

Health and Wellbeing Task Group Terms of Reference

The Health and Wellbeing Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

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

Functions:

1. To develop, monitor and review a local plan for improving outcomes for health and wellbeing in Woking within the framework of the Countywide Health and Wellbeing Strategy and provide updates and make recommendations to the Joint Committee as appropriate.
2. To encourage and guide integrated working between key organisations, and other partnership arrangements including community safety and family support programme, to provide oversight and ownership of actions to improve health and wellbeing in Woking.
3. To identify funding opportunities to support the aims of the local action plan.
4. To provide, as appropriate, updates and linkages to the County Health and Wellbeing Board and other appropriate groups.

Membership:

The Task Group will comprise the following representation:

- Up to four councillors (up to two from the County Council and two from the Borough Council)
- NW Surrey Clinical Commissioning Group (CCG)
- Surrey and Borders Partnership Trust

Advisory officers:

1. Surrey County Council Public Health
2. Surrey County Council Adult Social Care Locality Team
3. Surrey County Council Children's Service – North West
4. Woking Borough Council Strategic Director
5. Woking Borough Council Environmental Health

Other representatives may be invited to attend the sub-committee on an adhoc basis at the discretion of the Chairman. These could include:

- CAB
- Children's Centres
- Community Development Workers
- Community safety
- Cornerhouse
- Education
- Housing
- Mosque/Woking People of Faith
- Woking Asian Business Forum
- Youth organisations

Chairman:

The Chairman of the Task Group will be nominated by the members of the Task Group.

Operation of the Task Group:

- The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:
 - Unless otherwise agreed meet in private
 - Develop a work programme and receive verbal/brief written updates as appropriate
 - Record actions
 - Report back to the Joint Committee.
- Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the joint committee. Draft reports will be considered by the Health and Wellbeing Task Group in advance of them going to the Joint Committee, where available.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.
- The Task Group will meet up to 3 times a year and meetings will be held during the day.
- The Task Group will remain aware of the work streams of the other Task Groups to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

Community Safety Task Group Terms of Reference

The Community Safety Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Community Safety Task Group will assist and advise the joint committee in relation to community safety issues across the borough.

Functions:

1. To assess local community safety issues, prepare an outcome focused community safety partnership plan setting out the priorities and planned responses to address these issues, and recommend this plan for approval to Woking Joint Committee
2. To monitor actions taken to implement the Community Safety Partnership Plan via a quarterly report and provide updates, as appropriate, to Woking Joint Committee
3. To act as an advisory body for community safety issues on behalf of the Woking Joint Committee
4. To monitor spend against the delegated community safety funding
5. To provide, as appropriate, updates to the countywide Community Safety Board, and consider recommendations arising from it.

Membership:

The Task Group will comprise the following representation:

- Up to four councillors (up to two from the County Council and two from the Borough Council)
- Surrey Police
- Surrey and Sussex Probation
- NW Surrey Clinical Commissioning Group (CCG)
- Surrey Fire and Rescue Borough Commander
- Woking Borough Council Community Safety Officer
- Surrey County Council Community Safety Team
- The Office of the Police and Crime Commissioner (ad hoc)

Chairman:

The Chairman of the Task Group will be nominated by the members of the Task Group.

Operation:

- The Task Group shall exist to advise the Joint Committee. It has no formal decision making powers. The Task Group will:
 - Unless otherwise agreed meet in private
 - Develop a work programme and receive verbal/brief written updates as appropriate

- Record actions
- Report back to the Joint Committee.
- Officers supporting the Task Group will consult the Group and will give due consideration to the group's reasoning and recommendations prior to the officer writing their report to the joint committee. Draft reports will be considered by the Community Safety Task Group in advance of them going to the Joint Committee, where available.
- The Task Group can, should it so wish, respond to an officer report and submit its own report to the joint committee.
- The Task Group will meet up to 3 times a year and meetings will be held during the day.
- The Task Group will remain aware of the work streams of the other Task Groups to ensure appropriate linkages and manage overlap.

Responsibilities of Attendees:

- Ensure all papers are read in advance.
- Provide a consistent representative from each organisation.

Parking Task Group Terms of Reference

The Parking Task Group is a Task Group of Woking Joint Committee. The Terms of Reference and membership of the Task Group, which exists to advise Woking Joint Committee, are agreed by Woking Joint Committee at the first meeting of each new municipal year.

Role:

The Task Group will work with officers to advise Woking Joint Committee on any issues with regard to parking controls and civil parking enforcement, and discuss any proposals that require a decision through the Joint Committee.

Functions:

To consider:

- The operation of on and off street parking controls and all aspects of Civil Parking Enforcement across the Borough
- The effectiveness of any new restrictions introduced
- Requests for additional or amended parking restrictions.
- Use of any surplus income for decision at the Joint Committee.
- To review the effectiveness of the discounted residents season ticket initiative as appropriate.
- Consideration of parking capacity on and off street within the borough.
- To consider the parking impacts of the school expansion programme in Woking.

Membership:

The Task Group may include up to two county councillors and two borough councillors. The Chairman and Vice-Chairman of the Woking Joint Committee may also attend.

Operation of the Task Group:

- The Task Group will advise and make recommendations as appropriate to the Woking Joint 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 Joint Committee.
- The Task Group can, should they so wish, respond to an officer report and submit their own report to the Joint Committee.
- The Task Group will remain aware of the work streams of the other Task Groups to ensure appropriate linkages and manage overlap.

Infrastructure Working Group Terms of Reference

1) Remit	The infrastructure working group is a joint Member and Officer consultative and working group set up to work jointly and collaboratively on infrastructure capacity, infrastructure requirements, infrastructure related to development and infrastructure delivery across the Borough, using CIL or other funding streams.
2) Membership of Group	<p>Portfolio Holder for Planning, WBC WBC Member representative SCC Member representative (the above to include representation from the two main political parties also)</p> <p>Development Manager, Woking BC Planning Policy Manager, Woking BC Deputy Chief Executive, Woking BC</p> <p>For Surrey CC the following areas would be represented as required: Spatial Planning Transport Policy Infrastructure Agreements School Commissioning Economic Development Property Services</p> <p>The group will reserve the right to seek representation from other borough and county service areas as required.</p>
3) Meetings	Bi-monthly and more frequently as and when required.
4) Aim of the group	<ul style="list-style-type: none"> • To meet the challenge of aligning infrastructure delivery to development coming forward on the back of the Core Strategy, • To deliver the infrastructure requirements of the Core Strategy as amplified in the Infrastructure Delivery Plan. • To facilitate delivery of the schemes identified in the CIL Regulation 123 list. • To coordinate with other infrastructure providers including utility companies. <p><u>Objectives</u></p> <p>The working group objectives are:</p> <ul style="list-style-type: none"> • to provide a co-ordinated and consistent response to delivery of the infrastructure set out in policies of the Core Strategy;

	<ul style="list-style-type: none"> • to ensure that overarching infrastructure delivery mechanisms are secured; • to advise the Joint Committee on the Reg 123 List schemes and their priority, in delivery terms, to ensure maximum benefit to the community <p>To achieve the team will responsible for;</p> <ul style="list-style-type: none"> • Programme management • Coordination of projects Monitoring and delivery of project priorities and targets • Performance chasing • Regular upward reporting to the Joint Committee both during and after delivery of each project • Working up of implementation plans • Identification of opportunities for using current and future council assets, co-location of services / facilities and influencing investment decisions to ensure high standard of infrastructure provision for all communities including those areas of major new development. • Identification of current and future infrastructure expenditure and funding streams. • Project timescale monitoring <p>To achieve this the group will:</p> <ul style="list-style-type: none"> • Receive and review regular project progress reports from Project Managers and Project Delivery Leaders internally and externally to the Council(s) • Report project progress updates to the Joint Committee • Feedback updates, changes and amendments to project plans from the Joint Committee to the Project Managers • Consult with relevant community and other groups
<p>5) Output</p>	<p>Bi Monthly project progress updates to Woking’s Corporate Management Group Reports to Joint Committee on CIL priorities</p>

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 Family Hubs
- 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
- Family Hub representation
- Job Centre Plus
- Housing
- Voluntary, Community, Faith Sector
- Young people
- Parent groups

This should not be seen as exhaustive

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