

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (EPSOM & EWELL)**

**DATE: 25 JUNE 2018**



**LEAD OFFICER: PARTNERSHIP COMMITTEE OFFICER**

**SUBJECT: REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES**

**DIVISION: ALL**

**SUMMARY OF ISSUE:**

This report seeks the approval of Local Committee task group members and the appointment of representatives to external bodies.

**RECOMMENDATIONS:**

**The Local Committee (Epsom & Ewell) is asked to agree:**

The membership of the task groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.7 and annex 1 of this report.

**REASONS FOR RECOMMENDATIONS:**

The report proposes local committee task group membership for the forthcoming year to enable the provision of informed advice and recommendations to the committee. The appointment of councillors of the Local Committee to external bodies enables the committee's representation on and input to such bodies

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Local committee task groups are established at the start of each municipal year. Membership of each task group is nominated and decided by councillors of the local committee. Representation on external bodies is similarly decided and is reviewed and agreed by local committee members annually. The proposed membership and terms of reference for the committee's task groups are contained in Annex 1 of this report. The committee is requested to make appointments to the external bodies and task groups, as detailed in paragraphs 2.1 to 2.7 of this report.

**2. ANALYSIS:**

- 2.1 The Committee are asked to consider appointing members to the following groups:

- 2.2 **The East Surrey Community Safety Partnership [ECSP].** Epsom & Ewell is part of the ECSP which also includes Mole Valley, Reigate & Banstead and

Tandridge and meets four times per year, once in each area. An overview of its responsibilities is attached as Annexe 1.

CSPs are a statutory requirement under the Crime and Disorder Act 1998 which established the principle that tackling crime should be a partnership matter and not solely the responsibility of the Police. They are required to work in partnership with a range of other local public, private, community and voluntary groups, and with the community itself. This approach recognises that opportunities to address the causes of crime and disorder and pursue the interventions required to deliver safe and secure communities lie with a range of organisations, groups and individuals working in partnership.

Bernie Muir was appointed as lead County Councillor for 2017-2018.

### 2.3 On Street Parking Task Group

The On Street Parking Task Group was established in December 2013. It meets several times a year and formally reports to the Local Committee on an annual basis providing information such as:

- On street parking enforcement operational report detailing achievements, problems and plans for the future.
- Financial information including an overview of the income and expenditure for the on street parking account and any recommendations for the use of surplus income.

The terms of reference for this Task Group are attached as Annexe A.

The current membership is:

County Councillors – John Beckett, Jan Mason, substitute Bernie Muir  
Borough Councillors – Neil Dallen, Michael Arthur substitute Tella Wormington

### 2.4 Major Schemes (Epsom & Ewell) Task Group

The task group enables members to have detailed discussions regarding the development of the schemes in the Borough. The Task Group will provide a steer to the progress of schemes. The Group has not met in 2017/18 as updates have been provided at informal meetings. It is not recommended to continue this Task Group in 2018/19.

The current membership of the Task Group is as follows:

County Councillors – John Beckett, Jan Mason and Tina Mountain  
Borough Councillors – Michael Arthur, Neil Dallen and Tella Wormington

It is proposed to replace this with a new **Major Schemes & Infrastructure Task Group (Epsom and Ewell)**. This group would be advised of the progress of the remaining elements of the Plan E work; assist with the development of the Borough's Infrastructure 123 List to support the Local Plan and review and update of the current Local Transport Strategy & Forward Programme for agreement by the Committee. It is suggested that the membership should be three County Councillors and three Borough

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Councillors from the Local Committee. The terms of reference of the Task Group will be finalised at the first meeting.

## 2.5 Epsom/Banstead STP Task Group

The Epsom/Banstead STP Task Group was established to support the development of schemes for the project and reporting process through the Local Committee cycle. An update on current progress is included in the Highways Update report on this agenda. The scheme is currently on hold and it is not recommended to make appointments to this Task Group currently unless the position changes.

The current membership of the Task Group is as follows: Eber Kington, John Beckett substitute Michael Arthur

## 2.6 Epsom & Ewell Early Help Advisory Board

To bring together a partnership in each borough or district invested in developing a coherent local early help offer and manage the successful delivery of this offer. By coming together the partners will hold a collective responsibility for decisions and support the successful delivery of this offer. Two committee members **Cllrs Mrs Jan Mason, Neil Dallen and Lucie Dallen** were appointed at the March 2018 meeting to sit on the Early Help Advisory Board for the remainder of 2016/17 and 2017/18, to provide member input into local discussions and a link back to the committee.

## 2.7 Borough Council Joint Infrastructure Group

Epsom & Ewell Borough Council have been operating the Community Infrastructure Levy (CIL) since 1<sup>st</sup> July 2014.

As part of the governance regime for the allocation of strategic monies the Borough has established a Joint Infrastructure Group made up of their Head of Planning, three Borough Members and two County Members to determine the Borough's Infrastructure Delivery Plan priorities and to make recommendations as regards the allocation of strategic CIL receipts.

John Beckett, Jan Mason substitute Tina Mountain if substitutes are permitted are the Committee's current nominations to sit on the Group.

### **3. OPTIONS:**

- 3.1 The committee can confirm the task groups and the corresponding terms of reference as set out in the report. Alternatively, it can establish new task groups, or dispense with previous task groups. If a new task group is established, provisional terms of reference should be agreed.
- 3.2 The committee can either make the appointments to external bodies, as set out within the report, or amend these appointments.

### **4. CONSULTATIONS:**

- 4.1 Local committee member views are being sought on the nominations for representatives on external bodies and on the membership of local committee task groups.

**5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

5.1 None.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

6.1 There are no direct equalities or diversity implications. However, through its membership of external bodies, the County Council can help to ensure that local services are accessible to harder to reach groups.

**7. LOCALISM:**

7.1 Membership of task groups and representation on external bodies allows local councillors to consider, recommend and influence policies and services in response to local residents' needs.

**8. OTHER IMPLICATIONS:**

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	Set out below
Sustainability (including Climate Change and Carbon Emissions)	No significant implications.
Corporate Parenting/Looked After Children	No significant implications.
Safeguarding responsibilities for vulnerable children and adults	No significant implications.
Public Health	No significant implications

8.1 Crime and Disorder implications

The county council's membership of local CSPs helps ensure the achievement of its community safety priorities.

**9. CONCLUSION AND RECOMMENDATIONS:**

9.1 The Committee are asked to consider the membership of Task Groups and appointments to outside bodies.

**10. WHAT HAPPENS NEXT:**

The relevant bodies and officers supporting Task Groups will be notified of the names of those members appointed.

**Contact Officer:**

Mrs Nicola Morris, Partnership Committee Officer, Telephone 03456 009 009

**Consulted:**

Local committee members.

**Annexes:**

Annex 1 – Task Groups and Membership of External Bodies

**Sources/background papers:**

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

Not applicable.

## **SCC LOCAL COMMITTEE (EPSOM & EWELL)**

**Annex 1**

### **TASK GROUPS AND MEMBERSHIP OF EXTERNAL BODIES**

#### **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.

### **East Surrey Community Safety Partnership**

#### **Purpose**

**To provide strategic leadership to reduce crime and disorder through effective partnership working and to deliver measurable results across the area.**

This will be achieved through the:

- Production of an annual strategic assessment to identify key crime & disorder issues across the ESCSP area.
- Development of a rolling 3-year ES Community Safety Plan with measurable outcomes.
- Robust monitoring of progress against Aims & Objectives.

#### **Strategic Vision**

***“Working together to keep East Surrey safe”***

#### **Aims**

- To promote integration of Community Safety priorities into mainstream policies and services.

- To ensure the strategic vision is translated into real change for East Surrey.
- To reduce alcohol and drug related harm and to reduce re-offending.
- To encourage closer collaborative working on shared concerns.
- To increase community reassurance through co-ordinated awareness-raising campaigns.
- To provide a voice for East Surrey at the Surrey Community Safety Board.
- To identify funding opportunities and lead on relevant funding submissions.
- To contribute to and support the delivery of relevant County-wide strategies.

**Terms of Reference for the On Street Parking Task Group**

1. The task group will consist of 4 members, 2 County and 2 Borough Councillors) and be supported by officers from E&E BC and SCC.
2. Task group members may appoint substitutes (either county or borough)
3. The Task Group will advise and make recommendations as appropriate to the Local Committee and Borough Council - it has no formal decision-making powers.
4. The Task Group will meet in private.
5. The Task Group will keep a record of its actions.
6. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement and the use of any surplus income.
7. Officers supporting a Task Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.
8. The Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.

**Epsom Banstead Sustainable Transport Package (STP) joint Member Task Group**

1. The Task Group will advise the Epsom & Ewell and Reigate & Banstead Local Committees on the progress of the Epsom Banstead STP scheme within both boroughs during the next two years and subject to obtaining funding next year.
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 consist of a total of four appointed Members. This should include two Members from each Borough Council Local Area Committee. One Member will be elected as Task Group Chair by the group.

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.

### **Epsom & Ewell Early Help Advisory Board**

These terms of reference are intended to provide some direction for Local Early Help Advisory Boards recognising they will evolve in slightly different ways but with a core defined purpose.

#### **Scope**

The scope of the Local Early Help Advisory Board is the local implementation of the early help delivery model.

#### **Purpose**

To bring together a partnership in each borough or district invested in developing a coherent local early help offer and manage the successful delivery of this offer. By coming together the partners will hold a collective responsibility for decisions and support the successful delivery of this offer.

#### **Key responsibilities**

- Have strategic oversight of the co-ordination and effectiveness of the local early help offer.
- Provide support and challenge to the development of the local early help offer
- Support the development of a joined up local plan which prioritises early help needs and outcomes
- Work collectively with local operational networks to implement a local plan
- Maintain an oversight of the development and effectiveness of the Local Family Partnership
- Support the development of local early help commissioning plans and participate in commissioning processes to deliver a local joined up early help offer
- Work locally to identify gaps in provision regarding early help and to identify and mitigate against risks
- Support the practitioners' networks including co-ordinating training and development opportunities in accordance with local need
- Help capture the voice of families, children and young people
- Communicate with key local stakeholders outside of the meeting to raise awareness of the local early help offer and developments.
- Update the Early Help Transformation Programme Delivery Group via the Strategic Leads for Young People and Families, escalating any risks as required.
- Provide an annual report to the local or joint committee on early help.

### **Chair**

Each Local Early Help Advisory Board will appoint an appropriate chair from their membership.

### **Ways of working**

- Meeting agendas will be agreed by the Chair and the Families Service Manager
- Agendas will be circulated to members of the Local Early Help Advisory Board prior to the meeting
- If it is not possible for a member to attend, they should nominate a substitute representative to attend with delegated authority to make decisions on behalf of their organisation.
- Minutes of this meeting will be kept by the Families Service Manager and agreed by members of the group
- Members will provide updates to the board on actions and key developments in their area

### **Frequency of Meetings and Venues**

Meetings will be held at least quarterly at suitable venues across the borough or district.

### **Meeting Membership**

The membership of boards will vary across boroughs and districts, however there are some core principles for the membership of each board:

- Membership should be as local as possible and key local partners should be represented to ensure they can be consulted with and are involved in making decisions.
- Members need to be able to represent the broad views of the key delivery groups and be able to speak on their behalf about good practice and local need.
- Members need to impact on the establishment and delivery of early help rather than measure accountability
- With any Surrey County Council representation it should be considered whether they are required as a core member or if discussions could take place outside of the meeting (e.g. Families Service representation should be limited to the borough Families Service Manager)
- There should not be more than 15 members to allow for effective discussion and decision making

Representation should consider:

- Borough or district council
- Secondary education
- Primary education
- Children's Centre
- Two elected representatives from the local/joint committee
- Police
- Health
- Job Centre Plus
- Housing
- Voluntary, Community, Faith Sector

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- Young people
- Parent groups

This should not be seen as exhaustive

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