

SURREY COUNTY COUNCIL

LOCAL COMMITTEE (SURREY HEATH)

DATE: **30 June 2016**



LEAD OFFICER: **DAVID HALL,
COMMUNITY PARTNERSHIP AND COMMITTEE OFFICER**

SUBJECT: **LOCAL COMMITTEE TASK GROUP REPRESENTATION
2016/17**

DIVISION: **ALL**

SUMMARY OF ISSUE:

The Local Committee (Surrey Heath) is asked to review and agree the terms of reference and membership of task groups set by the Committee.

RECOMMENDATIONS:

The Local Committee (Surrey Heath) is asked to agree:

- (i) The terms of reference for the Youth Task Group as set out in Annex A, and the membership of this task group as set out in paragraph 2.4.
- (ii) The terms of reference for the Major Projects Task Group as set out in Annex B and the membership of this task group as set out in paragraph 2.7.
- (iii) The terms of reference for the Local Cycling Plan Task Group as set out in Annex C and the membership of this task group as set out in paragraph 2.10.
- (iv) The nominations to outside bodies as set out in paragraph 2.12 of this report.

REASONS FOR RECOMMENDATIONS:

The report contains an updated list of representatives on Task Groups and nominations to outside bodies.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Local Committee (Surrey Heath) has three current task groups. This report sets out the members who will sit on the groups.
- 1.2 The Local Committee (Surrey Heath) can appoint members of the Committee to Outside Bodies and there are three such groups which require nominations for the current year.

2. ANALYSIS:

Task Groups

- 2.1 Each year the Committee is asked to consider the work that would be considered at formal meetings and the relevant task groups that should be established to support the Committee in its work.

Surrey Heath Youth Task Group

- 2.2 In 2012-13, the Local Committee established a Surrey Heath Youth Task Group, to monitor and report back to the Local Committee on progress made against the Local Prevention Framework and Youth Small Grants. The membership of the Task Group was two County and two Borough Councillors.
- 2.3 The Committee is asked to re-establish the Youth Task Group, agree the membership (together with two agreed substitutes) and agree the terms of reference as set out in Annex A.
- 2.4 Membership of the Youth Task Group last year was: Denis Fuller (Chairman), Chris Pitt (Vice-Chairman), Valerie White and Rodney Bates. It is recommended that there be appointed two substitutes for this group: (Adrian Page for SCC and Rebecca Jennings-Evans for SHBC).

Surrey Heath Major Projects Task Group

- 2.5 In 2014-15, the Local Committee established a Major Projects Task Group, to monitor and report back to the Local Committee on major highways related projects. The membership of the Task Group was 3 County and 3 Borough Councillors.
- 2.6 The committee is asked to re-establish the Major Projects Task Group, agree the membership and agree the terms of reference as set out in Annex B.
- 2.7 Membership of the Major Projects Task Group last year was: David Ivison, Denis Fuller, Bill Chapman, Vivienne Chapman, Josephine Hawkins and Valerie White. Cllr Paul Ilnicki was also invited to attend any meetings with a focus on rail issues and SHBC Officers Jenny Rickard and Jane Ireland were also included.

Surrey Heath Local Cycling Plan Task Group

- 2.8 In 2015-16, the Local Committee established a Local Cycling Plan Task Group, to monitor and report back to the Local Committee on cycling related projects. .
- 2.9 The membership of the Task Group was 2 County and 2 Borough Councillors.
- 2.10 The Committee is asked to re-establish the Local Cycling Plan Task Group, agree the membership and agree the terms of reference as set out in Annex C.

2.11 Membership of the Local Cycling Plan Task Group last year was: David Ivison, Adrian Page, Paul Ilnicki and Rodney Bates.

Membership to Outside Bodies

2.12 The Local Committee can make appointments to various outside bodies. Members are asked to act as the Local Committee ambassador on the group, ensure that the local committee is informed of activities relevant to the work of the committee and report back on the achievements of the group on an annual basis.

2.13 The Committee is asked to agree the following appointments.

- Surrey Heath Partnership – Cllr Mike Goodman
- Surrey Heath Strategic Parking Group – Cllrs Ivison and Page
- Surrey Heath Youth Council Stakeholders Group – Denis Fuller

3. OPTIONS:

3.1 The Committee can confirm the task groups and nominations to outside bodies as set out above.

3.2 The Committee can make amendments to any of the recommendations in this report.

4. CONSULTATIONS:

4.1 Task Groups have been proposed in response to requests from Members in relation to the workload of the Committee.

4.2 The nominations set out above have been volunteered or been selected from amongst their peers to sit on the relevant 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 the current resources, and the task groups have no decision making powers.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

There are no specific equality and diversity implications arising from the recommendations.

7. LOCALISM:

8. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report

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

9. CONCLUSION AND RECOMMENDATIONS:

- 9.1 The Committee is asked to agree the membership and terms of reference for the Youth Task Group as set out in paragraph 2.4 and Annex A of this report.
- 9.2 The Committee is asked to agree the membership and terms of reference for the Major Projects Task Group as set out in paragraph 2.7 and Annex B of this report.
- 9.3 The Committee is asked to agree the membership and terms of reference for the Local Cycling Plan Task Group as set out in paragraph 2.10 and Annex C of this report.
- 9.4 The Committee is asked to agree the nominations to outside bodies as set out in paragraph 2.12 of this report.

10. WHAT HAPPENS NEXT:

- 10.1 Task groups will be established.

Contact Officer: David Hall, Community Partnerships and Committee Officer (Surrey Heath) 01276 800269

Consulted: Members and Surrey County Council officers have been consulted.

Annexes: Three

Sources/background papers: None

Annex A**Terms of Reference for the Surrey Heath Youth Task Group****Objective:**

The Local Committee agreed 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 up to six appointees from the Local Committee - three county and three borough councillors. In addition the Task Group can invite up to four young people and up to four local partners from the borough, all with equal status. The Task Group may also consult with other relevant members of the Committee.

General:

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.
1. 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.
 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 B

Major Schemes (Surrey Heath) Task Group – Terms of Reference

1. The Task Group will advise the Local Committee on the progress of the Major Schemes within Surrey Heath during the next two years and subject to obtaining funding, specifically but not exclusively on
 - A311/A30 Corridor Improvements (Meadows Gyratory) EM3 LEP Prioritised Scheme
 - Blackwater Better Connectivity (cross boundary) – EM3 Camberley Growth Package Bid
 - Camberley Sustainable Transport Package - – EM3 Camberley Growth Package Bid
2. Officers supporting this 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.
3. The Task Group will include three county councillors, (Chairman plus Surrey Heath Divisional Member(s)) and three borough councillors from the Local Committee. In addition the Task Group can invite up to two Officers from Surrey Heath Borough Council to attend, all with equal status. The Task Group may also consult with other relevant members of the Committee.
4. The role of the Task Group is primarily strategic. The Task Group members will act in the interests of the borough as a whole, rather than representing the interests of their divisions or wards.
5. The Task Group will take into account the results of previous and new consultations in determining future programmes.
6. Any 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 from officers.
7. The Task Group will meet in private, at appropriate times during the year (at a suitable time before a Local Committee) and actions from the meetings will be recorded.

Annex C

Terms of Reference for the Surrey Heath Local Cycling Plan Task Group

Remit

As part of the Surrey Transport Plan, the Surrey Cycling Strategy was approved by Cabinet in December 2013. The Strategy set out a role for Local Committees to oversee the development of Local Cycling Plans.

Surrey Heath Local Committee were asked to consider the establishment of a Local Cycling Plan task group to oversee the development of the Surrey Heath Local Cycling Plan.

The Task Group will develop for agreement by the Local Committee a programme for producing a Local Cycling Plan for Surrey Heath, setting out:

- Scope and priorities
- Data and information requirements
- Timetable for developing final recommendations to the committee

The Task Group will consider the aims and objectives of Hampshire County Council's Cycling Strategy and how this may impact on the content and priorities of the Surrey Heath Local Cycling Plan.

Membership

The Task Group will contain up to four appointees from the Local Committee – two county and two borough councillors.

The Task Group may also consult with other relevant members of the Committee.

General

The Surrey Heath Local Cycling Plan task group will bring recommendations to the Local Committee on the development of a Local Cycling Plan for Surrey Heath Borough.

Recommendations made to the Local Committee will be supported by a summary of the reasoning behind a task group's position and reflect and professional advice of officers.

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.

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