

**GUILDFORD BOROUGH COUNCIL and
SURREY COUNTY COUNCIL**



**GUILDFORD
BOROUGH**

JOINT COMMITTEE (GUILDFORD)

DATE: 3 JULY 2019

LEAD OFFICER: GREGORY YEOMAN, COMMUNITY PARTNERSHIP 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 (Guildford) 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 Annexes 1 and 2 of this report.

REASONS FOR RECOMMENDATIONS:

Good governance practice requires that the Committee reviews membership arrangements regularly to ensure that representation on the committee, task groups and partnerships is fair and provides the best outcomes for the interests of Guildford borough residents.

1. INTRODUCTION AND BACKGROUND:

- 1.1 Joint committee task groups are established at the start of each municipal year, and existing groups are reviewed. 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 joint committee members annually. The proposed membership and terms of reference for the committee's task groups are contained in Annex 1 of this report; Annex 2 details the Safer Guildford Partnership terms of reference. 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 is asked to consider appointing members to the following groups:

Infrastructure Delivery and Transportation Task Group (IDT)

- 2.2 The Infrastructure Delivery and Transportation Task Group (IDT) is comprised of members of the Committee who have been selected and nominated by the Committee. The IDT has no decision-making powers itself but provides advice and recommendations to the full Committee. The IDT has the flexibility to meet more regularly than the full 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. The recommendations and advice of the Task Group are reported to the full Joint Committee for formal discussion and decision.
- 2.3 The membership of the IDT has traditionally been broadly representative of the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough. Its members are required to act in the interests of the borough as a whole, rather than representing the interests of their divisions and wards.
- 2.4 Previously the Committee had resolved that the IDT membership should be comprised of three members from each council. Additionally, membership has included the Joint Committee Chairman and the Borough Lead Member for Infrastructure.
- 2.5 Nominations for membership in 2019/20 are:
County: Cllr David Goodwin, Cllr Matt Furniss, Cllr Julie Iles
Borough: Cllr Chris Blow
- 2.6 Parking and Air Quality Task Group
The Parking and Air Quality Task Group will contain the Chairman and Vice-Chairman of Guildford Joint Committee and three borough and three county councillors.
- 2.7 Nominations for membership in 2019/20 are:
County: Cllr Matt Furniss, Cllr Fiona White, Cllr Graham Ellwood.
Borough: Cllr Susan Parker, Cllr Bob McShee

MEMBERSHIP OF OUTSIDE BODIES

- 2.8 Local 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 area Local/Joint Committee were appointed to each local board. Membership of the EHAB was previously reviewed on an annual basis along with LC/JC member representation on task groups and other external bodies.

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 LC/JC appointments to

the EHABs until after this review has been completed. The current appointment to the Guildford EHAB is Angela Goodwin (Borough Cllr David Wright was appointed in 2018/19 but was not re-elected in May 2019).

2.9 Guildford Health and Well-Being Board

The Board is a non-statutory partnership with a strategic membership and objective to focus public health and well-being priorities in the borough. Committee should nominate one representative to sit on the Board. This Group is convened by Guildford Borough Council.

Nominations to act as joint committee representative for 2019/20 are:
Cllr Fiona White and Cllr Ruth Brothwell.

2.10 Safer Guildford Partnership

The Safer Guildford Partnership is a statutory partnership tasked with reducing crime and disorder in the community, as well as tackling negative perceptions of crime. The Committee should nominate one representative to sit on the Executive. This Group is convened by Guildford Borough Council.

The proposed representative for 2019/20 is Matt Furniss.

3. OPTIONS:

- 3.1 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 The costs of the recommendations in this report are contained within existing revenue budgets. Early scrutiny of local organisations will help to achieve better value for money for the Committee's funding.

6. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 6.1 There are no direct equalities or diversity implications.

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 recommendations contained in this report are intended to achieve better value for money through projects that help to achieve the County's community safety priorities.

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:

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Consulted: Joint committee members.

Annexes:

Annex 1 – Task Groups Terms of Reference
Annex 2 – Safer Guildford Partnership Executive Terms of Reference

Sources/background papers:

Not applicable.

Item 14 - REPRESENTATION ON TASK GROUPS AND EXTERNAL BODIES

Annex 1 – Task Groups Terms of Reference

Transportation Task Group Draft Terms of Reference 2018-19

General

1. The Transportation Task Group is a Task Group of the Guildford Local Committee. The Local Committee will:
 - (i) determine the role, appointees and lifespan of the Transportation Task Group
 - (ii) review the operation of the Transportation Task Group over the previous year
 - (iii) confirm the remit for the Task Group and make this remit available to all Members of the Committee.

2. The Task Group has no formal decision-making powers as a body, but exists to advise and to make recommendations to Guildford Local Committee.
The areas of work that the Task Group may consider and provide advice to the Local Committee will include:
 - (i) On and off street parking and Park and Ride services and any surplus income arising from on-street parking available to the Local Committee.
 - (ii) The Community Infrastructure Levy (CIL) and the regulation 123 list along with other developer contributions.
 - (iii) Joint strategic and strategic highways and transportation matters including the development of a Local Transportation Strategy for the borough.
 - (iv) The Local Committee highways budget and Integrated Transport Schemes (ITS) and including monitoring progress as appropriate.
 - (v) As required by a Local Committee decision or advised by the Area Highways Manager the Task Group can consider and comment on the nature, extent and format of consultations on schemes.
 - (vi) The Task Group may consider and review in detail referrals made by the Local Committee e.g. matters related to local petitions, issues raised at local 'Cluster' meetings.
 - (vii) The Task Group may consider and advise the Local Committee on relevant matters referred to the Local Committee by the Guildford Surrey Board.

3. 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 of the Area Highways Manager or appropriate officer(s).

4. Officers supporting the 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.

Operation

5. The Task Group will:
 - meet in private
 - develop an annual work programme
 - formally record its actions
 - if appropriate respond to an officer report
 - if appropriate submit its own report to the Local Committee or, alternatively, report to the Local Committee via the Area Highways Manager's update.

Membership & Governance

6. The Task Group will contain three county councillors and three borough councillors which will include the Chairman of Guildford Local Committee and the Borough Lead Member for Infrastructure.
 7. The Task Group will be chaired by the Chairman of Guildford Local Committee.
 8. Membership of the Transportation Task Group will be agreed by the full committee at the first meeting of the new municipal year. Other changes to the membership will either follow local elections or on the advice of the full committee.
 9. Members of the Transportation Task Group may nominate another member of the Guildford Local Committee to attend the Task Group as a substitute in the event they are unable to attend a meeting. However, the balance of the representation as described in Item 6 and 11 will be retained. A list of substitutes will be agreed at the first municipal meeting.
 10. All members sitting on the Task Group will be required to represent the interests of the borough as a whole rather than representing the interests of individual divisions or wards.
 11. Members of the Task Group should broadly represent the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough.
 12. Meetings held in private will base an assumption that any Task Group documentation will be similarly confidential unless officers and members are instructed otherwise.
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Parking and Air Quality Working Group Draft Terms of Reference 2018-19

General

13. The Parking and Air Quality Working Group is a Working Group of the Guildford Joint Committee. The Joint Committee will:
 - (iv) determine the role, appointees and lifespan of the Working Group
 - (v) review the operation of the Working Group over the previous year
 - (vi) confirm the remit for the Working Group and make this remit available to all Members of the Joint Committee.
14. The Working Group has no formal decision-making powers as a body, but exists to advise and to make recommendations to the Guildford Joint Committee. The areas of work that the Working Group may consider and provide advice to the Joint Committee within the remit of the Guildford Joint Committee Constitution, Section 2, B Delegated Powers will include:

Decisions in relation to Parking:

Executive Functions

- (a) To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders (TROs) relating to on-street parking controls (Section 2, B, (iii), (b))
- (b) Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Highways Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (Section 2, B, (iii), (e))

Advisory Functions

- (c) Review and influence the parking strategy (via the Parking Business Plan) and any new proposals for on and off street parking and enforcement (Section 2, B, Advisory Functions (vi))

Decisions in relation to Air Quality:

Executive Functions

- (d) Approval of an overarching Air Quality Policy/Strategy and individual Air Quality Management/Action Plans relating to the borough of Guildford (Section 2, B, (v))
15. Recommendations to the Joint Committee will be supported by a summary of the reasoning behind the Working Group's position and reflect any professional advice of the appropriate Borough Council and/or County Council officer(s).
16. Officers supporting the Working 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 Joint Committee.

Operation

17. The Working Group will:

- meet in private
- develop an annual work programme
- formally record its actions
- if appropriate respond to an officer report
- if appropriate submit its own report to the Joint Committee or, alternatively, report to the Joint Committee via the Area Highways Manager's update.

Membership & Governance

18. The Working Group will contain the Chairman and Vice-Chairman of Guildford Joint Committee and 3 borough and 3 county councillors.

19. The Working Group will be chaired by the Vice-Chairman/Chairman of Guildford Joint Committee.

20. Membership of the Working Group will be agreed by the full committee at the first meeting of the new municipal year. Other changes to the membership will either follow local elections or on the advice of the full committee.

21. All members sitting on the Working Group will be required to represent the interests of the borough as a whole rather than representing the interests of individual divisions or wards.

22. Members of the Working Group should broadly represent the Committee as a whole, both politically and in terms of balance between the urban and rural areas of the borough where possible.

23. Meetings held in private will base an assumption that any Working Group documentation will be similarly confidential unless officers and members are instructed otherwise.
