

Public Document Pack

Dear Councillor

COUNCIL - MONDAY, 21ST MAY, 2018

I am now able to enclose, for consideration at next Monday, 21st May, 2018 meeting of the Council, the following reports that were unavailable when the agenda was printed.

Agenda No Item

7. **Political Balance of the Council (Pages 3 - 4)**

To receive a report on the Political Balance of the Council. The report will be tabled at the meeting.

8. **Selection Panel (Pages 5 - 12)**

To receive the minutes of the Selection Panel held on Tuesday, 15 May 2018 and agree the recommendations contained therein. The minutes will be tabled at the meeting

9. **Constitution of Committees 2018/19 (Pages 13 - 14)**

To approve the membership of Committees for 2018/19. The report will be tabled at the meeting.

10. **Appointments to Working Groups 2018/19 (Pages 15 - 16)**

To consider the membership of Working Groups for 2018/19. The report will be tabled at the meeting.

11. **Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19 (Pages 17 - 28)**

To consider the nominations to Ad Hoc Bodies and Ex-Officio Positions for 2018/19. The report will be tabled at the meeting.

COUNCIL – 21 MAY 2018

POLITICAL BALANCE OF THE COUNCIL

Summary

This is to report that formal notices have been received in accordance with the provisions of the Local Government and Housing Act 1989 and the regulations made thereunder which have the effect of dividing the Council into political groups. The composition of the Council is as follows:

Conservative:	16
Liberal Democrat:	8
Labour:	3
Independent:	3

Notification has been received of the Members to act as Leader and Deputy Leader of each Political Group as follows:

	Leader	Deputy Leader
Conservative:	Councillor D J Bittleston	Councillor A Azad
Liberal Democrat:	Councillor A-M Barker	Councillor D E Hughes
Labour:	Councillor M I Raja	Councillor T Aziz
Independent:	Councillor J E Bond	Councillor A Boote

The Selection Panel at its meeting on 15 May 2018 considered the allocation of seats on Committees according to the provision of the regulations and, where possible, applied the same principle to Working Groups and Task Groups. This will be considered later in the agenda.

Recommendations

The Council is requested to:

RESOLVE That the report be received.

The Council has authority to determine the recommendation above.

Background Papers:	None.
Reporting Person:	Ray Morgan, Chief Executive Ext. 3333, E Mail: ray.morgan@woking.gov.uk
Contact Person:	Frank Jeffrey, Democratic Services Manager Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk
Date Published:	21 May 2018

WOKING BOROUGH COUNCIL

NOTES OF A MEETING OF THE SELECTION PANEL

HELD ON 15 MAY 2018 IN COMMITTEE ROOM 1 - CIVIC OFFICES

Present: Councillor Ayesha Azad
Councillor Tahir Aziz
Councillor Ann-Marie Barker
Councillor David Bittleston
Councillor John Bond
Councillor Amanda Boote
Councillor Deborah Hughes
Councillor M Ilyas Raja

Peter Bryant
Frank Jeffrey
Ray Morgan (In the Chair)

1. Election of Chairman

RESOLVED

That Mr R Morgan be elected Chairman of the Panel.

2. Apologies for Absence

No apologies for absence were received.

3. Proportionality - 2018/19

The Panel had before it a report on proportionality of the Council.

State of the Political Groups		
Group	Members	Proportionality %
Conservative	16	53.3
Liberal Democrat	8	26.7
Labour	3	10
Independent	3	10

RESOLVED

That the report be noted.

4. **Appointment of Members to Committees and Sub-Committees - 2018/19**

The Panel considered the number of seats on the Committees and Sub-Committees that could be allocated to each political group in accordance with the proportionality rules.

Councillor Bittleston proposed that the membership of the Planning Committee should be reduced from ten Members to nine Members. The proposal would assist with the overall proportionality of membership across the Committees and Sub-Committees and would ensure that the number of occasions when the Chairman would need to exercise his/her casting vote would be minimised. As a result of the change, a total of 60 seats were available across the Committees and Sub-Committees.

The proposal was supported by Councillor Barker and it was agreed that the change would be recommended to Council.

RECOMMENDED to Council

That (i) the size of the Planning Committee be reduced from ten Members to nine Members; and

(ii) subject to (i) above, the proportions for each Committee be settled as follows:

	Total	Con	Lib Dem	Lab	Ind.	Ind. CoOpted Member
Appeals Committee	3	1	1	1	-	-
Licensing Committee	10	5	3	1	1	-
Overview and Scrutiny Committee	10	5	3	1	1	-
Planning Committee	9	5	2	1	1	-
Standards and Audit Committee	6	3	1	-	1	1
Licensing Sub- Committee A	3	2	1	-	-	-
Licensing Sub- Committee B	3	1	1	1	-	-
Taxi Licensing Sub- Committee	6	3	1	1	1	-
Standards Hearings Sub-Committee	5	2	1	-	1	1
Woking Joint Committee	7	4	2	-	1	-

5. Appointment of Members to Working Groups and Task Groups - 2018/19

The Panel received a report on the current list of Working Groups under the remits of the Council, the Executive and the Overview and Scrutiny Committee.

The roles of the Hoe Valley School Oversight Panel and Celebrate Woking Working Group were considered and the Members of Selection Panel agreed to recommend to Council that both the Oversight Panel and the Working Group could be disbanded. The roles performed by the Celebrate Woking Working Group would be integrated under the remit of the Leisure Partnership Board.

The membership of the Local Development Framework Working Group was discussed and the Members of Selection Panel agreed to recommend to Council that the number of Members on the Working Group should be increased from six to seven, comprising four Conservative Members, two Liberal Democrat Members and one Labour Member.

The Members of the Panel had regard to the proportionality of the appointments and recommended accordingly to Council.

RECOMMENDED to Council

That (i) the Hoe Valley School Oversight Panel be disbanded;

(ii) the Celebrate Woking Working Group be disbanded and the roles performed by the Working Group be integrated under the remit of the Leisure Partnership Board;

(iii) the membership of the Local Development Framework Working Group be increased from six to seven, comprising four Conservative Members, two Liberal Democrat Members and one Labour Member; and

(iv) the proportions for each Group be settled as follows:-

Council Appointed	Total	Con	Lib Dem	Lab	Ind.	Ind. CoOpted Member
Elections & Electoral Reg. Review Panel	7	3	1	1	1	1
Freedom of the Borough Working Group	6	3	1	1	1	-
Military Covenant Advisory Panel	6	4	1	1	-	-
Selection Panel	8	2	2	2	2	-
Sheerwater Regen. Oversight Panel	10	4	2	3	1	-

Sheerwater Regen. Project Board	7	4	1	1	1	-
Victoria Square Oversight Panel	9	5	2	1	1	-

Executive Appointed	Total	Con	Lib Dem	Lab	Ind.	Ind. CoOpted Member
Climate Change Working Group	6	2	2	1	1	-
Leisure Partnership Board	5	3	1	1	-	-
Local Dev Framework Working Group	7	4	2	1	-	-
Town Centre Community Leisure Task Group	4	2	1	1	-	-

Overview and Scrutiny Committee Appointed	Total	Con	Lib Dem	Lab	Ind.	Ind. CoOpted Member
Economic Development Task Group	7	4	2	1	-	-
Finance Task Group	7	4	2	-	1	-
Housing Task Group	7	3	2	1	1	-

6. Appointment of Members to Ad Hoc Bodies - 2018/19

The Panel considered appointments to Ad Hoc Bodies and nominations to the Surrey Leaders' Group.

In noting the positions available, the Members were advised that, following changes to the Group, it would no longer be necessary to appoint a Councillor representative to the Marjorie Richardson Centre. It was further noted that the appointments to the Goldsworth Park Lake and Recreation Ground Users Group would be dealt with under Ex Officio appointments, with the Ward Councillors to be appointed automatically.

Councillor Bittleston advised that he would not be able to fulfil his role as the Council's representative on the Ashford and St Peters Hospital NHS Trust in the coming year and accordingly advised that he would stand down from the post. It was agreed that the appointment of Councillor Hughes to the post for the coming year would be

recommended to Council.

The list of appointments available through the Surrey Leaders Group was considered and it was noted that any nominees would need to complete a brief 'CV' to be considered by the Surrey Leaders Group, to be submitted by 25 May 2018. The Panel Members agreed that, in view of his extensive experience and enthusiasm for the work undertaken across Surrey with the Military, John Kingsbury should be proposed for one of the two positions available on the Surrey Civilian Military Partnership Board.

RECOMMENDED to Council

That (i) the list of Ad Hoc Bodies remain unchanged, subject to the removal of the Goldsworth Park Lake and Recreation Ground Users Group and the Marjorie Richardson Centre;

(ii) Councillor D Hughes be appointed to the position of the Council's representative on the Ashford & St Peters Hospital NHS Trust for the remainder year of the three year appointment up to May 2019;

(iii) John Kingsbury be nominated for one of the two positions available on the Surrey Civilian Military Partnership Board through the Surrey Leaders Group; and

(iv) the proportions for each appointment be settled as follows:

Ad Hoc Body	Appointments (substitutes indicated in brackets)			
	Con	Lib Dem	Lab.	Ind.
Ashford & St Peters Hospital NHS Trust (1 rep, 3 years to 2019)		1		
Basingstoke Canal Joint Management Cttee (2 reps, 1 year plus 2 subs, 1 year)	1 (1)	1 (1)		
Citizens' Advice Woking - Management Cttee (2 observers, 1 year)	1		1	
Corporate Trustee of Friends of Woking Palace (1 rep, 1 year).				1
Countryside Partnership Board (1 rep, 1 year plus 1	1 (1)			

sub, 1 year). Substitute to be appointed to the Local Liaison Group.				
Fairoaks Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year).	1	(1)		
Maybury Centre Trust (2 rep, four years to 2018 and 2019 respectively)	1 (2020)		1 (2019)	
National Parking Adjudications Service Joint Committee (1 rep, 2 years, plus substitute)	1 (1)			
Police and Crime Panel (1 rep, 1 year)	1			
ShopMobility (1 rep, 1 year plus 1 sub, 1 year)	1	(1)		
South East Employers (1 rep, 1 year plus 1 sub, 1 year)	1 (1)			
Sport Woking (formerly Woking Sports Council (2 reps, 1 year)		1	1	
Surrey County Playing Fields Assoc (1 rep, 1 year)	1			
Sutton Green Village Hall Management Cttee (2 reps, 1 year, 1 to be local Ward Councillor, 1 to be a Member of WBC)	2			
Woking Access Group (1 rep, 1 year)	1			
Woking Community Transport (2 observers, 1 year)	1	1		
Woking People of Faith (1 rep, five years to 2021)	1			
Woking Youth Council (2 reps, 1 year plus 1 substitute, 1 year)	1 (1)	1		

7. Ex-Officio Appointments - 2018/19

The list of current Ex Officio appointments was considered by the Panel. Councillor Bittleston reported on the proposed representatives for the coming year.

RECOMMENDED to Council

That the Ex-Officio appointments be noted.

8. Appointment of the Armed Forces Champion - 2018/19

The Panel agreed to nominate John Kingsbury as the Council's Armed Forces Champion for the coming year, noting the position was not limited to an Elected Member.

RECOMMENDED to Council

That John Kingsbury be appointed the Armed Forces Champion for 2018/19.

9. Seating Arrangements

The proposed seating plan was discussed. A revised seating plan was tabled and each Leader advised of their Group's seating arrangements for the coming year. The seating plan would be tabled at Council on 17 May 2018.

10. Any Other Business

It was noted that, following his retirement as a Borough Councillor, John Kingsbury had stood down from a number of directorships, including the Thamesway Group of Companies. The Members of the Panel were advised that the Leader of the Council would draw up proposals to appoint to the resulting vacancies. In the event any of the Groups wish to nominate a Member to be appointed to one or more of the vacancies, the names were to be sent to the Leader of the Council. A formal report would be presented to Council at its meeting on 21 May 2018.

Councillor Hughes enquired whether a Member could be appointed to a Sub-Committee of the Woking Joint Committee if they were not a Member of the Committee. The Members were advised that the appointments were made by the Joint Committee itself and that it was not known whether Members outside of the Committee could be appointed to the Sub-Committees.

The meeting commenced at 7pm
and ended at 8.10pm

Agenda Item 9

Agenda Item No. 9

COUNCIL - 21 MAY 2018

CONSTITUTION OF COMMITTEES 2018/19

Summary

Set out below are the applications for the Membership of the Committees of the Council during the 2018/19 Municipal Year.

Committee	Nominations				
	Con	Lib Dem	Labour	Independent	Co-Optees
Appeals Committee (3)	Councillor D Bittleston	Councillor K Howard	Councillor M Ilyas	–	–
Licensing Committee ¹ (10)	Councillors H Addison S Ashall D Harlow R Mohammed C Rana	Councillors I Eastwood K Howard L Lyons	Councillor M Ali	Councillor M Bridgeman	–
Overview and Scrutiny Committee (10)	Councillors H Addison G Chrystie S Hussain R Mohammed C Rana	Councillors K Howard D Hughes I Johnson	Councillor M Ilyas	Councillor J Bond	–
Planning Committee (9)	Councillors S Ashall G Chrystie G Cundy N Martin M Whitehand	Councillors I Eastwood L Morales	Councillor T Aziz	Councillor A Boote	–
Standards and Audit Committee (6)	Councillors S Ashall R Mohammed M Whitehand	Councillor I Johnson	–	Councillor J Bond	Mrs C Storey Independent Co-Opted Member
Working Joint Committee (7)	Councillors D Bittleston G Chrystie B Hunwicks M Whitehand	Councillors A-M Barker L Morales	–	Councillor J Bond	–

¹Members of the Licensing Committee to be appointed to serve on one of the two Licensing Sub-Committees and the Taxi Licensing Sub-Committee in addition to acting as a substitute.

Notes:

The Council's Rules of Procedure states that:

1. Except where otherwise provided by Statute or a Scheme made under statutory authority, the Mayor shall be an ex-officio non-voting member of every committee appointed by the Council.
2. The Mayor and Deputy Mayor shall not be appointed to the Executive.
3. Members of the Executive may be appointed to serve on the Licensing Committee and the Planning Committee but not on the remaining Committees.

Recommendations

The Council is requested to:

RESOLVE That Membership of the Committees as set out above be agreed.

The Council has authority to determine the recommendations above.

Background Papers:

None

Reporting Person:

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Contact Person:

Frank Jeffrey, Democratic Services Manager
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Date Published:

21 May 2018

REPORT ENDS

COUNCIL - 21 MAY 2018

APPOINTMENTS TO WORKING GROUPS 2018/19

Summary

This report sets out the nominations for appointments to Working Groups for 2018/19. The appointments are limited to those Groups responsible for reporting to Council. The membership of Working Groups under the remit of the Executive and the Overview and Scrutiny Committee will be dealt with later in the evening.

Working Groups/Task Groups	Nominations				
	Con	Lib Dem	Labour	Independent	Co-Optees
Elections & Electoral Reg. Review Panel (7)	Councillors S Ashall D Bittleston M Whitehand	Councillor A-M Barker	Councillor M I Raja	Councillor J Bond	Mrs C Storey Independent Co-Opted Member
Freedom of the Borough Working Group (6)	Councillors D Bittleston G Cundy S Hussain	Councillor I Eastwood	Councillor M I Raja	Councillor M Bridgeman	–
Military Covenant Advisory Panel (6)	Councillors G Chrystie S Hussain C Rana Mr J Kingsbury	Councillor I Eastwood	Councillor M I Raja	–	–
Selection Panel (8)	Councillors A Azad D Bittleston	Councillors A-M Barker D Hughes	Councillors T Aziz M I Raja	Councillors J Bond A Boote	–
Sheerwater Regeneration Oversight Panel (10)	Councillors K Davis D Harlow S Hussain C Kemp	Councillors I Eastwood L Morales	Councillors M Ali T Aziz M I Raja	Councillor A Boote	–
Sheerwater Regeneration Project Board (7)	Councillors A Azad D Bittleston D Harlow S Hussain	Councillor I Eastwood	Councillor T Aziz	Councillor A Boote	–

Appointments to Working Groups 2018/19

Working Groups/Task Groups	Nominations (continued)				
	Con	Lib Dem	Labour	Independent	Co-Optees
Victoria Square Oversight Panel (9)	Councillors H Addison A Azad D Harlow S Hussain N Martin	Councillors A-M Barker I Johnson	Councillor T Aziz	Councillor A Boote	–

Recommendations

The Council is requested to:

RESOLVE That membership of the Working Groups for 2018/19 as set out above be agreed.

The Council has authority to determine the recommendation above.

Background Papers:

None.

Reporting Person:

Ray Morgan, Chief Executive
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Frank Jeffrey, Democratic Services Manager
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Date Published:

21 May 2018

REPORT ENDS

COUNCIL - 21 MAY 2018

APPOINTMENTS TO AD HOC BODIES AND EX OFFICIO POSITIONS 2018/19

Summary

This report sets out the nominations for appointments to Ad Hoc Bodies available for 2018/19. Also set out is the schedule of Ex Officio appointments.

The following documents are attached to this report:

- Appointments to Ad Hoc Bodies 2018/19: Appendix 1
- Nominations to positions available through the Surrey Leaders Group: Appendix 2
- Ex Officio appointments 2018/19: Appendix 3
- Protocol for Members Appointed to Outside Bodies: Appendix 4.

The nominations to Ad Hoc Bodies, the Surrey Leaders' Group Appointments and Ex Officio appointments were considered by Selection Panel at its meeting on 15 May 2018. In respect of the appointments available through the Surrey Leaders' Group, the Members of the Panel agreed to nominate Mr John Kingsbury to the Surrey Civilian Military Partnership Board. Three further nominations have been received following the considerations of Selection Panel:

- Active Surrey Sports Partner Forum – Councillor M I Raja
- SCC Pension Fund Board – Councillor M I Raja
- Surrey Civilian Military Partnership Board – Councillor M I Raja

In each case, if supported by the Council, a CV must be completed by the nominee and returned to the Surrey Leaders' Group by 25 May 2018. The details of the three additional nominees have been added to Appendix 2. The proposals do not constitute a 'contest' as two positions are available on the Surrey Civilian Military Partnership Board.

Recommendations

The Council is requested to:

RESOLVE That

- (i) appointments to Ad Hoc Bodies, including nominations to positions appointed to by the Surrey Leaders Group, as set out in Appendix 1 and Appendix 2 to this report, be agreed; and
- (ii) the schedule of Ex Officio appointments, as set out in Appendix 3 to this report, be noted.

The Council has authority to determine the recommendations above.
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Background Papers:

None.

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

Reporting Person:

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REPORT ENDS

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

Appendix 1

Appointments to Ad Hoc Bodies 2018/19

In the event of a contest, each Member shall have a maximum number of votes equal to the number of vacancies. Members of the Executive can serve on Groups identified in Bold. Substitutes are shown in brackets.

Ad Hoc Body	Nominations			
	Conservative	Lib. Dem.	Labour	Independent
Ashford & St Peters Hospital NHS Trust (1 rep, 3 years to 2019)		Councillor D Hughes		
Basingstoke Canal Joint Management Cttee (2 reps, 1 year plus 2 subs, 1 year)	Councillor K Davis (H Addison)	Councillor D Hughes (A-M Barker)		
Citizens' Advice Woking - Management Cttee (2 observers, 1 year)	Councillor H Addison		Councillor M I Raja	
Corporate Trustee – Woking Palace (1 rep, 1 year)				Councillor A Boote
Countryside Partnership Board (1 rep, 1 year plus 1 sub, 1 year). Substitute to be appointed to the Local Liaison Group (which replaces Surrey Heathlands Steering Group).	Councillor K Davis (D Bittleston)			
Fairoaks Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year).	Mr R Wilson	Councillor (K Howard)		
Maybury Centre (2 reps, four years to 2022 and 2019 respectively)	Councillor R Mohammed (2022)		Councillor M I Raja (2019)	
National Parking Adjudications Service Jt Cttee (1 rep, 2 years, plus 1 sub, 2 years)	Councillor C Kemp (D Bittleston)			
Police and Crime Panel (1 rep., 1 year)	Councillor Mrs B Hunwicks			
ShopMobility (1 rep., 1 year plus 1 sub, 1 year)	Councillor H Addison			

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

Ad Hoc Body	Nominations (continued)			
	Conservative	Lib. Dem.	Labour	Independent
South East Employers (1 rep., 1 year plus 1 sub, 1 year)	Councillor C Kemp			
Sport Woking (formerly Woking Sports Council (2 rep.s, 1 year)		Councillor I Eastwood	Councillor T Aziz	
Surrey County Playing Fields Association (1 rep., 1 year)	Councillor C Kemp			
Sutton Green Village Hall Management Cttee (2 rep.s, 1 year, 1 to be local Ward Councillor, 1 to be a Member of WBC)	Councillors S Ashall A Azad			
Woking Access Group (1 rep., 1 year)	Councillor H Addison			
Woking Community Transport (2 observers, 1 year)	Councillor G Chrystie	Councillor D Hughes		
Woking People of Faith (1 rep, 4 years to 2021)	Councillor H Addison			
Woking Youth Council (2 reps, 1 year plus 1 substitute, 1 year)	Councillors C Kemp (A Azad)	Councillor L Lyons		

SURREY LEADERS GROUP – APPOINTMENTS

The nominations will be put forward to the Surrey Leaders Group for consideration. The nominees will need to complete and submit a CV for the position by **25 May 2018**. A template for the CV has been produced by the Association. Member representatives will be asked to prepare an annual report at the end of each year.

Ad Hoc Body	Nominations			
	Conservative	Lib Dem	Labour	Independent
<p>High Sheriff's Award</p> <p>Seeks to encourage projects which involve young people in preventing youth crime. The Panel determines the awards made to various projects.</p> <p>One position for three years</p>				
<p>SCC Pension Fund Board</p> <p>The Board oversees the management of the SCC Pension Fund.</p> <p>Two positions for three years</p>			<p>Councillor M I Raja</p>	
<p>South East Reserve Forces' & Cadets' Association</p> <p>Deals with the operation requirements of all reserve forces in Surrey.</p> <p>One position for three years</p>				
<p>Active Surrey Sports Partner Forum</p> <p>Active Surrey is the brand name of Surrey's County Sports Partnership (CSP), a network of groups and organisations from local government, education, business, sport, health and voluntary sectors.</p> <p>One position for three years</p>			<p>Councillor M I Raja</p>	

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

Ad Hoc Body	Nominations (continued)			
	Conservative	Lib Dem	Labour	Independent
<p>Surrey Civilian Military Partnership Board</p> <p>This body relates to the Community Covenant for Surrey, a voluntary statement of mutual support between the local civilian community and its local armed forces community. It reviews the work of the signatories of the Surrey Community Covenant and oversees and takes responsibility for the administering of Ministry of Defence Community Grants.</p> <p>Two positions for three years</p>	Mr J Kingsbury		Councillor M I Raja	

EX-OFFICIO APPOINTMENTS

<p>Allotments Consultation Group Deputy Mayor to be a judge at the Annual Allotments Competition</p>	<p>Councillor Mrs B Hunwicks</p>
<p>Asset Management – Lead Member Portfolio Holder for Property Management</p>	<p>Councillor Azad</p>
<p>Children & Young People – Lead Member Portfolio Holder for Cultural and Community Development</p>	<p>Councillor C Kemp</p>
<p>Elected Member Development – Lead Member</p>	<p>Councillor C Kemp</p>
<p>Goldsworth Park Lake & Recreation Ground Users Group Ward Members for Goldsworth Park</p>	<p>Councillors A-M Barker I Eastwood C Rana</p>
<p>Jt Cttee – Oversight of Delivery of Surrey Public Authority Services Leader of the Council or their nominee</p>	<p>Councillor D Bittleston</p>
<p>Lakeview Working Group Ward Members for Goldsworth Park</p>	<p>Councillors A-M Barker I Eastwood C Rana</p>
<p>Ostensible Authority Standing Panel Leader of the Council and 2 nominees</p>	<p>Councillors A Azad D Bittleston C Kemp</p>
<p>Safeguarding – Lead Member Appropriate Portfolio Holder</p>	<p>Councillor Mrs B Hunwicks</p>
<p>Surrey Climate Change Partnership Members Group Portfolio Holder for Climate Change</p>	<p>Councillor Mrs B Hunwicks</p>
<p>Surrey Waste Partnership Portfolio Holder for Waste and Recycling</p>	<p>Councillor Mrs B Hunwicks</p>
<p>Surrey Waste Partnership – Jt Waste Collection Services Cttee Portfolio Holder for Waste and Recycling</p>	<p>Councillor Mrs B Hunwicks</p>

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

<p>Transport – Lead Member Vice-Chairman of Joint Committee or their nominee</p>	<p>Councillor C Kemp</p>
<p>Transport for Woking Board Leader of the Council or their nominee</p>	<p>Councillor C Kemp</p>
<p>Woking Chamber of Commerce Leader of the Council or their nominee</p>	<p>Councillor K Davis</p>
<p>Woking Palace Consultative Panel Ward Members for Hoe Valley and Portfolio Holder for Heritage</p>	<p>Councillors D Hughes C Kemp L Morales</p>



Protocol for Members Appointed to Outside Bodies

There are a number of outside bodies with which Members may become involved, such as sports clubs, community organisations, trusts and volunteer groups. In some cases, the Council appoints the Member to serve as its representative on the Outside Body. In other cases the Member may have been appointed independently of any Council involvement. More recently, the Council has identified the need to appoint Members as Observers on several outside bodies. This guidance sets out the duties of Members appointed to Outside Bodies.

There are many reasons why Woking Borough Council may appoint Members to Outside Bodies. They include:

- To provide knowledge, skills and expertise which may otherwise not be available.
- To protect the Council's assets or investment i.e. if the Council has provided grant funding.
- To provide local accountability or democratic legitimacy through the appointment of an elected representative.
- To ensure good relationships can be maintained with the body.

Appointed Members will be expected to participate fully in the Outside Body. If other commitments mean that the Member will regularly have to miss meetings of the organisation, or that they have to withdraw from meetings because of conflicts of interest, the appointment will not assist the Body and may reflect badly on the Borough Council. Accordingly Members should not put their name forward unless they are satisfied that they will be able to participate fully in the organisation.

The Roles of Members

Council Appointed Representatives

Members appointed by the Council as representatives on outside bodies should understand clearly the purposes and main objectives of the body and their own role in the organisation. Representatives will act according to the rules, constitutions and frameworks set by the relevant Outside Body and where possible with those of the Council. Members will make independent and personal judgements based on their duty of care to the Outside Body, and will comply with their obligations as far as they are applicable pursuant to the Members Code of Conduct.

Representatives will take an active and informed role in the management of the Outside Body's affairs and will be expected to report back on their involvement with the Outside Body. Members should seek to safeguard the Council's interests on those bodies which are funded by or through the Council, to the extent that this does not conflict with their duties towards the organisation.

Council Appointed Observers

Council appointed Observers are responsible for undertaking a monitoring role, attending annual or general meetings, and facilitating exchanges of views or information as an extension of their Council duties. The position of observer has no specific legal status in company or local authority law. Observers may attend Board meetings and will generally be recorded in the minutes as being 'in attendance'.

Observers take no part in the Outside Body's management or governance arrangements and will be mainly concerned with representing the Council. Council appointed Observers should understand clearly the Outside Body's purposes and main objectives and should seek to safeguard the Council's interests on those bodies which are funded by or through the Council.

An observer may be called upon to advise the Body directly. In such circumstances, the Observer should always make it clear that they are first and foremost responsible for the Borough Council's involvement rather than the body itself.

Types of Outside Bodies

Charities

Charities are bodies registered with the Charity Commission. Charity Trustees must:

- Act strictly in accordance with the Charity's constitution and rules.
- Act in the best interests of the Charity.
- Manage the Charity's affairs prudently.
- Not derive any personal benefit or gain from the Charity.
- Take proper professional advice on matters you are not competent to decide yourself.
- Ensure that the Charity's bank accounts are operated by more than one person.
- Ensure the Charity keeps full and accurate accounting records.
- Ensure the trustees have proper control of the Charity's property and assets
- Spend charity income solely for the purposes set out in the Charity's constitution.
- Ensure that the Charity property is properly maintained and insured.

Unincorporated Associations/Bodies

Organisations which are neither charities nor companies are referred to as unincorporated associations. They normally operate pursuant to a constitution or set of rules defining the organisation's responsibilities and those of its members. The affairs of an unincorporated association are normally governed by a management committee in accordance with the constitution.

Members appointed to represent the Council on an unincorporated association must act in the best interests of the association, use reasonable care and skill when involved in decision making on behalf of the association and ensure the association has clear rules and procedures for decision making.

Appointments to Ad Hoc Bodies and Ex Officio Positions 2018/19

Companies

Companies can be bodies limited by shares, usually operating a trade or business, or bodies limited by guarantee – or “not for profit”. Such bodies may also be a charity. Companies employ staff, enter into contracts and own property/land.

Statutory Corporations

Statutory Corporations are bodies which are set up under statute. They include, for example, Police Authorities and Fire Authorities, universities and some quangos. The membership and powers of a statutory corporation, and how they are appointed, are set out in the statute.

Interests

The Members Code of Conduct

Members are obliged to observe the provisions of the Members’ Code of Conduct whenever they conduct the business of the Council including when they act as a representative of the Council, or an Observer, on an Outside Body.

Councillors may become members of or be appointed to Outside Bodies in their private capacity. If a Councillor is appointed to a Body in these circumstances, they will need to make sure that there is no conflict of interest with their position as a Councillor. Their role and responsibilities will be governed by the Body’s constitution, or governing document (the Members’ Code of Conduct will not apply).

Reporting to Council

Representatives on Outside Bodies are encouraged to submit an annual report on the activities of the organisation to which they have been appointed. The report should be provided to the Democratic Services Manager and the relevant Portfolio Holder.

Whilst reports from the majority of appointed members are not compulsory, Members appointed to certain Bodies are required to report annually to Council on the activities. A report will be prepared for Council in March/April each year.

The Bodies for which annual reports would be sought from the appointed representatives are as follows:

- Basingstoke Canal Joint Management Committee
- Fairoaks Airport Consultative Committee
- The Police and Crime Panel
- Countryside Partnership Board
- Citizen’s Advice Woking
- Woking Community Transport
- Woking Palace Consultative Panel
- Woking People of Faith

The Councillors appointed to grant funded bodies would in future be asked to comment on the grant applications.

COUNCIL – 21 MAY 2018

FIRST MEETINGS OF THE EXECUTIVE AND THE COUNCIL'S COMMITTEES

Attached are supporting papers for the first meetings of the Executive and the Committees of the Council.

Executive

- Agenda Item 1 – Working Groups and Task Groups

Licensing Committee

- Agenda Item 3 – Constitution of Sub-Committees

Overview and Scrutiny Committee

- Agenda Item 3 – Working Groups and Task Groups

Standards and Audit Committee

- Agenda Item 3 – Constitution of Sub-Committee

Background Papers:

None

Reporting Person:

Ray Morgan, Chief Executive
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Contact Person:

Frank Jeffrey, Democratic Services Manager
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Date Published:

21 May 2018

First Meetings of the Executive and the Council's Committees

First Meetings of the Executive and the Council's Committees

Agenda Item No. 1

EXECUTIVE - 21 MAY 2018

APPOINTMENTS TO WORKING GROUPS 2018-19

Executive Summary

This report sets out the nominations for appointments to Working Groups under the remit of the Executive.

Working Group	Nominations			
	Conservative	Lib. Dem.	Labour	Independent
Climate Change WG (6)	Councillors K Davis Mrs B Hunwicks	Councillors A M Barker K Howard	Councillor M I Raja	Councillor M Bridgeman
Leisure Partnership Board (5)	Councillors S Hussain C Kemp N Martin	Councillor I Eastwood	Councillor T Aziz	–
Local Development Framework WG (7)	Councillors S Ashall D Bittleston A Bowes N Martin	Councillors L Lyons L Morales	Councillor T Aziz	–
Town Centre Community Leisure Task Group (4)	Councillors H Addison C Kemp	Councillor A-M Barker	Councillor M I Raja	–

Reasons for Decision

To determine the memberships of Working Groups and Task Groups for the forthcoming Municipal Year.

Recommendations

The Executive is requested to:

RESOLVE That membership of the Working Groups as set out above be agreed.

The Executive has authority to determine the above recommendation.

Background Papers:

None

First Meetings of the Executive and the Council's Committees

Reporting Person:

Ray Morgan, Chief Executive
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Date Published:

21 May 2018

REPORT ENDS

LICENSING COMMITTEE - 21 MAY 2018

CONSTITUTION OF SUB-COMMITTEES

Executive Summary

Set out below are the applications for Membership of the Sub-Committees of the Licensing Committee for the 2018-19 Municipal Year.

Working Group	Nominations			
	Conservative	Lib. Dem.	Labour	Independent
Licensing Sub-Committee A (Daytime) (3)	Councillors H Addison R Mohammed (S Ashall) (C Rana)	Councillor I Eastwood (K Howard)	–	–
Licensing Sub-Committee B (Evening) (3)	Councillor D Harlow (S Ashall)	Councillor K Howard (L Lyons)	Councillor M Ali	–
Taxi Licensing Sub-Committee (Daytime) (6)	Councillors H Addison D Harlow C Rana	Councillor I Eastwood	Councillor M Ali	Councillor M Bridgeman

Recommendations

The Committee is requested to:

RESOLVE That membership of the Sub-Committees as set out above be agreed.

The Committee has authority to determine the above recommendation.

Background Papers:

None.

Reporting Person:

Ray Morgan, Chief Executive
Ext. 3333, E Mail: ray.morgan@woking.gov.uk

Contact Person:

Frank Jeffrey, Democratic Services Manager
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First Meetings of the Executive and the Council's Committees

Date Published:

21 May 2018

REPORT ENDS

Agenda Item No. 3

OVERVIEW AND SCRUTINY COMMITTEE - 21 MAY 2018

WORKING GROUPS AND TASK GROUPS

Executive Summary

This report sets out the nominations for appointments to Working Groups under the remit of the Overview and Scrutiny Committee.

WORKING GROUP	NOMINATIONS			
	<u>Con.</u>	<u>Lib. Dem</u>	<u>Labour</u>	<u>Independent</u>
Economic Development Task Group (7)	Councillors H Addison A Azad G Chrystie K Davis	Councillors A-M Barker I Johnson	Councillor M Ali	–
Finance Task Group (7)	Councillors A Azad S Ashall K Davis N Martin	Councillors A-M Barker D Hughes	–	Councillor J Bond
Housing Task Group (7)	Councillors H Addison C Kemp R Mohammed	Councillors D Hughes I Johnson	Councillor T Aziz	Councillor M Bridgeman

Recommendations

The Committee is requested to:

RESOLVE That membership of the Working Groups as set out above be agreed.

The Committee has authority to determine the above recommendation.

Background Papers:

None.

First Meetings of the Executive and the Council's Committees

Reporting Person:

Ray Morgan, Chief Executive
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Contact Person:

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Date Published:

21 May 2018

STANDARDS AND AUDIT COMMITTEE - 21 MAY 2018

CONSTITUTION OF SUB-COMMITTEE

Executive Summary

Set out below are the applications for Membership of the Standards Hearings Sub-Committee of the Standards and Audit Committee for the 2018/19 Municipal Year.

Standards Hearings Sub-Committee (5)		
<u>Conservative</u>	Councillor S Ashall	Councillor M Whitehand
<u>Liberal Democrat</u>	Councillor I Johnson	–
<u>Labour</u>	–	–
<u>Independent</u>	Councillor J Bond	–
<u>Ind. Co-Opted Member</u>	Mrs C Storey	–

Recommendations

The Committee is requested to:

RESOLVE That Membership of the Standards Hearings Sub-Committee as set out above be agreed.

The Committee has authority to determine the above recommendation.

Background Papers:

None

Reporting Person:

Ray Morgan, Chief Executive
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Contact Person:

Frank Jeffrey, Democratic Services Manager
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21 May 2018

REPORT ENDS