

## **Woking Joint Committee Health and Wellbeing Task Group Terms of Reference (Updated Sept 2019)**

The Health and Wellbeing Task Group is a Task Group of the Woking Joint Committee. The Terms of Reference and membership of the task group are agreed by Woking Joint Committee at the start of the municipal year. The Health and Wellbeing Task Group now incorporates the function of the Early Help Advisory Board.

### **Role:**

The Health and Wellbeing task Group will assist and advise the Joint Committee in relation to improving the health and wellbeing of all our residents across the Borough.

### **Functions:**

1. To develop, implement, monitor and review a local plan for improving health and wellbeing outcomes in Woking which is consistent with the Surrey Health and Wellbeing Strategy, whilst retaining a local (place) context.
2. The Task Group shall ensure robust communication with key stakeholder organisations, to ensure that the implementation of the plan is working in integration with community partners and the wider Surrey Heartlands Integrated Care System.
3. To provide updates and make recommendations to the Woking Joint Committee and via them to the Surrey Health and Wellbeing Board.
4. To identify areas of health and wellbeing need, using population level data to provide a targeted approach to services.
5. To reduce the health and wellbeing inequalities between different areas and populations within our borough.
6. To ensure that the Early Help Offer is integrated within the health and wellbeing plan, with links to the Family Centres, Family Support Programme, Youth Offer and the Family Information Service.
7. To support the streamlining of provision of services with our partner organisations, e.g. health, social care, mental health, faith and voluntary sectors.
8. Promote the reduction and elimination of barriers to care and support.
9. Identify areas of funding to support the implementation of the local plan.
10. Promote self- help and independence of residents.
11. Ensure that the Marmott principles of 'Health in All Policies' is incorporated so that the Wider Determinants of Health are considered within the relevant committees in the Council, and considered as good practice and business as usual.

### **Membership:**

The task Group will comprise the following representation:

- Up to 4 councillors (up to 2 from SCC and 2 from WBC)

**Previous Joint Committee Membership (appointed Nov 2020)**

Cllr Deborah Hughes – to be replaced by Cllr Ellen Nicholson

**Cllr Melanie Whitehand - NO LONGER ON JC**

Cllr Liz Bowes

Cllr Saj Hussein

- North West Surrey Clinical Commissioning Group (NWS CCG)
- Mental Health Services, Surrey and Borders Partnership (SaBP)
- NWS Integrated Care Partnership (NWS ICP)
- Family Centre lead
- Education representative
- Domestic Abuse representative
- WBC officer support;
  1. Family Services
  2. Health and Wellbeing

Other representation may be invited to attend the Task Group on an ad hoc basis at the discretion of the Chairman.

**Chairman:**

The Chairman of the Task Group for each Municipal Year will be elected by the Councillors appointed to the Task Group at its first meeting of the new Municipal Year.

**Operations of the Task Group:**

- The Task Group shall exist to advise the Woking Joint Committee. It has no formal decision making powers. The Task Group will:
  - ✓ Meet in private, unless otherwise agreed.
  - ✓ Develop a work programme that links directly to the implementation of the local plan.
  - ✓ Receive verbal/ brief written updates as appropriate.
  - ✓ Record actions and maintain an action log.
  - ✓ Report back to the Joint Committee
- Officers supporting the Task Group will consult the Group prior to the submission of any officer report to the Joint Committee.
- The Task Group will meet 6 times per year. The meetings will be held during the normal working day in respect to the non Council representatives.
- The Task Group will ensure that they are aware of the work of the other Task Groups to provide appropriate links and manage overlap/ gaps.

**Responsibilities of Attendees:**

- Ensure papers are read in advance of the meetings.
- Ensure that any actions they are responsible for are completed and fed back to the Group.
- Ensure that the work of the Group is fed back to their own organisations and promote integration and understanding of services across the system
- If unable to attend a meeting, to send a deputy, or at least a report of any actions from the last meeting that they own.

## **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 (adhoc)

### **PREVIOUS MEMBERSHIP (appointed Nov 2020)**

Community Safety Task Group

- i) Cllr Deborah Hughes
- ii) Cllr Simon Ashall
- iii) Mr Saj Hussain
- iv) Cllr Graham Chrystie – NO LONGER ON JC

**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.

## **Woking Joint Committee Community Infrastructure Levy (CIL) Task Group Terms of Reference – 2020/21**

The Community Infrastructure Levy 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 Infrastructure Levy (CIL) Task Group will assist and advise the Joint Committee in relation to CIL Community Funding Bids across the borough and to agree the funding of small applications.

### **Functions:**

To determine applications submitted by Ward Councillors to use CIL money to deliver community infrastructure projects. The Sub-Group should be able to determine applications outside Joint Committee meetings and approve applications up to the value of £10,000.

6. To monitor spend against the community infrastructure levy funds available in each area

### **Membership:**

The Task Group will comprise the following representation:

- A minimum of three and a maximum of six councillors (with representation from the County Council and the Borough Council)
- Task Group will be served by Woking Borough Council Planning Policy Manager and Partnership and Committee Officer (Surrey Heath and Woking)

### **CURRENT MEMBERSHIP (volunteered Nov 2020)**

Community Infrastructure Levy Task Group

i) Cllr Amanda Boote - SCC

ii) Cllr Liz Bowes - SCC

iii) Cllr Melanie Whitehand – WBC – **CHAIR (Dec 2020) – NOT ON JC**

iv) Cllr Graham Chrystie – WBC – NOT ON JC

v) Cllr Gary Elson – WBC – NOT ON JC

vi) Cllr Ann-Marie Barker - WBC

### **Chairman:**

The Chairman of the Task Group will be nominated and agreed by the members of the Task Group to serve for a period of one year from June to May. A chair can be re-elected as many times as Members of the Task Group wish to do so.

### **Operation:**

The Task Group shall exist to agree small funding bids and advise the Joint Committee of the expenditure. The Task Group will:

- Unless otherwise agreed meet in private
- Record actions and clear reasons for acceptance or rejection of bids
- Report back to the Joint Committee.

The Task Group will meet up to 10 times a year and meetings will be held during the day. Meetings are currently set for the first Monday of each month (except Jan and Aug).

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 clear reasons for any objections.
- Consider all the details before them before agreeing bids.
- Ask for further information or for clarity on any bid if required.

## **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.

### **PREVIOUS MEMBERSHIP - (appointed Nov 2020)**

Parking Task Group

i) Chair

ii) Vice Chair

iii) Cllr Will Forster

iv) Cllr Tahir Aziz

v) Cllr Colin Kemp

vi) Cllr Liam Lyons – NOT A JC MEMBER BUT WAS INVITED ONTO GROUP

### **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.

[www.woking.gov.uk](http://www.woking.gov.uk)  
[www.surreycc.gov.uk/woking](http://www.surreycc.gov.uk/woking)

## Infrastructure Working Group Terms of Reference

<b>1) Remit</b>	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.
<b>2) Membership of Group</b>	<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><b>PREVIOUS MEMBERSHIP (appointed Nov 2020)</b> Infrastructure Working Group i) Cllr Ayesha Azad ii) Cllr Simon Ashall</p> <p style="color: red;"><b>BOTH STILL ON JC - BUT MIGHT WANT CHAIR OF JC ON THIS?</b></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>
<b>3) Meetings</b>	Bi -monthly and more frequently as and when required.
<b>4) Aim of the group</b>	<ul style="list-style-type: none"> <li>• To meet the challenge of aligning infrastructure delivery to development coming forward on the back of the Core Strategy,</li> <li>• To deliver the infrastructure requirements of the Core Strategy as amplified in the Infrastructure Delivery Plan.</li> <li>• To facilitate delivery of the schemes identified in the CIL Regulation 123 list.</li> </ul>



	<ul style="list-style-type: none"> <li>To coordinate with other infrastructure providers including utility companies.</li> </ul> <p><b><u>Objectives</u></b></p> <p>The working group objectives are:</p> <ul style="list-style-type: none"> <li>to provide a co-ordinated and consistent response to delivery of the infrastructure set out in policies of the Core Strategy;</li> <li>to ensure that overarching infrastructure delivery mechanisms are secured;</li> <li>to advise the Joint Committee on the Reg 123 List schemes and their priority, in delivery terms, to ensure maximum benefit to the community</li> </ul> <p>To achieve the team will responsible for;</p> <ul style="list-style-type: none"> <li>Programme management</li> <li>Coordination of projects Monitoring and delivery of project priorities and targets</li> <li>Performance chasing</li> <li>Regular upward reporting to the Joint Committee both during and after delivery of each project</li> <li>Working up of implementation plans</li> <li>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.</li> <li>Identification of current and future infrastructure expenditure and funding streams.</li> <li>Project timescale monitoring</li> </ul> <p>To achieve this the group will:</p> <ul style="list-style-type: none"> <li>Receive and review regular project progress reports from Project Managers and Project Delivery Leaders internally and externally to the Council(s)</li> <li>Report project progress updates to the Joint Committee</li> <li>Feedback updates, changes and amendments to project plans from the Joint Committee to the Project Managers</li> <li>Consult with relevant community and other groups</li> </ul>
<b>5) Output</b>	<p>Bi Monthly project progress updates to Woking's Corporate Management Group</p> <p>Reports to Joint Committee on CIL priorities</p>

