

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (ELMBRIDGE)

DATE: 27 June 2016



LEAD OFFICER: Cheryl Poole, Community Partnership & Committee Officer

SUBJECT: REPRESENTATION ON OUTSIDE BODIES and TASK GROUPS

DIVISION: All

SUMMARY OF ISSUE:

This report seeks to appoint Local Committee Members to outside bodies and task groups for the 2016/17 municipal year and seeks approval for terms of reference for the task groups.

RECOMMENDATIONS:

The Local Committee (Elmbridge) is asked to agree:

- (i) that the terms of reference of the Elmbridge Parking Task group, Esher Transport Study Member Task Group and the Walton to Halliford Transport Study Steering Group as set out in Annex A (i,ii,iii) be approved
- (ii) that the terms of reference 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 2.7.

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. The role of task group is now to oversee the Joint Youth Strategy and 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 A Walton to Halliford Transport Steering Group was agreed by the Elmbridge Local Committee in 2013. It is now acknowledged that it is an appropriate time for this group, which will include Spelthorne County and Borough Members, to start to consider the impacts of the Walton Bridge Project.
- 1.6 The establishment of an Esher Transport Study task group was agreed at the meeting of the Local Committee in March 2016.
- 1.7 Due to the success of the task groups it is recommended that they continue to operate in 2016/17.
- 1.8 Following corporate advice the Local Committee established terms of reference for the task groups. This report seeks Local Committee approval for the Terms of Reference for the Parking Task Group, the Esher Transport Study Member Task Group, the Walton to Halliford Transport Study Steering Group, the Youth Task Group and the Cycling Task Group in 2016/17. Please note that all task groups of the Local Committee have no formal decision-making powers, but make recommendations to the Local Committee.

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 Group), which meets as required 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 SCC

Local Committee Member, **Mrs Margaret Hicks**, 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 the SCC Local Committee Member, **Mr Peter Hickman**, is nominated and appointed to the Elmbridge Business Network.

2.3 **Parking Task Group**

It is proposed that four appointees from the membership of the Local Committee: two SCC Local Committee Members, normally the Chairman and Vice Chairman, and the two Co-opted Local Committee Members from Elmbridge Borough Council, are nominated and appointed to the Parking Task Group.

SCC members proposed: **Mrs Margaret Hicks** and **Mr Mike Bennison**
Elmbridge BC Co-opted Members: **to be confirmed**

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.

SCC Members proposed: **Mrs Margaret Hicks, Mrs Mary Lewis, Mr Ernest Mallett**
Elmbridge BC Members: **to be confirmed**

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.

SCC Members: **Mrs Margaret Hicks, Peter Hickman, Rachael I Lake,**
Elmbridge BC Members: **to be confirmed**

2.6 **Esher Transport Study Member Task Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Esher Transport Study Member Task Group.

SCC Members: **Mr Stuart Selleck, Mr Mike Bennison**
EBC Co-opted Member: **to be confirmed**

2.7 **Walton to Halliford Transport Study Member Steering Group**

It is proposed that two SCC Local Committee Member and one Co-opted Local Committee Member are nominated and appointed to the Walton to Halliford Transport Study Member Steering Group.

SCC Members: **Rachael I Lake, Mr Ramon Gray**
EBC Co-opted Member: **to be confirmed**

3. OPTIONS:

- 3.1 The Committee can confirm the task groups, their Membership 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.

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. 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.

6. 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. 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.

7.1 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.

8. CONCLUSION AND RECOMMENDATIONS:

- 8.1 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 and i,ii,iii, B and C are agreed
- The appointment of the Members to the various outside bodies and task groups as per 2.1 to 2.7 is agreed

9. WHAT HAPPENS NEXT:

9.1 The Members appointed to the various bodies and task groups will be invited to attend the upcoming meetings.

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.

Annex Ai**Parking Task Group: 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.

Esher Transport Study Member Task Group – Terms of Reference

1. The Task Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree the scope of the study, oversee its commissioning and decide a strategy for public engagement.
3. The results of the study will be reported back to the parent Local Committee.
4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Task Group Members will act in the interest of the study as a whole, rather than representing the interests of their divisions or wards.

Annex Aiii**Walton to Halliford Transport Study Steering Group – Terms of Reference**

1. The Task Group will contain three appointees from the membership of the Elmbridge Local Committee to the cross boundary group, (which will also include three Members of the Spelthorne Local Committee). The three will be made up of two County Councillors and one Borough Councillor.
2. The Task Group will oversee the Walton to Halliford Transport Study which will consider the impacts of the Walton Bridge Project including its impact on traffic flow, congestion, HGV movements and patterns of collisions.
3. The group will meet in private at appropriate times of the year.
4. The Task Group will report back and make recommendations to both the Elmbridge and Spelthorne Local Committees.

Youth Task Group: 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: Terms of Reference

Objective

The Local Committee agreed to set up a Cycling Task Group in February 2015 to develop the Elmbridge 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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