

## **ITEM 12 ANNEX A (iii)**

### **SPELTHORNE JOINT COMMITTEE TASK GROUPS: TERMS OF REFERENCE**

#### **GENERAL**

1. The Joint Committee will annually (at the first formal meeting after the beginning of the municipal year):
    - 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
    - determine the membership of each Task Group.
  2. Task Groups exist to advise the Joint Committee and will:
    - unless otherwise agreed, meet in private
    - unless otherwise agreed, treat as confidential any documentation made available for discussion
    - develop an annual work programme
    - formally record actions.
  3. Members of Task Groups will be given an opportunity at each meeting to declare relevant personal or prejudicial interests.
  4. Recommendations to the Joint Committee will be supported by a summary of the reasoning behind a Task Group's position and reflect any professional advice of officers.
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#### **Terms of Reference: Parking Task Group**

##### **Membership**

The Task Group will contain (four) appointees from the membership of the Joint Committee - two County and two Borough Councillors\* and officers from both authorities.

\*The Chairman of the Joint Committee can use his/her discretion to accept an additional Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

##### **General**

1. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Joint Committee.
  2. The Task Group will make recommendations to the Joint Committee on the way forward on Controlled Parking Zones.
  3. The Task Group will keep under review the agreement with the Borough Council, as required.
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## **Terms of Reference: Youth Task Group**

### **Objective:**

The Local Committee agreed on 11<sup>th</sup> July 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. This will continue under the Joint Committee.

### **Membership**

The Task Group will contain four appointees from the Joint Committee - two County and two Borough Councillors\* and officers from both authorities. It will also contain the Neighbourhood Police Inspector, two officers from the Borough Council and a representative from the voluntary sector. All full members have an equal say in Youth Task Group matters when making recommendations to the Joint Committee.

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 Joint Committee.

\*The Chairman of the Joint Committee can use his/her discretion to accept the two Borough Council nominations from the Borough Council Leader for councillors who are not on the Joint Committee.

### **General**

1. The Task Group shall exist to advise the Joint 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 Joint Committee
  2. The Task Group's function is to assist and advise the Joint 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 officers writing their report to the parent Joint Committee.
  4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the Joint Committee.
  5. The Task Group terms of reference and membership are to be reviewed and agreed by the Joint Committee annually.
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## **Terms of Reference: Transport Task Group (TTG)**

### **Membership**

The Transport Task Group will contain three appointees from the membership of the Joint Committee - two County and one Borough Councillor\* and officers from both authorities.

The Task Group's terms of reference and membership will be reviewed and agreed by the Joint Committee annually.

\*The Chairman of the Joint Committee can use his/her discretion to accept the one Borough Council nomination from the Borough Council Leader for a councillor who is not on the Joint Committee.

### **General**

1. The Task Group will make recommendations on any issues with regard to Highways and Transportation (other than parking for which there is a specific Task Group) to the Joint Committee.
  2. The Transport Task Group comprises of members of the Joint 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.
  3. The TTG has the flexibility to meet more regularly than the full Joint Committee and to consider matters on a level of detail which is not always possible during the agendas of the formal meetings of the Joint Committee.
  4. The recommendations and advice of the Task Group are reported to the full Joint Committee for formal discussion and decision.
  5. TTG members are required to act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
  6. The remit includes transportation and highway infrastructure; it is likely to focus on the detail of more significant projects and is currently facilitating the development of the Wider Staines STP (phase 1).
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## **Terms of Reference: Walton to Halliford Transport Study Steering Group**

### **Membership**

The Walton to Halliford Transport Study Steering Group will contain three appointees from the membership of the Spelthorne Joint Committee to the cross boundary group (which will also include three Members of the Elmbridge Local Committee and officers from local authorities).

The three Spelthorne members will be made up of two County Councillors and one Borough Councillor\*.

\*The Chairman of the Spelthorne Joint Committee can use his/her discretion to accept a Borough Council nomination from the Borough Council Leader, for a councillor who is not on the Joint Committee.

### **General**

1. 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.
  2. The group will meet in private at appropriate times of the year.
  3. The Task Group will report back and make recommendations to both the Spelthorne Joint Committee and the Elmbridge Local Committee.
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## **Terms of Reference: Community Infrastructure Levy Task Group**

### **1. Remit**

The Task Group is a Councillor/Officer group set up to work jointly and collaboratively to advise the Spelthorne Joint Committee on CIL generally and make recommendations on bids for CIL monies allocated to it by the Borough Council.

### **2. Membership of Task Group**

For Spelthorne Borough Council the following Councillor and officer representation will apply:

- Spelthorne Portfolio holder for Planning and Economic Development
- Assistant Head of Planning (Policy), Spelthorne
- Principal Planning Officer (Policy), Spelthorne

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

For Surrey County Council the following Councillor and Officer areas would be represented as required:

- County Councillor for a Spelthorne Division
- Spatial Planning
- Transport Policy
- Infrastructure Agreements
- School Commissioning

The Task Group will reserve the right to draw in representatives from other Borough and County service areas as required to assist it in its work.

### **3. Meetings**

As required to advise the Joint Committee and ensure effective and timely allocation of CIL monies.

### **4. Objectives**

**The Task Group objectives are:**

- To ensure overall programming of infrastructure projects agreed by the Joint Committee.
- To advise and recommend to the Joint Committee schemes that will have maximum benefits to the community.

**The Task Group will be responsible for:**

- Recommending projects to the Joint Committee which require CIL funding from resources allocated to it.
- Regular monitoring and reporting to the Joint Committee on the delivery of projects including revisions to timescales.
- Reporting to the Joint Committee after completion of each project.
- Identification of other current and future infrastructure expenditure and funding streams.

### **5. Output**

Regular project progress updates to the Joint Committee on CIL priorities and funding of projects.

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