Transportation Strategy for the borough.
 - (iv) The Local Committee highways budget and Integrated Transport Schemes (ITS) and including monitoring progress as appropriate.
 - (v) As required by a Local Committee decision or advised by the Area Highways Manager the Task Group can consider and comment on the nature, extent and format of consultations on schemes.
 - (vi) The Task Group may consider and review in detail referrals made by the Local Committee e.g. matters related to local petitions, issues raised at local 'Cluster' meetings.
 - (vii) The Task Group may consider and advise the Local Committee on relevant matters referred to the Local Committee by the Guildford Surrey Board.

3. Recommendations to the Local Committee will be supported by a summary of the reasoning behind the Task Group's position and reflect any professional advice of the Area Highways Manager or appropriate officer(s).

4. Officers supporting the 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 Local Committee.

Operation

5. The Task Group will:
 - meet in private
 - develop an annual work programme

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- formally record its actions
- if appropriate respond to an officer report
- if appropriate submit its own report to the Local Committee or, alternatively, on a quarterly basis report to the Local Committee via the Area Highways Manager's update.

Membership & Governance

6. The Task Group will contain three county councillors and three borough councillors which will include the Chairman of Guildford Local Committee and the Borough Lead Member for Infrastructure.
7. The Task Group will be chaired by the Chairman of Guildford Local Committee.
8. Membership of the Transportation Task Group will be agreed by the full committee at the first meeting of the new municipal year. Other changes to the membership will either follow local elections or on the advice of the full committee.
9. Members of the Transportation Task Group may nominate another member of the Guildford Local Committee to attend the Task Group as a substitute in the event they are unable to attend a meeting. However, the balance of the representation as described in Item 6 and 11 will be retained. A list of substitutes will be agreed at the first municipal meeting.
10. All members sitting on the Task Group will be required to represent the interests of the borough as a whole rather than representing the interests of individual divisions or wards.
11. Members of the Task Group should broadly represent the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.
12. Meetings held in private will base an assumption that any Task Group documentation will be similarly confidential unless officers and members are instructed otherwise.

Draft Terms of Reference for the Youth Services Task Group**Objective**

The Local Committee agreed on the 22nd of 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 contain four appointees from the Local Committee - two county and two borough councillors. In addition the Task Group can invite 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:
 - A. Unless otherwise agreed, meet in private
 - B. Develop a work programme
 - C. Record actions
 - D. Report back to the Local Committee.
2. The Task Groups 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.