

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 well-being 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 June 2021)

- i. Cllr Ellen Nicholson
- ii. Cllr Riasat Khan
- iii. Cllr Liz Bowes
- iv. 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 Working 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 June 2021)

Community Safety Task Group

i) Cllr Deborah Hughes - NO LONGER ON JC

ii) Cllr Simon Ashall - NO LONGER ON JC

iii) Mr Saj Hussain

iv) Cllr Will Forster

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 (appointed June 2021)

Community Infrastructure Levy Task Group

- i) Cllr Amanda Boote - SCC
- ii) Cllr Liz Bowes - SCC
- iii) Cllr Colin Kemp - WBC
- iv) Cllr Josh Brown - WBC
- v) Cllr Ayesha Azad - SCC
- 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.