

COUNCIL – 22 MAY 2023

## POLITICAL BALANCE OF THE COUNCIL 2023/24

### 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:	20
Conservative:	4
Labour:	3
Independent:	3

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

	<b>Leader</b>	<b>Deputy Leader</b>
Liberal Democrat:	Councillor A-M Barker	Councillor W Forster
Conservative:	Councillor K Davis	Councillor J Brown
Labour:	Councillor T Aziz	Councillor A Javaid
Independent:	Councillor A Boote	Councillor D Jordan

The Selection Panel, at its meeting on 16 May 2023, 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.

<b>The Council has authority to determine the recommendation above.</b>
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<b>Background Papers:</b>	None.
<b>Reporting Person:</b>	Julie Fisher, Chief Executive E Mail: julie.fisher@woking.gov.uk, Ext. 3333
<b>Contact Person:</b>	Frank Jeffrey, Head of Democratic Services E Mail: frank.jeffrey@woking.gov.uk, Ext. 3012
<b>Date Published:</b>	22 May 2023

REPORT ENDS



## WOKING BOROUGH COUNCIL

### NOTES OF A MEETING OF THE SELECTION PANEL

HELD ON 16 MAY 2023 IN THE BOARDROOM - CIVIC OFFICES

Present: Councillor Tahir Aziz  
Councillor Ann-Marie Barker  
Councillor Amanda Boote  
Councillor Josh Brown  
Councillor Kevin Davis  
Councillor Will Forster  
Councillor Anila Javaid  
Councillor Daryl Jordan

Julie Fisher (Chairman)  
Frank Jeffrey  
Gareth John  
Natalie Khan

#### 1. Election of Chairman

Councillor Ann-Maire Barker moved and Councillor Amanda Boote seconded the election of Julie Fisher as Chairman of the Panel.

RESOLVED

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

#### 2. Apologies for Absence

No apologies for absence were received.

#### 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 2023/24**

Panel Members had before them a report on proportionality of the Council. The State of the Parties for 2023/24 was noted as follows:

**State of the Political Groups**

Group	Members	% Proportionality
Liberal Democrat	20	67
Conservative	4	13
Labour	3	10
Independent	3	10
Totals	30	100

RESOLVED

That the report be noted.

**5. Appointment of Members to Committees and Sub-Committees 2023/24.**

The Panel was invited to consider the ‘proportionality’ of appointments to the Committees and Sub-Committees for the 2023/24 Municipal Year.

**RECOMMENDED to Council**

**That the proportions for each Committee and Sub-Committee be settled as follows:**

**Committee Appointments**

Committee	Lib Dem	Con	Lab	Ind
Appeals (3)	2	0	1	0
Licensing (10)	7	1	1	1
Overview and Scrutiny (10)	6	2	1	1
Planning (10)	7	1	1	1
Standards and Audit (6)	4	1	0	1

**Sub-Committee Appointments**

Committee	Lib Dem	Con	Lab	Ind
Licensing Sub-Cttee A (3)	2	1	0	0
Licensing Sub-Cttee B (3)	2	0	1	0
Taxi Licensing Sub-Cttee (6)	4	1	1	0
Standards Panel (4)	3	0	0	1

**6. Appointment of Members to Working Groups 2023/24.**

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

Committee. It was noted that a number of new Groups had been established in recent months.

It was proposed that that the HIF Housing Outputs Panel should be disbanded, noting that the Panel had last met in the summer of 2022. The Panel further agreed to recommend that the membership of the Military Covenant Advisory Panel should be increased from 6 to 7.

**RECOMMENDED to Council**

- That (i) the HIF Housing Outputs Panel be disbanded;
- (ii) the membership of the Military Covenant Advisory Panel be increased by 1, creating a Panel of 7 Members;
- (iii) the proportions for each Group be settled as follows:

**Working Groups Under the Remit of Council**

<b>Working Group</b>	<b>Lib</b>	<b>Dem</b>	<b>Con</b>	<b>Lab</b>	<b>Ind</b>
Appointments Panel (5)	3		1	1	0
Corporate Governance WG (3)	2		1	0	0
Freedom of the Borough WG (6)	5		0	0	1
Military Covenant Adv. Panel (7)	4		1	1	1
Sheerwater Regen. Delivery and Oversight Board (7)	4		1	1	1

**Working Groups Under the Remit of the Executive**

<b>Working Group</b>	<b>Lib</b>	<b>Dem</b>	<b>Con</b>	<b>Lab</b>	<b>Ind</b>
Greener Woking WG (8)	5		2	1	0
Joint Infrastructure WG (7)	4		1	1	1
Leisure Partnership Board (5)	4		1	0	0
Local Dev. Framework WG (7)	4		1	1	1
Neighbourhood CIL WG (6)	3		1	1	1
Safer Woking Partnership (4)	3		0	0	1
UK Shared Prosperity Fund (2)	2		0	0	0
Woking Wellbeing Group (4)	3		0	0	1

**Working Groups Under the Remit of the Overview and Scrutiny Committee**

<b>Working Group</b>	<b>Lib</b>	<b>Dem</b>	<b>Con</b>	<b>Lab</b>	<b>Ind</b>
Economic Development WG (7)	5		1	1	0
Finance WG (7)	4		1	1	1
HIF Housing Outputs WG (7)	5		1	0	1
Housing Working Group (7)	4		1	1	1

**7. Appointment of Members to Ad Hoc Bodies 2023/24.**

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

## Actions

forward would need to complete a nomination form in order to be considered.

### RECOMMENDED to Council

That the proportions for each appointment be settled as follows:

		LIB DEM	CON	LAB	IND
Ashford & St Peters Hospital NHS Trust (3 years to 2025)	1 rep	1			
Basingstoke Canal Jt Management Cttee (1 year)	2 reps	1	1		
	2 subs	1			1
Countryside Partnership Board. Sub appointed to the Local Liaison Group (1 year)	1 rep	1			
	1 sub		1		
Fairoaks Airport Consultative Cttee (1 year).	1 rep	1			
	1 sub	1			
Farnborough Airport Consultative Cttee (1 year).	1 rep	1			
	1 sub	1			
Friends of Woking Palace (1 year)	1 rep	1			
Maybury Centre Trust (4 years to 2026 and 2027 respectively)	2 reps	1 (2026)		1 (2027)	
Nat. Parking Adjud. Service Jt Cttee (2 years to 2025)	1 rep	1			
	1 sub	1			
Police & Crime Panel (1 year)	1 rep	1			

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ShopMobility (1 year)	1 rep	1			
	1 sub				1
SE Employers (1 year)	1 rep	1			
	1 sub		1		
Sport Woking (1 year)	2 reps	1		1	
Surrey County Playing Fields Assoc. (1 year)	1 rep	1			
Sutton Green Village Hall Man. Cttee (1 year)	2 reps inc. 1 Ward Cllr	1	1		
Woking Access Group (1 year)	2 reps	1		1	
Woking Community Transport (1 year)	2 observers	1		1	
Woking People of Faith (5 years to 2026)	1 rep	1			
Woking Youth Council (1 year)	2 reps	1	1		
	1 sub				1

**8. Ex-Officio Appointments 2023/24.**

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.

RESOLVED

That the report be noted.

**9. Appointment of the Armed Forces Champion 2023/24.**

The Members of Selection Panel were asked to recommend to Council the appointment of the Authority's Armed Forces Champion for 2023/24 together with a substitute Member. It

## **Actions**

was noted that the current representative was Councillor Will Forster with Councillor Amanda Boote acting as substitute.

Councillor Forster proposed the appointment of Councillor Guy Cosnahan as the Authority's Armed Forces Champion and Councillor Amanda Boote offered to serve as substitute for the 2023/24 Municipal Year.

### **RECOMMENDED to Council**

**That (i) Councillor Guy Cosnahan be appointed the Council's Armed Forces Champion for the 2023/24 Municipal Year; and**

**(ii) Councillor Amanda Boote be appointed the substitute member for the Armed Forces Champion for the 2023/24 Municipal Year.**

#### **10. Seating Arrangements 2023/24.**

The Groups had been invited to consider the proposed seating plan for Council in advance of the meeting on 18 May 2023. Proposed seating arrangements would be provided to Officers in due course.

#### **11. Any Other Business**

No further matters were discussed.

The meeting commenced at 7.00 pm  
and ended at 8.11 pm



COUNCIL – 22 MAY 2023

## CONSTITUTION OF COMMITTEES 2023/24

### Executive Summary

Set out below are the applications for the Membership of the Committees of the Council during the 2023/24 Municipal Year.

Committee	Nominations				
	Lib Dem	Conservative	Labour	Independent	Co-Optees
Appeals Committee (3)	2 Cllr Caulfield Cllr Morley		1 Cllr Aziz		
Licensing Committee <sup>1</sup> (10)	7 Cllr Caulfield Cllr Leach Cllr Martin Cllr Morley Cllr Rice Cllr Spenser Cllr Sullivan	1 Cllr Hussain	1 Cllr Javaid	1 Cllr Jordan	
Overview and Scrutiny Committee (10)	6 Cllr Caulfield Cllr Kirby Cllr Leach Cllr Morley Cllr Rice Cllr Sullivan	2 Cllr Brown Cllr Davis	1 Cllr Javaid	1 Cllr Akberali	
Planning Committee (10)	7 Cllr Cosnahan Cllr Greentree Cllr Martin Cllr Morales Cllr Mukherjee Cllr Oades Cllr Spenser	1 Cllr Dorsett	1 Cllr Aziz	1 Cllr Jordan	

## Constitution of Committees 2023/24

Standards and Audit Committee (6 + 1)	<b>4</b> Cllr Caulfield Cllr Cosnahan Cllr Greentree Cllr Oades	<b>1</b> Cllr Brown		<b>1</b> Cllr Akberali	<b>1</b> Mrs C Storey Independent Co-Opted Member
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<sup>1</sup>Members 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 2023/24, 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:

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### Date Published:

22 May 2023

REPORT ENDS

COUNCIL – 22 MAY 2023

## APPOINTMENTS TO WORKING GROUPS 2023/24

### 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 Panels under the remit of the Executive and the Overview and Scrutiny Committee will be dealt with later in the evening.

Working Groups/Panels	Nominations				
	Lib Dem	Con	Labour	Independent	Co-Optees
Appointments Panel (5)	<b>3</b> Cllr Barker Cllr Forster Cllr Roberts	<b>1</b> Cllr Davis	<b>1</b> Cllr Aziz		–
Corporate Governance Working Group (3)	<b>2</b> Cllr Caulfield Cllr Greentree	<b>1</b> Cllr Davis			–
Freedom of the Borough Working Group (6)	<b>5</b> Cllr Forster Cllr Johnson Cllr Leach Cllr Lyons Cllr Sullivan			<b>1</b> Cllr Boote	–
Military Covenant Advisory Panel (7)	<b>3</b> Cllr Cosnahan Cllr Martin Cllr Spenser Cllr Sullivan	<b>1</b> Cllr Hussain	<b>1</b> Cllr Raja	<b>1</b> Cllr Boote	–
Sheerwater Regeneration Delivery and Oversight Panel (7)	<b>4</b> Cllr Forster Cllr Johnson Cllr Lyons Cllr Sullivan	<b>1</b> Cllr Dorsett	<b>1</b> Cllr Javaid	<b>1</b> Cllr Boote	–

**Recommendations**

The Council is requested to:

**RESOLVE That** membership of the Working Groups and Panels for 2023/24, as set out above, be agreed.

<p><b>The Council has authority to determine the recommendation above.</b></p>
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**Background Papers:**

None.

**Reporting Person:**

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REPORT ENDS

COUNCIL – 22 MAY 2023

## **APPOINTMENTS TO AD HOC BODIES AND EX OFFICIO POSITIONS 2023/24**

### **Executive Summary**

This report sets out the nominations for appointments to Ad Hoc Bodies available for 2023/24. Also set out is the schedule of Ex Officio appointments.

The following documents are attached to this report:

- Appointments to Ad Hoc Bodies 2023/24: Appendix 1
- Nominations to positions available through the Surrey Leaders Group: Appendix 2
- Ex Officio appointments 2023/24: Appendix 3
- Protocol for Members Appointed to Ad Hoc 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 16 May 2023.

### **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.**

### **Background Papers:**

None.

### **Reporting Person:**

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### **Contact Person:**

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**Appointments to Outside Bodies and Ex Officio Positions 2023/24**

**Date Published:**

22 May 2023

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## Appointments to Outside Bodies and Ex Officio Positions 2023/24

Appendix 1

### Appointments to Ad Hoc Bodies 2023/24

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)	Cllr Nicholson (2025)			
Basingstoke Canal Joint Management Cttee (2 reps, 1 year plus 2 subs, 1 year)	Cllr Leach (Cllr Mukherjee)	Cllr Davis		(Cllr Jordan)
Countryside Partnership Board (1 rep, 1 year plus 1 sub, 1 year). Substitute appointed to the Local Liaison Group.	Cllr Graves	(Cllr Davis)		
Fairoaks Airport Consultative Cttee (1 rep, 1 year plus 1 sub, 1 year).	Cllr Morley (Cllr Sullivan)			
Farnborough Airport Consultative Cttee (1 rep, 1 year plus 1 sub, 1 year)	Cllr Barker (Cllr Sullivan)			
Friends of Woking Palace (1 rep, 1 year)	Cllr Barker			
Maybury Centre (2 reps, four years to 2026 and 2023 respectively)	Cllr Graves (2026)		Cllr Aziz (2027)	
National Parking Adjudications Service Joint Cttee (1 rep, 2 years, plus 1 sub, 2 years to 2023)	Cllr Barker (2025) (Cllr Roberts) (2025)			
Police and Crime Panel (1 rep, 1 year)	Cllr Nicholson			
ShopMobility (1 rep, 1 year plus 1 sub, 1 year)	Cllr Barker			(Cllr Jordan)
South East Employers (1 rep, 1 year plus 1 sub, 1 year)	Cllr Barker	(Cllr Davis)		

**Appointments to Outside Bodies and Ex Officio Positions 2023/24**

<b>Ad Hoc Body</b>	<b>Nominations</b> (continued)			
	<b>Lib. Dem.</b>	<b>Conservative</b>	<b>Labour</b>	<b>Independent</b>
Sport Woking (formerly Woking Sports Council) (2 reps, 1 year)	Cllr Martin		Cllr Aziz	
Surrey County Playing Fields Association (1 rep, 1 year)	Cllr Nicholson			
Sutton Green Village Hall Management Cttee (2 reps, 1 year, 1 to be local Ward Cllr, 1 to be a Member of WBC)	Cllr Rice	Cllr Davis		
Woking Access Group (2 reps, 1 year)	Cllr Barker		Cllr Javaid	
Woking Community Transport (2 observers, 1 year)	Cllr Rice		Cllr Aziz	
Woking People of Faith (1 rep, 5 years to 2026)	Cllr Morales (2026)			
Woking Youth Council (2 reps, 1 year plus 1 substitute, 1 year)	Cllr Leach	Cllr Brown		(Cllr Akberali)



**SURREY LEADERS GROUP – APPOINTMENTS**

The nominations will be put forward to the Surrey Leaders Group for consideration. The nominees will need to submit a CV for the position by **6 June 2023**. A template for the CV has been produced by the Group. Member representatives will be asked to prepare an annual report at the end of each year.

BODIES		LIB DEM	CON	LAB	IND
Adults & Health Select Cttee (3 years to June 2026.)	2 reps				
<b>Countryside Access Forum</b> (3 years to June 2026.)	1 rep	Cllr Graves			
<b>Surrey &amp; Borders Part. NHS Foundation Trust</b> (3 years to June 2026.)	1 rep	Cllr Barker			
<b>Mental Health Part. Board</b> (3 years to June 2026.)	1 rep				
<b>Surrey Heartlands Integrated Care Part.</b> (3 years to June 2026.)	1 rep	Cllr Barker			
	2 subs				
<b>Surrey Civilian Military Part. Board</b> (3 years to June 2026.)	1 rep				



**EX-OFFICIO APPOINTMENTS**

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

<b>Ex Officio Position</b>
<b>Allotments Consultation Group</b> Deputy Mayor to act as judge at the Annual Allotments Competition.
<b>Asset Management – Lead Member</b> Portfolio Holder for Asset Management.
<b>Children &amp; Young People – Lead Member</b> Portfolio Holder for Cultural and Community Development.
<b>Elected Member Development – Lead Member</b> Appropriate Portfolio Holder.
<b>Elections Panel</b> Group Leaders and Deputy Group Leaders and Independent Co-Opted Member.
<b>Joint Cttee for Oversight of Delivery of Surrey Public Authority Services</b> Leader of the Council or their nominee.
<b>Ostensible Authority Standing Panel</b> Leader of the Council and two nominees.
<b>Resident Engagement – Lead Member</b> Appropriate Portfolio Holder.
<b>Safeguarding – Lead Member</b> Appropriate Portfolio Holder.
<b>Selection Panel</b> Group Leaders and Deputy Group Leaders.
<b>Shareholder Advisory Group</b> Members of the Executive & Independent Co-Opted Member. Chairman of the Overview & Scrutiny Committee invited to attend as an observer.
<b>Sheerwater Regeneration – Lead Member</b> Appropriate Portfolio Holder.
<b>Surrey Climate Change Partnership Members Group</b> Portfolio Holder for Climate Change.

**Appointments to Outside Bodies and Ex Officio Positions 2023/24**

<b>Surrey Waste Partnership</b> Portfolio Holder for Waste and Recycling.
<b>Surrey Waste Partnership – Joint Waste Collection Services Cttee</b> Portfolio Holder for Waste and Recycling.
<b>Transport – Lead Member</b> Appropriate Portfolio Holder.
<b>Woking Chamber of Commerce</b> Leader of the Council or their nominee.
<b>Woking Community Fund Panel</b> Portfolio Holder for the Voluntary Sector.
<b>Woking Palace Consultative Panel</b> Ward Members for Hoe Valley & Portfolio Holder for Planning.
<b>Woking Place Board</b> Leader of the Council.
<b>Woking Strategic Partnership Board</b> Leader of the Council and Leader of the Opposition.



### **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

## **Appointments to Outside Bodies and Ex Officio Positions 2023/24**

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.

#### **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 – 22 MAY 2023

**FIRST MEETINGS OF THE EXECUTIVE AND THE COUNCIL'S COMMITTEES 2023/24**

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

**Executive**

- Agenda Item 1 – Working Groups and Boards

**Licensing Committee**

- Agenda Item 3 – Constitution of Sub-Committees

**Overview and Scrutiny Committee**

- Agenda Item 3 – Working Groups

**Standards and Audit Committee**

- Agenda Item 3 – Constitution of Sub-Committee

**Background Papers:**

None

**Reporting Person:**

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**APPOINTMENTS TO WORKING GROUPS 2023/24**

**Executive Summary**

This report sets out the nominations for appointments to Working Groups under the remit of the Executive. Substitutes are indicated in brackets.

Working Group	Nominations			
	Lib. Dem.	Conservative	Labour	Independent
Greener Working WG (8)	<b>5</b> Cllr Graves Cllr Greentree Cllr Leach Cllr Oades Cllr Sullivan	<b>2</b> Cllr Brown Cllr Davis	<b>1</b> Cllr Javaid	
Joint Infrastructure Working Group (7) (includes the Portfolio Holder for Planning and Regulation)	<b>4</b> Cllr Barker Cllr Forster Cllr Lyons Cllr Morales	<b>1</b> Cllr Dorsett	<b>1</b> Cllr Aziz	<b>1</b> Cllr Boote
Leisure Partnership Board (5) (includes the Portfolio Holder for Living Well)	<b>4</b> Cllr Caulfield Cllr Johnson Cllr Leach Cllr Nicholson (Cllr Barker) (Cllr Martin)	<b>1</b> Cllr Dorsett (Cllr Brown)		
Local Development Framework WG (7) (includes the Chairman of the Planning Committee and the Portfolio Holder for Planning and Regulation)	<b>4</b> Cllr Cosnahan Cllr Lyons Cllr Morales Cllr Mukherjee	<b>1</b> Cllr Dorsett	<b>1</b> Cllr Aziz	<b>1</b> Cllr Boote

**First Meetings of the Executive and the Council's Committees 2023/24**

Neighbourhood CIL Working Group (6)	<b>3</b> Cllr Barker Cllr Graves Cllr Greentree	<b>1</b> Cllr Dorsett	<b>1</b> Cllr Aziz	<b>1</b> Cllr Boote
Safer Woking Partnership Group (4)	<b>3</b> Cllr Barker Cllr Leach Cllr Nicholson			<b>1</b> Cllr Jordan
UK Shared Prosperity Fund Partnership Group (2)	<b>2</b> Cllr Barker Cllr Forster			
Woking Wellbeing Group (4)	<b>3</b> Cllr Barker Cllr Mukherjee Cllr Nicholson			<b>1</b> Cllr Jordan

**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:**

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**First Meetings of the Executive and the Council's Committees 2023/24**

**Date Published:**

22 May 2023

REPORT ENDS

LICENSING COMMITTEE – 22 MAY 2023

**CONSTITUTION OF SUB-COMMITTEES**

**Executive Summary**

Set out below are the applications for Membership of the Sub-Committees of the Licensing Committee for the 2023/24 Municipal Year.

Working Group	Nominations			
	Lib. Dem.	Conservative	Labour	Independent
Licensing Sub-Committee A (Daytime) (3) (All remaining Members of the Licensing Committee appointed as Substitutes)	<b>2</b> Cllr Caulfield Cllr Oades	<b>1</b> Cllr Hussain		
Licensing Sub-Committee B (Evening) (3) (All remaining Members of the Licensing Committee appointed as Substitutes)	<b>2</b> Cllr Leach Cllr Martin		<b>1</b> Cllr Javaid	
Taxi Licensing Sub-Committee (Daytime) (6)	<b>4</b> Cllr Leach Cllr Rice Cllr Spenser Cllr Sullivan	<b>1</b> Cllr Hussain	<b>1</b> Cllr Javaid	

**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.

## First Meetings of the Executive and the Council's Committees 2023/24

### Reporting Person:

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REPORT ENDS

OVERVIEW AND SCRUTINY COMMITTEE – 22 MAY 2023

**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			
	Lib. Dem	Conservative	Labour	Independent
Economic Development Working Group (7)	<p><b>5</b></p> <p>Cllr Barker Cllr Morley Cllr Mukherjee Cllr Oades Cllr Roberts</p>	<p><b>1</b></p> <p>Cllr Davis</p>	<p><b>1</b></p> <p>Cllr Javaid</p>	
Finance Working Group (7)	<p><b>4</b></p> <p>Cllr Kirby Cllr Oades Cllr Rice Cllr Roberts</p>	<p><b>1</b></p> <p>Cllr Davis</p>	<p><b>1</b></p> <p>Cllr Aziz</p>	<p><b>1</b></p> <p>Cllr Akberali</p>
Housing Infrastructure Fund (HIF) Working Group (7)	<p><b>5</b></p> <p>Cllr Forster Cllr Kirby Cllr Johnson Cllr Lyons Cllr Nicholson</p>	<p><b>1</b></p> <p>Cllr Dorsett</p>		<p><b>1</b></p> <p>Cllr Akberali</p>
Housing Working Group (7)	<p><b>4</b></p> <p>Cllr Cosnahan Cllr Johnson Cllr Lyons Cllr Sullivan</p>	<p><b>1</b></p> <p>Cllr Dorsett</p>	<p><b>1</b></p> <p>Cllr Aziz</p>	<p><b>1</b></p> <p>Cllr Boote</p>

**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.

**Reporting Person:**

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REPORT ENDS



STANDARDS AND AUDIT COMMITTEE – 22 MAY 2023

**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 2023/24 Municipal Year.

	NOMINATIONS			
	Lib. Dem	Conservative	Labour	Independent
<b>Standards Panel</b> (4 plus the Independent Co-Opted Member)	<b>3</b> Cllr Caulfield Cllr Cosnahan Cllr Greentree			<b>1</b> Cllr 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:**

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