

COUNCIL – 23 MAY 2022

POLITICAL BALANCE OF THE COUNCIL 2022-23

Executive 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:

Liberal Democrat:	16
Conservative:	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
Liberal Democrat:	Councillor A-M Barker	Councillor W Forster
Conservative:	Councillor A Azad	Councillor C Kemp
Labour:	Councillor T Aziz	Councillor M I Raja
Independent:	Councillor A Boote	Councillor D Jordan

The Selection Panel at its meeting on 17 May 2022 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:	Julie Fisher, Chief Executive E Mail: julie.fisher@woking.gov.uk, Ext. 3333
Contact Person:	Frank Jeffrey, Head of Democratic Services E Mail: frank.jeffrey@woking.gov.uk, Ext. 3012
Date Published:	23 May 2022

REPORT ENDS

WOKING BOROUGH COUNCIL

NOTES OF A MEETING OF THE SELECTION PANEL

HELD ON 17 MAY 2022 IN THE BOARD ROOM - CIVIC OFFICES

Present: Councillor Ayesha Azad
Councillor Tahir Aziz
Councillor Ann-Marie Barker
Councillor Amanda Boote
Councillor Will Forster
Councillor Daryl Jordan
Councillor M Ilyas Raja

Julie Fisher
Joanne McIntosh

Absent: Councillor Colin Kemp

1. **Election of Chairman.**

Councillor Barker moved and Councillor Azad seconded the election of Julie Fisher as Chairman of the Panel.

RESOLVED

That the Chief Executive, Julie Fisher, be elected Chairman of the Panel for the Municipal Year.

2. **Apologies for Absence.**

Apologies for absence were received from Councillor Kemp.

3. **Principles of Proportionality.**

The Members of the Panel considered a report which sought to provide an introduction to the principles of proportionality, setting out the provisions within legislation, the guidance of the Local Government Association and the practices of Woking Borough Council. The allocation of seats on Committees and other prescribed bodies had to be undertaken in accordance with the political balance rules set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and Local Government Regulations 1990.

RESOLVED

That the report be noted.

4. Proportionality 2022-23.

The Panel had before it a report on proportionality of the Council. The State of the Parties for 2022/23 was noted as follows:

State of the Political Groups		
Group	Members	% Proportionality
Liberal Democrat	16	53.3
Conservative	8	26.7
Labour	3	10
Independent	3	10
Totals	30	100

RESOLVED

That the report be noted.

5. Appointment of Members to Committees and Sub-Committees 2022-23.

The Panel was invited to consider the 'proportionality' of appointments to the Committees and Sub-Committees for the 2022/23 Municipal Year. It was noted that informal discussions had been held between Officers and Councillor Barker in advance of the meeting. As a result of the discussions, Councillor Barker proposed that the size of the Planning Committee and the Overview and Scrutiny Committee should be increased from 9 to 10 Members; the change would improve the proportionality on the Committees. Furthermore, the Officers proposed that the size of the Standards and Audit Committee should be increased from 5 to 6 Members, improving the proportionality on the Committee and ensuring that a Member from each Group could sit on the Committee.

Following a discussion on the possibility of changing the sizes of the three Committees, the Members agreed to propose to Council that the Membership of the Planning Committee, the Overview and Scrutiny Committee and the Standards and Audit Committee should be increased by 1. The available seats were therefore allocated in accordance with the proportionality figures and on the basis of the increased Committee sizes.

It was noted that Claire Storey would continue in her role on the Council as the Independent Co-Opted Member and that Tim Stokes would continue in his position as the Council's Independent Person over the coming year.

RECOMMENDED to Council

That (i) the Memberships of the Planning Committee and the

Overview and Scrutiny Committee be increased by 1 to 10 Members, and the Membership of the Standards and Audit Committee be increased by 1 to 6 Members; and

(ii) the proportions for each Committee be settled as follows:

Committee	Lib Dem	Con	Lab	Ind	Other
Appeals (3)	2	-	-	1	-
Licensing (10)	5	3	1	1	-
Overview and Scrutiny (10)	5	3	1	1	-
Planning (10)	5	3	1	1	-
Standards and Audit (6)	3	1	1	1	1*
Licensing Sub A (3)	2	1	-	-	-
Licensing Sub B (3)	2	1	-	-	-
Taxi & Private Hire Sub (6)	3	2	1	-	-
Standards Panel (4)	2	1	-	1	1*
Working Joint Committee (8)	4	2	1	1	-

*Independent Co-Opted Member

6. Appointment of Members to Working Groups and Task Groups 2022-23.

The Members of the Panel were presented with a report on the current list of working groups and task groups under the remits of the Council, the Executive and the Overview and Scrutiny Committee.

In considering the existing Working Groups, the Members agreed to recommend to Council a number of changes, comprising:

- The Aggregates Site Working Group and the HIF Oversight Panel to be disbanded.
- A HIF Task Group to be established under the remit of the Overview and Scrutiny Committee, taking on the responsibilities of the Aggregates Site Working Group and the HIF Oversight Panel. The Task Group to have a proportional membership of 7 Members.
- The Elections and Electoral Registration Review Panel to be renamed the Elections Panel and its membership to comprise the Group Leaders and Deputy Group Leaders (8). Terms of Reference for the Panel to be drawn up and presented at the next

meeting of the Panel.

- The Governance Review Task Group to be disbanded, recognising the pressures on workloads over the coming year.
- Membership on the Military Covenant Advisory Panel to be increased from 5 to 6.
- The Victoria Square Oversight Panel to be renamed the Victoria Square and Town Centre Oversight Panel in recognition of its oversight responsibilities for the Town Centre.
- The Climate Change Working Group to be renamed the Greener Working Working Group.
- The membership of the Housing Task Group to be reduced from 8 to 7 Members, reflecting the size of the other Task Groups under the remit of the Overview and Scrutiny Committee.

RECOMMENDED to Council

- That (i) the Aggregates Site Working Group be disbanded;**
- (ii) the HIF Oversight Panel be disbanded;**
- (iii) a HIF Task Group of 7 Members be established under the remit of the Overview and Scrutiny Committee, taking on the responsibilities of the Aggregates Site Working Group and the HIF Oversight Panel;**
- (iv) the Elections and Electoral Registration Review Panel be renamed the Elections Panel and its membership to comprise the Group Leaders and Deputy Group Leaders (8);**
- (v) terms of reference for the Elections Panel be drawn up and presented at the next meeting of the Panel;**
- (vi) the Governance Review Task Group be disbanded;**
- (vii) membership on the Military Covenant Advisory Panel be increased from 5 to 6;**
- (viii) the Victoria Square Oversight Panel be renamed the Victoria Square and Town Centre Oversight Panel;**
- (ix) the Climate Change Working Group be renamed the Greener Working Working Group;**
- (x) the membership of the Housing Task Group be reduced from 8 to 7 Members; and**
- (xi) the proportions for each Group be settled as follows:**

Working Groups under the remit of Council					
Working Group	Lib Dem	Con	Lab	Ind	Other
Elections Panel (8)	2	2	2	2	1*
Freedom of the Borough Working Group (7)	3	2	1	1	-
Military Covenant Advisory Panel (6)	2	2	1	1	-
Selection Panel (8)	2	2	2	2	-
Sheerwater Regeneration Delivery & Oversight Panel (7)	3	2	1	1	-
Victoria Square and Town Centre Oversight Panel (9)	5	2	1	1	-

*Independent Co-Opted Member

Working Groups under the remit of the Executive					
Working Group	Lib Dem	Con	Lab	Ind	Other
Greener Woking Working Group (8)	4	2	1	1	-
Leisure Partnership Board (5)	3	1	1	-	-
LDF Working Group (7)	3	2	1	1	-

Task Groups under the remit of the Overview and Scrutiny Committee					
Task Group	Lib Dem	Con	Lab	Ind	Other
Economic Development Task Group (7)	3	2	1	1	-
Finance Task Group (7)	3	2	1	1	-
HIF Housing Outputs Task Group (7)	3	2	1	1	-
HIF Task Group (7)	3	2	1	1	-
Housing Task Group (7)	3	2	1	1	-

7. Appointment of Members to Ad Hoc Bodies 2022-23.

The Panel considered appointments of representatives to Ad Hoc Bodies and nominations to the Surrey Leaders' Group. It was noted that the Surrey Leaders Group was seeking nominations from each of the Borough and District Authorities and that any Members put forward would need to complete a nomination form in order to be considered. No Members were proposed for the positions at the meeting, which included the Adults and Health Select Committee, the South East Reserve Forces and Cadets' Association, the Surrey Civilian Military Partnership, the Integrated Care Partnership Board and the SCC Pension Fund.

RECOMMENDED to Council

That the proportions for each appointment be settled as follows:

Ad Hoc Body	Appointments (substitutes indicated in brackets)				
	Lib Dem	Con	Lab	Ind	Other
Ashford & St Peters Hospital NHS Trust (1 rep, 3 years to 2022)	1				
Basingstoke Canal Joint Management Cttee (2 reps, 1 year plus 2 subs, 1 year)	1 (1)	1 (1)			
Corporate Trustee – Friends of Woking Palace (1 rep, 1 year)	1				
Countryside Partnership Board (1 rep, 1 year plus 1 sub, 1 year). Substitute to be appointed to the Local Liaison Group.	1	(1)			
Fairoaks Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year).	1	(1)			
Farnborough Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year).	1	(1)			
Maybury Centre Trust (2 reps, four years to 2022 and 2023 respectively)	1 (2026)		1 (2023)		
Nat. Parking Adjudication Service Jt Cttee (1 rep, 2 years plus 1 sub, 2 years to 2023)	(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 (2 reps, 1 year)	1		1		
Surrey County Playing Fields Association (1 rep., 1 year)	1				
Sutton Green Village Hall Management Cttee (2 reps, 1 year, 1 to be local Ward Cllr)	2				
Woking Access Group (2 reps., 1 year)	1		1		
Woking Community Transport (2 observers, 1 year)	1	1			
Woking People of Faith (1 rep., 5 years to 2026)	1				
Woking Youth Council (2 reps, 1 year plus 1 substitute, 1 year)	1 (1)	1			

8. **Ex-Officio Appointments 2022-23.**

The list of current Ex-Officio appointments was considered by the Panel. A number of the appointments for the coming year would be confirmed once the Portfolio positions had been filled.

It was confirmed that both the Goldsworth Park Lake and Recreation Ground Users Group and the Lakeview Working Group no longer convened and could therefore be disbanded.

RESOLVED

That the report be noted.

RECOMMENDED to Council

That the Goldsworth Park Lake and Recreation Ground Users Group and the Lakeview Working Group be disbanded.

9. **Appointment of the Armed Forces Champion 2022-23.**

The Members of Selection Panel were asked to recommend to Council the appointment of the Authority's Armed Forces Champion for 2022/23 together with a substitute Member. It was noted that the current representative was Councillor Will Forster with Councillor Amanda Boote acting as substitute.

Both Councillor Forster and Councillor Boote indicated that they wished to retain the positions for the coming year and it was therefore agreed that the Council would be recommended to appoint Councillor Forster to the position of Armed Forces Champion, with Councillor Boote to act as substitute.

RECOMMENDED to Council

That (i) Councillor Forster be appointed the Council's Armed Forces Champion for 2022/23; and

(ii) Councillor Boote be appointed the substitute member for the Armed Forces Champion for 2022/23.

10. Seating Arrangements 2022-23.

The Groups had been consulted on the proposed seating plan for Council in advance of the meeting and a copy was tabled at the meeting. The seating plan as tabled was supported and would be formally received at the meeting of Council on 19 May 2022.

RESOLVED

That the proposed seating plan for Council for the 2022/23 Municipal Year be noted.

11. Any Other Business.

No further matters were discussed.

The meeting commenced at 7.00 pm
and ended at 7.45 pm

COUNCIL – 23 MAY 2022

CONSTITUTION OF COMMITTEES 2022-23

Executive Summary

Set out below are the applications for the Membership of the Committees of the Council during the 2022/23 Municipal Year.

Committee	Nominations				
	Lib Dem	Conservative	Labour	Independent	Co-Optees
Appeals Committee (3)	Councillors Morley Oades	Councillor –	Councillor –	Councillor Akberali	–
Licensing Committee ¹ (10)	Councillors Caulfield Sanderson Morales Morley Spenser	Councillors Dorsett Elson Kemp	Councillor Ali	Councillor Jordan	–
Overview and Scrutiny Committee (10)	Councillors Caulfield Graves Kirby Morley Sanderson	Councillors Azad Davis Kemp	Councillor Raja	Councillor Akberali	–
Planning Committee (10)	Councillors Cosnahan Graves Morales Oades Spenser	Councillors Brown Dorsett Whitehand	Councillor Aziz	Councillor Boote	–
Standards and Audit Committee (7)	Councillors Caulfield Cosnahan Graves	Councillors Elson	Councillor Raja	Councillor Akberali	Mrs C Storey Independent Co-Opted Member
Woking Joint Committee (8)	Councillors Barker Caulfield Nicholson Morales	Councillors Brown Kemp	Councillor Ali	Councillor Jordan	–

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 for 2022-23, as set out above, be agreed.

The Council has authority to determine the recommendations above.

Background Papers:

None.

Reporting Person:

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23 May 2022

REPORT ENDS

COUNCIL – 23 MAY 2022

APPOINTMENTS TO WORKING GROUPS 2022-23

Executive Summary

This report sets out the nominations for appointments to Working Groups for the coming year. The appointments are limited to those Groups responsible for reporting to Council. The membership of Working Groups and Task 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				
	Lib Dem	Con	Labour	Independent	Co-Optees
Elections Panel (8 plus 1 Co-Opted Member)	Councillors Barker Forster	Councillors Azad Kemp	Councillor Aziz Raja	Councillor Boote Jordan	Mrs C Storey Independent Co-Opted Member
Freedom of the Borough Working Group (7)	Councillors Forster Johnson Lyons	Councillors Brown Dorsett	Councillor –	Councillor Jordan	–
Military Covenant Advisory Panel (6)	Councillors Forster Sanderson	Councillors Brown Dorsett	Councillor Raja	Councillor Boote	–
Selection Panel (8)	Councillors Barker Forster	Councillors Azad Kemp	Councillors Aziz Raja	Councillors Boote Jordan	–
Sheerwater Regeneration Delivery and Oversight Panel (7)	Councillors Forster Lyons Johnson	Councillors Dorsett Whitehand	Councillors Ali	Councillor Boote	–
Victoria Square & Town Centre Oversight Panel (9)	Councillors Barker Forster Johnson Lyons Roberts	Councillors Azad Kemp	Councillor Ali	Councillor Jordan	–

Recommendations

The Council is requested to:

RESOLVE That membership of the Working Groups for 2022/23 as set out above be agreed.

The Council has authority to determine the recommendation above.

Background Papers:

None.

Reporting Person:

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REPORT ENDS

COUNCIL – 23 MAY 2022

APPOINTMENTS TO AD HOC BODIES AND EX OFFICIO POSITIONS 2022-23

Executive Summary

This report sets out the nominations for appointments to Ad Hoc Bodies available for 2022/23. Also set out is the schedule of Ex Officio appointments.

The following documents are attached to this report:

- Appointments to Ad Hoc Bodies 2022/23: Appendix 1
- Nominations to positions available through the Surrey Leaders Group: Appendix 2
- Ex Officio appointments 2022/23: 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 17 May 2022. In respect of the appointments available through the Surrey Leaders' Group, the Members of the Panel made no nominations.

Recommendations

The Council is requested to:

RESOLVE That

- (i) appointments to Ad Hoc Bodies, including no 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.

Background Papers:

None.

Reporting Person:

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REPORT ENDS

Appointments to Ad Hoc Bodies 2022/23

In the event of a contest, each Member shall have a maximum number of votes equal to the number of vacancies. Substitutes are indicated in brackets.

Ad Hoc Body	Nominations			
	Lib. Dem.	Conservative	Labour	Independent
Ashford & St Peters Hospital NHS Trust (1 rep, 3 years to 2025)	Councillor Nicholson (2025)	Councillor -	Councillor -	Councillor -
Basingstoke Canal Joint Management Cttee (2 reps, 1 year plus 2 subs, 1 year)	Councillor Leach (Spenser)	Councillor Davis (Kemp)	Councillor -	Councillor -
Corporate Trustee – Woking Palace (1 rep, 1 year)	Councillor Barker	Councillor -	Councillor -	Councillor -
Countryside Partnership Board (1 rep, 1 year plus 1 sub, 1 year). Substitute appointed to the Local Liaison Group.	Councillor Leach	Councillor (Brown)	Councillor -	Councillor -
Fairoaks Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year).	Councillor Morley	Councillor (Dorsett)	Councillor -	Councillor -
Farnborough Airport Consultative Cttee (1 rep., 1 year plus 1 sub, 1 year)	Councillor Barker	Councillor (Kemp)	Councillor -	Councillor -
Maybury Centre (2 reps, four years to 2026 and 2023 respectively)	Councillor Graves (2026)	Councillor -	Councillor Aziz (2023)	Councillor -
National Parking Adjudications Service Jt Cttee (1 rep, 2 years, plus 1 sub, 2 years to 2023)	Councillor (Barker) (2023)	Councillor Dorsett (2023)	Councillor -	Councillor -
Police and Crime Panel (1 rep., 1 year)	Councillor Nicholson	Councillor -	Councillor -	Councillor -
ShopMobility (1 rep., 1 year plus 1 sub, 1 year)	Councillor Barker	Councillor (Whitehand)	Councillor -	Councillor -

Appointments to Ad Hoc Bodies and Ex Officio Positions 2022-23

Ad Hoc Body	Nominations (continued)			
	Lib. Dem.	Conservative	Labour	Independent
South East Employers (1 rep., 1 year plus 1 sub, 1 year)	Councillor Barker	Councillor (Azad)	Councillor -	Councillor -
Sport Woking (formerly Woking Sports Council) (2 reps, 1 year)	Councillor Johnson	Councillor -	Councillor Aziz	Councillor -
Surrey County Playing Fields Association (1 rep., 1 year)	Councillor Johnson	Councillor -	Councillor -	Councillor -
Sutton Green Village Hall Management Cttee (2 rep.s, 1 year, 1 to be local Ward Cllr, 1 to be a Member of WBC)	Councillor Cosnahan Forster	Councillor -	Councillor -	Councillor -
Woking Access Group (2 rep.s, 1 year)	Councillor Barker	Councillor -	Councillor Raja	Councillor -
Woking Community Transport (2 observers, 1 year)	Councillor Forster	Councillor Kemp	Councillor -	Councillor -
Woking People of Faith (1 rep, 5 years to 2026)	Councillor -	Councillor Morales	Councillor -	Councillor -
Woking Youth Council (2 reps, 1 year plus 1 substitute, 1 year)	Councillor Spenser (Leach)	Councillor Brown	Councillor -	Councillor -

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 **31 May 2021**. 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	Con	Lib Dem	Labour	Ind
2 X Adults and Health Select Committee (<i>representatives may not be members of their own council's executive or equivalent</i>) (Two positions available for three years to June 2025.)				
1 X South East Reserve Forces And Cadets' Association (One position available for three years to June 2025.)				
1 X Surrey Civilian-Military Partnership (One position available for three years to June 2025.)				
1 X Integrated Care Partnership Board (One position available for three years to June 2025. New for 2022.)				

EX-OFFICIO APPOINTMENTS

The following appointments will be confirmed once the Portfolio Holders for the coming year have been agreed.

<p>Allotments Consultation Group Deputy Mayor to be a judge at the Annual Allotments Competition</p>
<p>Asset Management – Lead Member Portfolio Holder for Asset Management</p>
<p>Children & Young People – Lead Member Portfolio Holder for Cultural and Community Development</p>
<p>Elected Member Development – Lead Member</p>
<p>Jt Cttee – Oversight of Delivery of Surrey Public Authority Services Leader of the Council or their nominee</p>
<p>Ostensible Authority Standing Panel Leader of the Council and 2 nominees</p>
<p>Safeguarding – Lead Member Appropriate Portfolio Holder</p>
<p>Surrey Climate Change Partnership Members Group Portfolio Holder for Climate Change</p>
<p>Surrey Waste Partnership Portfolio Holder for Waste and Recycling</p>
<p>Surrey Waste Partnership – Jt Waste Collection Services Cttee Portfolio Holder for Waste and Recycling</p>
<p>Transport – Lead Member Chairman of Joint Committee or their nominee</p>
<p>Woking Chamber of Commerce Leader of the Council or their nominee</p>
<p>Woking Palace Consultative Panel Ward Members for Hoe Valley and Portfolio Holder for Planning</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.

Appointments to Ad Hoc Bodies and Ex Officio Positions 2022-23

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.

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
- Fair Oaks Airport Consultative Committee
- The Police and Crime Panel
- Countryside Partnership Board
- 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 – 23 MAY 2022

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

Licensing Committee

- Agenda Item 3 – Constitution of Sub-Committees

Overview and Scrutiny Committee

- Agenda Item 3 – Task Groups

Standards and Audit Committee

- Agenda Item 3 – Constitution of Sub-Committee

Background Papers:

None

Reporting Person:

Julie Fisher, Chief Executive
Ext. 3333, E Mail: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk

Date Published:

23 May 2022

EXECUTIVE – 23 MAY 2022

APPOINTMENTS TO WORKING GROUPS 2022/23

Executive Summary

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

Working Group	Nominations			
	Lib. Dem.	Conservative	Labour	Independent
Greener Working WG (8)	Councillors Graves Kirby Leach Oades	Councillors Brown Davis	Councillor Raja	Councillor Jordan
Leisure Partnership Board (5) (includes Portfolio Holder for Leisure and Cultural Services)	Councillors Caulfield Johnson Nicholson	Councillors Kemp	Councillor Raja	Councillor –
Local Development Framework WG (7) (includes Chairman of the Planning Committee)	Councillors Forster Lyons Morales	Councillors Brown Dorsett	Councillor Aziz	Councillor Boote

Reasons for Decision

To determine the memberships of Working 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

Reporting Person:

Julie Fisher, Chief Executive
Ext. 3333, E Mail: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk

Date Published:

23 May 2022

REPORT ENDS

LICENSING COMMITTEE – 23 MAY 2022

CONSTITUTION OF SUB-COMMITTEES

Executive Summary

Set out below are the applications for Membership of the Sub-Committees of the Licensing Committee for the 2022/23 Municipal Year.

Working Group	Nominations			
	Lib. Dem.	Conservative	Labour	Independent
Licensing Sub-Committee A (Daytime) (3) (All remaining Members of Licensing Committee appointed as Substitutes)	Councillors Caulfield Graves	Councillor Dorsett	Councillor –	Councillor –
Licensing Sub-Committee B (Evening) (3) (All remaining Members of Licensing Committee appointed as Substitutes)	Councillors Morales Morley	Councillor Whitehand	Councillor –	Councillor –
Taxi Licensing Sub-Committee (Daytime) (6)	Councillors Caulfield Morley Spenser	Councillors Dorsett Elson	Councillor Ali	Councillor –

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:

Julie Fisher, Chief Executive
Ext. 3333, E Mail: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk

Date Published:

23 May 2022

REPORT ENDS

OVERVIEW AND SCRUTINY COMMITTEE – 23 MAY 2022

WORKING GROUPS AND TASK GROUPS

Executive Summary

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

WORKING GROUP	NOMINATIONS			
	Lib. Dem	Conservative	Labour	Independent
Economic Development Task Group (7)	Councillors Morley Oades Roberts	Councillors Davis Elson	Councillor Aziz	Councillor Akberali
Finance Task Group (7)	Councillors Kirby Oades Sanderson	Councillors Azad Davis	Councillor Aziz	Councillor Akberali
HIF Task Group (7)	Councillors Johnson Lyons Nicholson	Councillors Azad Kemp	Councillor Ali	Councillor Akberali
HIF Housing Outputs Task Group (7)	Councillors Forster Kirby Johnson	Councillors Azad Kemp	Councillor Ali	Councillor Akberali
Housing Task Group (7)	Councillors Cosnahan Johnson Lyons	Councillors Dorsett Whitehand	Councillor Aziz	Councillor Akberali

Recommendations

The Committee is requested to:

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

The Committee has authority to determine the above recommendation.

Background Papers:

None.

Reporting Person:

Julie Fisher, Chief Executive
Ext. 3333, E Mail: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk

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23 May 2022

REPORT ENDS

STANDARDS AND AUDIT COMMITTEE – 23 MAY 2022

CONSTITUTION OF PANEL

Executive Summary

Set out below are the applications for Membership of the Standards Panel of the Standards and Audit Committee for the 2022/23 Municipal Year.

	NOMINATIONS			
	Lib. Dem	Conservative	Labour	Independent
Standards Panel (4 plus the Independent CoOpted Member)	Councillors Caulfield Graves	Councillors Elson	Councillor –	Councillor Akberali

Recommendations

The Committee is requested to:

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

The Committee has authority to determine the above recommendation.

Background Papers:

None

Reporting Person:

Julie Fisher, Chief Executive
Ext. 3333, E Mail: julie.fisher@woking.gov.uk

Contact Person:

Frank Jeffrey, Head of Democratic Services
Ext. 3012, E Mail: frank.jeffrey@woking.gov.uk

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REPORT ENDS