

**SURREY COUNTY COUNCIL
JOINT COMMITTEE (RUNNYMEDE)**



DATE: 18 JULY 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 Joint Committee task group members and the appointment of representatives to external bodies.

RECOMMENDATIONS:

The Joint Committee (Runnymede) is asked to agree:

- (i) The membership of the task groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.6 and Appendix 1 of this report.

REASONS FOR RECOMMENDATIONS:

The report proposes joint 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 Joint Committee to external bodies enables the committee's representation on and input to such bodies

1. INTRODUCTION AND BACKGROUND:

- 1.1 Joint 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 joint 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 2.6 of this report.

2. ANALYSIS:

- 2.1 The Committee is asked to consider appointing members to the following groups:
- 2.2 **Runnymede Community and Safety Partnership**
One representative on the Community Safety Partnership executive for

Runnymede for 2018-19.
Nominated member from Joint Committee: **Peter Taylor**.

2.3 Parking Task Group

RBC recommend that the Joint Committee defer appointment to the Parking and Resident Engagement Task Groups in order to align with the review of member task/ working groups currently being undertaken by the Borough Council.

2.4 Runnymede 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. and support the successful delivery of this offer.

Nominated members from Joint Committee: **Mary Angell, Jim Broadhead**.

2.5 Resident Engagement Task Group

RBC recommend that the Joint Committee defer appointment to the Parking and Resident Engagement Task Groups in order to align with the review of member task/ working groups currently being undertaken by the Borough Council.

2.6 Royal Holloway College / Englefield Green parking group

Nominated members from Joint Committee: **Marissa Heath, Alan Alderton**.

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 Joint committee member views are being sought on the nominations for representatives on external bodies and on the membership of joint 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:

Area assessed:	Direct Implications:
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 is asked to consider the membership of Task Groups and appointments to outside bodies.

10. WHAT HAPPENS NEXT:

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

Contact Officer:

Gregory Yeoman, Partnership Committee Officer, Telephone 01483 517530

Consulted:

Local committee members.

Appendices:

Appendix 1 – Task Groups and External Bodies – principles and terms of reference

Sources/background papers:

Not applicable.

TASK GROUPS AND EXTERNAL BODIES – PRINCIPLES AND TERMS OF REFERENCE

TASK GROUP PRINCIPLES

1. The Joint 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 Joint 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 Joint Committee.
 - A Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.

BACKGROUND

The Runnymede Joint Committee may appoint Task Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Runnymede Joint Committee.

ON STREET PARKING TASK GROUP
TERMS OF REFERENCE

1. The Task Group will contain four appointees from the membership of the Joint Committee: two County and two Borough Councillors.
2. The Task Group will advise and make recommendations to the Joint Committee - it has no formal decision-making powers.
3. The Task Group will, unless otherwise agreed, meet in private.
4. The Task Group will keep a record of its actions.

5. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement.
6. 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 Joint Committee.

The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.

EARLY HELP ADVISORY BOARD **TERMS OF REFERENCE**

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. These terms of reference are currently draft and will be agreed by the end of July, following initial meetings of Local Early Help Advisory Boards.

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

- Young people
- Parent groups

This should not be seen as exhaustive

RESIDENT ENGAGEMENT TASK GROUP **TERMS OF REFERENCE**

The Resident Engagement Task Group is a Task Group of the Runnymede Local Committee. The Terms of Reference and membership of the Task Group, which exists to advise the Runnymede Local Committee, are agreed annually by the Committee.

Role:

The Task Group will work with officers to explore ways of improving resident engagement with the Local Committee.

Functions:

To consider:

- Ways of increasing public attendance at the Local Committee
- Ways of increasing the number of questions and petitions
- How to increase the number of social media followers/likes
- Improving and managing engagement with residents associations and local societies
- Any other relevant functions as determined by the Task Group or Local Committee

Membership:

The Task Group will include two county councillors and two borough councillors.

Operation of the Task Group:

- The Task Group will advise and make recommendations as appropriate to the Local Committee and borough council - it has no formal decision-making powers.
- The Task Group will meet in private and keep a record of its actions.
- Officers supporting the Task Group will give due consideration to the Task Group's reasoning and recommendations prior to the officer writing their report to the Local Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.
- The Task Group will remain aware of the work streams of the other Task Groups and Sub-Committees to ensure appropriate linkages and manage overlap.

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