



WOKING JOINT COMMITTEE

DATE: 20 JUNE 2018

LEAD OFFICER: JESS EDMUNDSON, PARTNERSHIP COMMITTEE OFFICER (SCC)
SUE BARHAM, STRATEGIC DIRECTOR (WBC)

SUBJECT: APPOINTMENT TO JOINT COMMITTEE TASK GROUPS

AREA: WOKING

SUMMARY OF ISSUE:

The Joint Committee is asked to agree establishment, terms of reference and membership of its Task Groups.

RECOMMENDATIONS:

Woking Joint Committee is asked to agree:

- (i) The terms of reference for the following (as set out in Annex 1):
 - a. Health and Wellbeing Task Group
 - b. Community Safety Task Group
 - c. Parking Task Group
 - d. Infrastructure Working Group
- (ii) The County Councillor and Borough Councillor appointments to the following:
 - a. Health and Wellbeing Task Group (up to 2 County and 2 Borough)
 - b. Community Safety Task Group (up to 2 County and 2 Borough)
 - c. Parking Task Group (up to 2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Infrastructure Working Group (One County, One Borough)
 - e. Early Help Advisory Group (2 councillors)

REASONS FOR RECOMMENDATIONS:

The Task Groups will enable the Joint Committee to carry out its functions in an efficient and expedient manner.

1. INTRODUCTION AND BACKGROUND:

- 1.1 The Joint Committee is asked to consider the Task Groups which should be established to support its work during the year.
- 1.2 For 2018/19 the Joint Committee is being asked to agree the terms of reference of Task Groups considering Community Safety, Health and Wellbeing, Parking, and Infrastructure, all of which will be advisory groups with the decision making remaining with the Joint Committee. The terms of reference for the recommended task groups are set out in Annex 1. In addition, the Committee is asked to nominate up to two councillors to be appointed to the Early Help Advisory Board, for which the Terms of Reference are to be finalised by the end of July 2018. The draft version is included.

2. ANALYSIS:

- 2.1 The Joint Committee is asked to agree the terms of reference as set out in Annex 1 and the County Councillors and Borough Councillors to be appointed to the task groups and the Early Help Advisory Board.

3. OPTIONS:

- 3.1 The Committee can confirm the task groups (and corresponding terms of reference) set out within the report and annex 1, consider new sub committees or task groups, or not have any sub committees or task groups. If an additional sub committee or task group is established, provisional terms of reference should be agreed.
- 3.2 Non-committee members may be appointed to any of the task groups by agreement by the Chairman of the Joint Committee and Chairman of the particular task group.

4. CONSULTATIONS:

- 4.1 The task groups have been requested to help manage the workload of the Committee.
- 4.2 Relevant offices from Surrey County Council, Woking Borough Council and partner agencies have been consulted.

5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:

- 5.1 There are no specific financial implications arising from the recommendations. Work to support the recommendations will be undertaken within current resources.

6. RISK MANAGEMENT:

- 6.1 There are no significant risk management implications arising from this report.
- 6.2 The Task Groups are advisory groups, and therefore make recommendations to the Joint Committee where decisions are taken in accordance with the agreed standing orders.

7. LOCALISM:

- 7.1 The establishment of task groups enables officers to draw upon the local knowledge of County and Borough Councillors and partners, ensuring that specific local needs and priorities are considered.

8. EQUALITIES AND DIVERSITY IMPLICATIONS:

- 8.1 There are no specific equalities and diversity implications arising from the recommendations.

9. OTHER IMPLICATIONS:

Area assessed:	Direct Implications:
Crime and Disorder	Set out below.
Sustainability (including Climate Change and Carbon Emissions)	No significant implications arising from this report
Corporate Parenting/Looked After Children	No significant implications arising from this report
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report
Public Health	Set out below.
Human Resource/Training and Development	No significant implications arising from this report

9.1 Crime and Disorder implications

The role of the Community Safety Task Group is to advise the joint committee in relation to community safety issues across the borough. As such it will promote crime prevention to maintain the low levels of crime and disorder, and promote reassurance - to involve the public and work with all communities to reduce the fear of crime and provide people with a sense of safety and reassurance.

9.2 Public Health implications

The Health and Wellbeing Task Group will advise the joint committee in relation to health and wellbeing issues across the borough.

10. CONCLUSION AND RECOMMENDATIONS:

- 10.1 The Committee is asked to agree the terms of reference and membership of the task/working groups to enable the Joint Committee to carry out its functions in an efficient and expedient manner.

- 10.2 Working Joint Committee is asked to agree:

- i) The terms of reference for the following (as set out in Annex 1):
 - a. Health and Wellbeing Task Group
 - b. Community Safety Task Group
 - c. Parking Task Group

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- d. Infrastructure Working Group
- ii) The County Councillor and Borough Councillor appointments to the following:
 - a. Health and Wellbeing Task Group (up to 2 County and 2 Borough)
 - b. Community Safety Task Group (up to 2 County and 2 Borough)
 - c. Parking Task Group (up to 2 County and 2 Borough plus Chairman and Vice Chairman)
 - d. Infrastructure Working Group (One County, One Borough)
 - e. Early Help Advisory Group (2 councillors)

11. WHAT HAPPENS NEXT:

- 11.1 Meetings of the task groups will be scheduled. The Task Groups will meet in private, and Members will be advised of the dates in due course.
- 11.2 Terms of reference and appointments will remain as agreed until the first meeting of the Joint Committee in the new municipal year, when the Joint Committee will next be asked to review the terms of reference and membership.

Contact Officer:

Jess Edmundson, Partnership Committee Officer, Surrey County Council 01932 794079

Consulted:

Joint Committee members, relevant officers in Surrey County Council and Woking Borough Council, Woking Neighbourhood Inspector, NW Surrey CCG.

Borough Portfolio Holder

Councillor Beryl Hunwicks
Councillor David Bittleston

County Council Cabinet Member

Ms Denise Turner-Stewart

Annexes:

Annex 1 – Terms of Reference of:

- Health and Wellbeing Task Group
- Community Safety Task Group
- Parking Task Group
- Infrastructure Working Group
- Early Help Advisory Board

Sources/background papers: