

**UNIVERSAL SERVICES SELECT COMMITTEE
TASK AND FINISH WORKING GROUP ON THE DIRECTORATE SP25
PROPOSALS THAT REQUIRE A STAGE 2 CONSULTATION.**

TERMS OF REFERENCE

1. Introduction

1.1 This Task and Finish Working Group is being established to assist the Universal Services Directorate with the decision-making process in respect of its SP25 proposals and the associated Stage 2 Consultations.

2. Role and Purpose of the Task and Finish Working Group

2.1 The Task and Finish Working Group is a working group of the Universal Services Select Committee and is appointed in accordance with the Constitution of Hampshire County Council.

2.2 The Task and Finish Working Group's purpose is to oversee and scrutinise the approach and outcomes of the Stage 2 Consultation in relation to the following SP25 Proposals:

- I. Proposals to reduce planned highways maintenance, with planned maintenance activity continuing at reduced levels until government funding allows it to be reinstated;
- II. Proposals to reduce the cost of the Highways winter service by reviewing current provision against statutory requirements and seeking innovations which can further reduce costs;
- III. Withdrawal of all remaining funding on non-statutory public transport provision;
- IV. Proposals to develop criteria to identify countryside car parks where charging could be introduced;
- V. Proposals to extend the existing dimming and part-night streetlight switch off time in residential streets, where appropriate and based on local evidence;
- VI. Proposal to review the School Crossing Patrol service to determine whether alternative safe measure could be put in place; and
- VII. Proposals to review the existing 24 Household Waste Recycling Centres (HWRCs) service provision to inform a revised strategy for service delivery, taking account of best practice across the country and national guidance and enabling the provision of more modern, accessible sites. The revised service could include varying the opening hours of HWRCs, reducing the number of existing HWRCs, building new HWRCs or extending capacity of existing HWRCs, and/or introducing new charges for discretionary services at HWRCs.

2.3 The Task and Finish Working Group will assist the Directorate by giving feedback on the overall approach to engagement with key stakeholder groups and will review and provide feedback on the presentation of the outcome of the Stage 2 Consultation process.

- 2.4 The Task and Finish Working Group will provide a report on its activities to the Universal Services Select Committee for consideration.

3. Objectives

- 3.1 To support the Directorate with the approach to engagement and consultation with key stakeholder groups.
- 3.2 To review feedback from engagement and formal public consultation with a wide range of stakeholders, in relation to the Directorate Stage 2 Consultations listed above.
- 3.3 To consider and provide comment on impact assessments.

4. Outcomes

- 4.1 To provide updates to the Universal Services Select Committee on the progress of the Stage 2 Consultations listed above.
- 4.2 To provide feedback regarding the Stage 2 Consultation to the Directorate.
- 4.3 To submit a report to the Universal Services Select Committee to be considered alongside any Officer Recommendations before the Committee for pre-decision scrutiny.

5. Method

- 5.1 The Task and Finish Working Group will meet with Directorate Officers to consider the evidence from the presentation of the outcome of the Stage 2 Consultation process leading to recommendations for decisions on the proposed savings proposals.
- 5.2 At each meeting, the Task and Finish Working Group will provide feedback to Officers on the stated objectives of the review.
- 5.3 Where the Task and Finish Working Group reasonably requires further information in order to meet its objectives such information will be provided by Officers.

6. Membership

- 6.1 The Task and Finish Working Group shall be a cross party group made up of Members of the Universal Services Select Committee (consisting of a total of 8 Members: 5 Conservative Group, 2 Liberal Democrat Group, and either 1 Labour Group or 1 Independent Group).

7. Meetings

- 7.1 The Working Group will hold an initial meeting in advance of the consultation going public to review the finalised consultation document and to also understand the timeline for reviewing and making recommendations on the presentation of the outcomes of the planned formal public consultation.
- 7.2 At its initial meeting the Task and Finish Working Group shall appoint a Chairman from among its Members.

Appendix 1

- 7.3 The Working Group will meet once during the consultation to provide feedback on the process of the consultation, including coverage and key stakeholders group engagement
- 7.4 The Task and Finish Working Group will meet after the Stage 2 Consultation to provide feedback to Officers on the presentation of the outcome of the Stage 2 Consultation process and to agree its report to the Universal Services Select Committee. The content of the Report will be agreed by consensus.
- 7.5 Meetings of the Task and Finish Working Group can be either in person, remote or hybrid.
- 7.6 Following the submission of the Report, the Task and Finish Working Group will cease to exist.

8. Code of Conduct

- 8.1 Elected Members of the Working Group shall comply with the Hampshire County Council's Code of Conduct for Members.