

# SCRUTINY REVIEW TERMS OF REFERENCE



## ECONOMIC REGENERATION TASK GROUP

### SECTION ONE – THE SCRUTINY REVIEW

#### Scrutiny Review Topic:

The support of the Woking community during the economic downturn.

#### Topic Raised by:

Councillor I Johnson/Councillor R A Sharp

#### Date Raised:

23 February 2009

#### Purpose of Review:

To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.

#### Rationale of Review:

To achieve measures which will reduce the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking and maximise development opportunities over the period leading to economic recovery.

### SECTION TWO - THE TASK GROUP

#### Membership Of Task Group:

Name:	Title
Councillor M A Ali	
Councillor D C Coulson	
Councillor B K Cross	
Councillor G W Elson	
Councillor I Johnson	
Councillor G Preshaw	
David Johnson	Corporate Strategy Manager
Becky Ramsey	Member Services Officer (Overview and Scrutiny)

#### Responsibilities of Members:

Name:	Responsibilities
Councillor M A Ali	
Councillor D C Coulson	

Councillor B K Cross	
Councillor G W Elson	
Councillor I Johnson	
Councillor G Preshaw	
David Johnson	Lead Officer
Becky Ramsey	Coordination and support of the Task Group.

#### General Responsibilities

Members of the Task Group will be expected to gain the views of Councillors/Officers/other representatives with a view to reporting those views to the Task Group.

Members of the Task Group may also be charged with specific areas to research and report back on to the Task Group.

Members of the Task Group may be expected to present proposals to the Overview and Scrutiny Committee and, where necessary, prepare written reports.

Substitutes may be appointed when necessary.

### SECTION THREE - THE SCRUTINY REVIEW PROCESS

#### Methodology/Approach

The Task Group to meet on a regular basis to consider options for assisting the community during the economic downturn, such options to include, but not be limited to, increased investment in infrastructure, the support of voluntary organisations and the provision of services.

#### Sources of Information/Evidence:

The members of the Task Group to seek information and reports from Officers of the Council and from any external bodies it deems necessary. This may include examples of initiatives undertaken by local authorities in Surrey and beyond.

#### Consultation Exercises:

The members of the Task Group to consider whether to undertake consultation in support of the objectives.

#### Witness/Expert Participation:

The Task Group to invite the participation of relevant experts, including Officers of the Council and representatives from the voluntary and business communities. The members of the Task Group to review regularly the need for external representation on the Task Group.

#### Site Visits:

Potential site visits to be raised by the members of the Task Group during the review period. Sites for consideration to include community organisations, local businesses and sites of potential development.

#### Resource Requirements:

The majority of the meetings of the Task Group will be held in the meeting rooms of the Civic Offices. Other venues may be proposed by members of the Task Group.

#### Risk Analysis:

There are risks arising from the work of the Task Group. The key risk will be the potential of raising expectations in the community. This will need to be managed carefully, as will the public perception of any proposals brought forward. The Task Group may wish to consider working closely with the local press in order to draw attention to the proactive approaches being taken by the Borough.

Any proposals considered by the Task Group will need to take account of available resources, the community impact and the short-, medium- and long-term implications.

### SECTION 4 - SCRUTINY REVIEW COMPLETION

#### Reporting Process:

The members of the Task Group will be responsible for reporting on a regular basis to the Overview and Scrutiny Committee. Any proposals arising from the work of the Task Group will need to be reported to the Council's Executive following consideration by the Overview and Scrutiny Committee.

The members of the Task Group to identify key reporting dates.

#### Monitoring of Outcomes:

The members of the Task Group to monitor the outcome of any proposals taken forward by the Council. Regular reports to be submitted to the Overview and Scrutiny Committee.

#### Anticipated Completion Date:

It is not considered that an anticipated completion date can be identified. It is likely that the work of the Task Group will continue during the economic downturn.

#### Draft Report Deadline:

Initial report to be made to the Overview and Scrutiny Committee on 30 March 2009, setting out the Terms of Reference and Membership.

#### Meeting Frequency:

Initial frequency of meetings to be set at four to six week intervals, to be reviewed by the Task Group.

Dates of Meetings:	<p>Wednesday, 25 March 2009.</p> <p>Monday, 27 April 2009</p>
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Further Information:
<p>The establishment of the Task Group was discussed at Council on 23 February 2009 following a proposal by Councillors I Johnson and R Sharp. The Council agreed that the establishment of the Task Group would be taken forward as a matter of urgency, the membership to be bi-partisan and agreed by the Group Leaders.</p>

ISYS REF:REPORT-14/07/09-OSC, Item 9, Determination of and Appointment to Task Groups, Appendix 2

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