



## OFFICER REPORT TO LOCAL COMMITTEE (REIGATE AND BANSTEAD)

### LOCAL COMMITTEE TASK GROUP REPRESENTATION

4 MARCH 2013

#### KEY ISSUES

The Local Committee's Local Sustainable Transport Fund Task Group terms of reference state that the Task Group will consist of three County and two Borough Councillors. A vacancy currently exists for a County Councillor.

#### SUMMARY

The Local Sustainable Transport Fund Task Group's terms of reference are attached as **Annex 1** and set out the membership for the Task Group.

#### OFFICER RECOMMENDATIONS

**The Local Committee (Reigate and Banstead) is asked to:**

- (i) Nominate a County Councillor to the Local Sustainable Transport Task Group for the remainder of 2012/13.

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<b>BACKGROUND PAPERS:</b>	Local Sustainable Transport Fund Task Group Terms of Reference

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

## **ANNEX 1**

### **LOCAL SUSTAINABLE TRANSPORT FUND TASK GROUP TERMS OF REFERENCE**

#### **Objective:**

The Local Committee (Reigate and Banstead) agreed on 5 December 2011 that a Local Sustainable Transport Fund Task Group be established to advise the Local Committee on the progress of the Local Sustainable Transport Fund during the year. It will achieve this through a process of monitoring and reviewing the current draft Local Sustainable Transport Fund programme and reviewing the results of public consultations prior to consideration by the Local Committee.

The Local Sustainable Transport Fund Task Group is established jointly with Reigate and Banstead Borough Council.

#### **Membership**

The Task Group will consist of five Members of the Local Committee; three County and two Borough Councillors, appointed by the Local Committee at its first meeting of the municipal year.

#### **General**

1. It is proposed to establish a Local Sustainable Transport Fund 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 draft work programme
  - C. Record actions
  - D. Report back to the Local Committee on progress
  
2. The Task Group's function is to advise the Local Committee on the progress of the Local Sustainable Transport Fund during the year. It will annually (at the first formal meeting after the beginning of the municipal year):
  - Determine the role and lifespan of the Task Group.
  - Review the operation of the Task Group over the previous year.
  - Agree criteria for consideration by the Task Group and make those criteria available to all Member of the Local Committee.
  
3. The Task Group will develop a draft programme to be recommended by the responsible officer to the Local Committee for approval.

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.

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