

**GUILDFORD BOROUGH COUNCIL and
SURREY COUNTY COUNCIL**



**GUILDFORD
BOROUGH**

JOINT COMMITTEE (GUILDFORD)

DATE: 1 JULY 2020

LEAD OFFICER: GREGORY YEOMAN, COMMUNITY PARTNERSHIP OFFICER

SUBJECT: MEMBERSHIP OF WORKING GROUPS AND EXTERNAL BODIES

DIVISION: All

SUMMARY OF ISSUE:

This report seeks the approval of joint committee working group members and the appointment of representatives to external bodies.

RECOMMENDATIONS:

The Joint Committee (Guildford) is asked to agree:

- (i) The membership of the working groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.8.

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 working groups are established at the start of each municipal year, and existing groups are reviewed. Membership of each working 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 working 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 2.8 of this report.

2. ANALYSIS:

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

Infrastructure Delivery and Transportation Working Group (IDT)

- 2.2 The Infrastructure Delivery and Transportation Working 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 Working 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 2020/21 are:
County: Cllr Matt Furniss*, Cllr David Goodwin*, Cllr Julie Iles*, Cllr Keith Taylor*.
Borough: Cllr Joss Bigmore, Cllr George Potter*, Cllr John Rigg, Cllr Paul Spooner*.
(* = continuing member)
- 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.

Nominations for membership in 2020/21 are:

County: Cllr Matt Furniss*, Cllr David Goodwin, Cllr Keith Taylor*, Cllr Keith Witham.

Borough: Cllr Bob McShee*, Cllr Susan Parker*, Cllr John Rigg, Cllr Caroline Reeves.

(* = continuing member)

MEMBERSHIP OF OUTSIDE BODIES

- 2.7 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.

The proposed joint committee representative for 2020/21 is:

Cllr Fiona White*
(* = continuing representative)

2.8 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 2020/21 is:
Cllr Matt Furniss*
(* = continuing member)

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 were 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:

Gregory Yeoman, Partnership Committee Officer, Guildford, 07968 832390
gregory.yeoman@surreycc.gov.uk

Consulted: Joint Committee members.

Annexes:

Annex 1 – Working Groups Terms of Reference

Annex 2 – Safer Guildford Partnership Executive Terms of Reference

Sources/background papers:

Not applicable.

Item 14 - REPRESENTATION ON WORKING GROUPS AND EXTERNAL BODIES

Annex 1 – Working Groups Terms of Reference

Infrastructure Delivery and Transportation Working Group Draft Terms of Reference 2020-21

General

1. The Infrastructure Delivery and Transportation Working Group is a Working Group of the Guildford Joint Committee. The Joint Committee will:
 - (i) determine the role, appointees and lifespan of the Infrastructure Delivery and Transportation Working Group
 - (ii) review the operation of the Infrastructure Delivery and Transportation Working Group over the previous year
 - (iii) confirm the remit for the Working Group and make this remit available to all Members of the Committee.
2. The Working Group has no formal decision-making powers as a body, but exists to advise and to make recommendations to 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 Highways and Infrastructure delivery:

Executive Functions

- a. The allocation of the SCC highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements and highway maintenance within the Committee's area including the scope to use a proportion of either budget to facilitate local highways initiatives. (SCC) (Section 2, B, iii, a)
- b. To agree local speed limits on County Council roads within its area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy. (SCC) (Section 2, B, iii, c)
- c. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC). (Section 2, B, iii, d)
- d. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Highways Manager has

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chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (SCC). (Section 2, B, iii, e)

- e. To consider applications for stopping up a highway under section 116 of the Highways Act 1980 when, following the consent of GBC and any relevant Parish Council, unresolved objections have been received during the period of statutory public advertisement, and to decide whether the application should proceed to the Magistrates' Court (SCC). (Section 2, B, iii, f)
- f. Jointly agreeing a statement of priority for the delivery of infrastructure described in the GBC Infrastructure Delivery Plan and informed by the GBC Regulation 123 list, to meet the need and mitigate the effect of development in the GBC local authority area and to discuss and propose strategies for securing any additional funding necessary for that delivery. (GBC) (Section 2, B, iv)

Advisory Functions

- g. Be informed in relation to the prioritisation of proposed and planned infrastructure schemes or developer funded highway improvements within Guildford. (SCC/GBC) (Section 2, B, Advisory Functions, iv)
 - h. Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Guildford. (SCC) (Section 2, B, Advisory Functions, v)
3. 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 GBC and/or SCC officer(s).
 4. Officers supporting the Working Group will consult the Group on items within its remit where appropriate and will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Joint Committee.

Operation

5. 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

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

7. The Working Group will be chaired by the Vice-Chairman/Chairman of Guildford Joint Committee.
 8. 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.
 9. 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.
 10. 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.
 11. Meetings held in private will base an assumption that any Working 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 2020-21

General

12. 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.
13. 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))
14. 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).
 15. 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

16. 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

17. The Working Group will contain the Chairman and Vice-Chairman of Guildford Joint Committee and 3 borough and 3 county councillors.
18. The Working Group will be chaired by the Vice-Chairman/Chairman of Guildford Joint Committee.
19. 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.
20. 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.
21. 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.

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