

SURREY COUNTY COUNCIL**LOCAL COMMITTEE (ELMBRIDGE)****DATE: 10 JUNE 2019****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 (Elmbridge) is asked to agree:

- (i) The membership of the task groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.10 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 2.10 of this report.

2. ANALYSIS:

- 2.1 The Committee are asked to consider appointing members to the following groups:
- 2.2 **Elmbridge Community and Safety Partnership**
The Elmbridge Community and Safety Partnership sets and monitors work towards achieving the aims of the Elmbridge Community Safety Action Plan. It

currently meets three times a year and has two working groups, JAG (Joint Action Group), which meets as required and CHARMM (Community Harm and Risk Management Meetings), which meet monthly. A County Councillor Member is required, **Mr John O'Reilly** was the representative in 2018/19.

- 2.3 **Elmbridge Old Person's Advisory Body** – Meets three times per year with a range of partners attending. **Mr Ernest Mallett** was the representative in 2018/19.

2.4 **Parking Task Group**

It is proposed that two SCC Local Committee Members, normally the Chairman and Vice Chairman, and two Members from Elmbridge Borough Council are nominated and appointed to the Task Group.

2018/19 SCC members: **Mr John O'Reilly** and **Dr Peter Szanto**

2018/19 Elmbridge BC Members: **Cllr Andrew Davis** and **Cllr Ian Donaldson**

When agenda items at the Parking Task Group refer to one particular division, the relevant ward and divisional Members will also be invited to the meeting.

2.5 **Cycling and Walking Task group**

It is proposed that three SCC Local Committee Members and three Members of Elmbridge Borough Council are nominated and appointed to the Task Group.

2018/19 SCC Members: **Mr John O'Reilly, Rachel I Lake, vacancy**

2018/19 EBC members: **Cllr Andrew Davis, Cllr Ian Donaldson and Cllr Janet Turner**

2.6 **Esher Transport Study Member Task Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Task Group.

2018/19 SCC Members: **Mr Tim Oliver, Dr Peter Szanto**

2018/19 EBC Co-opted Member: **Cllr David Archer**

2.7 **Brooklands Transport Study Member Steering Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Steering Group.

2018/19 SCC Members: **Mr Tim Oliver, Mr John O'Reilly**

2018/19 EBC Co-opted Member: **Cllr Peter Harman**

2.8 **Hinchley Wood Schools Road Safety Improvements Member Task Group**

It is proposed that two SCC Local Committee Members and one Co-opted Local Committee Member are nominated and appointed to the Task Group. This group will steer the CIL funded work.

2018/19 SCC Members: **Mr Mike Bennison, Mr Nick Darby**

2018/19 EBC Members: **Cllr Janet Turner**

2.9 **Elmbridge Early Help Advisory Board**

Early Help Advisory Boards (EHAB) were set up in 2017, as part of the county council's Early Help offer and at that time two members of the Local Committee were appointed to each local board, **Cllrs Mrs Mary Sheldon** and

Dr Peter Szanto. Membership of the EHAB was previously reviewed on an annual basis.

- 2.10 In February 2019 the county council replaced Early Help with its new Family Resilience practice model and consequently the role of the EHABs is currently under review. No changes will be made to Local Committee appointments to the EHABs until after this review has been completed.

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:

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 are 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:

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:

Not applicable.

SCC LOCAL COMMITTEE (ELMBRIDGE)**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.

Parking Task Group: Terms of Reference

1. The Task Group will contain (four) appointees from the membership of the Local Committee: (two) County and (two) Borough Councillors identified in such a way as to ensure adequate geographical coverage of the Borough. It is practice in Elmbridge to appoint the Chairman and Vice-Chairman of the Local Committee. The Task Group may also consult with the relevant Divisional Member.

2. The Task Group will consider on-street parking matters and make recommendations to the Local Committee about periodic reviews of parking restrictions.

3. The Task Group will report to the Local Committee any surplus income arising from the operation of Civil Parking Enforcement (CPE).

4. The Task Group can make recommendations to the Local Committee for any surplus income to be used for projects within the task group's remit.

5. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.

6. The Task Group will keep under review the agreement with the Borough Council as required.

7. Relevant borough councillors can make recommendations to the Parking Task Group when roads in their wards are under review.

Esher Transport Study Member Task Group – Terms of Reference

1. The Task Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree the scope of the study, oversee its commissioning and decide a strategy for public engagement.
3. The results of the study will be reported back to the parent Local Committee.
4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Task Group Members will act in the interest of the study as a whole, rather than representing the interests of their divisions or wards.

Brooklands Transport Study Member Steering Group – Terms of Reference

1. The Steering Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree the scope of the study, oversee its commissioning and decide a strategy for public engagement.
3. The results of the study will be reported back to the parent Local Committee.
4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Steering Group Members will act in the interest of the study as a whole, rather than representing the interests of their divisions or wards.

Hinchley Wood Schools Road Safety improvements Member Task Group

1. The Task Group will contain three appointees from the membership of the Local Committee: two County Councillors and one Borough Councillor identified in such a way as to ensure appropriate geographical coverage in the Borough.
2. The initial actions of the group will be to agree a package of measures to improve safety in Claygate Lane and Manor Road North, by providing among other things improved pedestrian and cycling facilities.
3. The group will report progress back to the Local Committee together with any recommendations pertinent to the Local Committee's constitutional powers – for example to seek approval to advertise statutory notices to be able to construct different elements of the project.

4. The group will meet in private at appropriate times of the year.
5. The role of the group is primarily strategic. The Task Group Members will act in the interest of the project as a whole, rather than representing the interests of their divisions or wards.

CYCLING TASK GROUP: TERMS OF REFERENCE

Objective

The Local Committee agreed to set up a Cycling Task Group in February 2015 to develop the Elmbridge Cycling Plan and advise the Local Committee on cycling issues.

Membership

The Cycling Task Group will be made up of three County Councillors and an equal number of Borough Councillors, nominated by Elmbridge BC. A representative from the Elmbridge Cycling Forum will be invited to join. It may also consult with other relevant Local Committee Members, set up additional workshops and invite relevant stakeholders to participate as required.

General

The Cycling Task Group shall exist to advise the Local Committee and make recommendations to its parent Committee; it has no formal decision-making powers.

The Task Group:

- will oversee the production of a Cycling Plan
- develop a work programme
- unless otherwise agreed, meet in private
- 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 and other relevant committees.
- can, should it so wish, respond to an officer report and submit their own report to the Local Committee.
- the terms of reference and membership will be reviewed annually, at the first Local Committee meeting of the new municipal year

Elmbridge 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
- Young people
- Parent groups

This should not be seen as exhaustive

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