

COUNCIL – 20 MAY 2024

APPOINTMENTS TO COMMITTEES AND OTHER BODIES FOR 2024/25

Executive Summary

This report sets out the proposed memberships of the Council's Committees and recommends the appointment of Members to a range of outside bodies. The proposals follow on from discussions held by the Council's Selection Panel on the evening of 15 May 2024.

The Council is also recommended to appoint the Armed Forces Champion for the coming year.

Recommendations

The Council is requested to:

RESOLVE That

- (i) membership of the Committees for 2024/25 be agreed as set out in [Section 2.0](#) of the report;
- (ii) membership of the Safer Working Partnership for 2024/25 be agreed as set out in [Section 3.0](#) of the report;
- (iii) the size of the Finance Working Group be reduced to six, as set out in [Section 3.0](#) of the report, and the terms of reference as set out in the Constitution be amended to reflect the change;
- (iv) the appointments to ad hoc bodies for 2024/25 be agreed as set out in [Section 4.0](#) of the report.
- (v) the nominations to appointments available through the Surrey Leaders' Group, as set out in [Section 5.0](#) of the report, be endorsed;
- (vi) Councillor Cosnahan be appointed the Armed Forces Champion for 2024/25 and Councillor Howes be appointed Deputy Armed Forces Champion for 2024/25, as set out in [Section 6.0](#) of the report; and
- (vii) the list of ex officio appointments, as set out in [Section 7.0](#) of the report, be noted.

The Council has the authority to determine the recommendations set out above.

Background Papers: None.

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Appointments to Committees and Other Bodies for 2024-25

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Appointments to Committees and Other Bodies for 2024-25

1.0 Introduction

- 1.1 Each year the Council appoints Elected Members to positions on the Committees and Sub-Committees of the Authority. Sections 15 and 16 of the Local Government and Housing Act 1989 obligate the Council to allocate seats on Committees to 'political groups' on a proportionate basis. In order to ensure that this is achieved, a meeting of Selection Panel was held on 15 May 2024. The Panel, which consists of the Group Leaders and Deputy Group Leaders, carefully considers the allocation of seats to ensure that, as far as is practicable, the appointments are politically proportional.
- 1.2 The outcome of the 2024 elections has resulted in the following political balance:
 - 30 Councillors comprising a Liberal Democrat Group of 24 Councillors and an Independent and Others Group of 6 Councillors.
- 1.3 As an example of the level of proportionality, for a Committee size of ten Councillors, the Liberal Democrat Group would be eligible for eight seats whilst the Independent and Others Group would be eligible for two seats.
- 1.4 In addition, there are a number of ad hoc bodies to which the Council appoints one or more representatives; these include both Borough-wide and County-wide organisations. This report sets out the proposed appointments put forward by the Group Leaders and Deputy Group Leaders.
- 1.5 Following the appointment of Members to the positions available, including the allocation of Portfolio Responsibilities, details will be published in a comprehensive leaflet which will cover the contact details of Councillors, the memberships and dates of Committee meetings, portfolio responsibilities and the ad hoc and ex officio appointments for 2024/25.

2.0 Membership of Committees

- 2.1 This section sets out the applications for the Membership of the Committees of the Council for the 2024/25 Municipal Year. The proportionality has been carefully considered to ensure that the appointments are made on a proportional basis.
- 2.2 The membership of the Executive is the responsibility of the Leader of the Council and will be announced during the meeting of Council.
- 2.3 The newly established Shareholder Executive Committee will comprise of the Leader, all Members of the Executive and an Independent Co-opted Member. The Leader (or appointee) will chair the Committee meetings and a Vice Chair will be selected from the Elected Members of the Executive. Claire Storey, Independent Co-Opted Member, will sit on the Committee for the coming year.
- 2.4 The purpose of the Shareholder Executive Committee (SEC) is to act as the Shareholder and take decisions in respect of companies in which the Council has an interest.

Independent Co-Opted Member(s).

- 2.5 It is noted that, unless the Council is otherwise advised, Claire Storey will continue in her role on the Council as the Independent Co-Opted Member and that Tim Stokes will continue in his position as the Council's Independent Person over the coming year.
- 2.6 Subject to the Council's agreement to the proposals of the Standards and Audit Committee (now named the Audit and Governance Committee) earlier on the agenda, a second Independent Co-Opted Member will be recruited by the Council to serve on the Audit and Governance Committee.

Appointments to Committees and Other Bodies for 2024-25

Committee Sizes.

- 2.7 The following Committee sizes have been applied.
- 2.8 The Members of Selection Panel noted the intention to appoint a second Independent Co-Opted Member to the Audit and Governance Committee and have proposed that the membership of the Committee is maintained at seven, comprising five Councillors and two Independent Co-Opted Members (six Councillors and one Independent Co-Opted Member in 2023/24).

COMMITTEE	COMMITTEE SIZE
Audit and Governance Committee	Five Councillors and up to two Independent Co-Opted Members
Communities and Housing Scrutiny Committee	Seven Councillors
Employment Committee	Seven Councillors
Environment and Place Scrutiny Committee	Seven Councillors
Licensing Committee	Ten Councillors
Licensing Sub-Committee A	Three Councillors
Licensing Sub-Committee B	Three Councillors
Planning Committee	Ten Councillors
Resource and Finance Scrutiny Committee	Eight Councillors
Standards Panel	Four Councillors and one Independent Co-Opted Member
Taxi Licensing Sub-Committee	Six Councillors

Committee Memberships.

- 2.9 The membership of each Committee, as proposed by the Group Leaders and Deputy Group Leaders, is set out below.
- 2.10 Members of the Licensing Committee are to be appointed to serve on one of the two Licensing Sub-Committees and the Taxi Licensing Sub-Committee.
- 2.11 Three Members of the Licensing Committee will be appointed to Licensing Sub-Committee A and B, with the remaining Members of the Licensing Committee being appointed as substitutes.
- 2.12 Substitute Members for the Standards Panel are to be appointed, as agreed by the Standards and Audit Committee on 17 September 2020.

Appointments to Committees and Other Bodies for 2024-25

2.13 The appointments to the Licensing Sub—Committees, the Taxi Licensing Sub-Committee and the Standards Panel will be confirmed at the first meetings of the respective Committees (the Licensing Committee and the Audit and Governance Committee).

COMMITTEE	MEMBERSHIP
Audit and Governance Committee	Councillor Cosnahan Councillor Greentree Councillor Oades Councillor Raja Councillor Rice Claire Storey, Ind. Co-Opted Member 1 x vacant post, Ind. Co-Opted Member
Communities and Housing Scrutiny Committee	Councillor Aslam Councillor Bonsundy-O'Bryan Councillor Greentree Councillor Jordan Councillor Mukherjee Councillor Mumtaz Councillor Sullivan
Employment Committee	Councillor Aslam Councillor Barker Councillor Graves Councillor Howes Councillor Kuipers Councillor Morley Councillor Roberts
Environment and Place Scrutiny Committee	Councillor Akberali Councillor Graves Councillor Kuipers Councillor Leach Councillor Martin Councillor Morley Councillor Raja
Licensing Committee	Councillor Bonsundy-O'Bryan Councillor Graves Councillor Howes Councillor Jordan Councillor Kuipers Councillor Leach Councillor Martin Councillor Mumtaz Councillor Pearce Councillor Spenser
Planning Committee	Councillor Cosnahan Councillor Javaid Councillor Jordan Councillor Leach Councillor Lyons Councillor Martin

Appointments to Committees and Other Bodies for 2024-25

	Councillor Mukherjee Councillor Pandher Councillor Spenser Councillor Sullivan
Resource and Finance Scrutiny Committee	Councillor Boote Councillor Cosnahan Councillor Greentree Councillor Javaid Councillor Oades Councillor Pandher Councillor Pearce Councillor Rice

3.0 Working Groups

The Safer Working Partnership.

- 3.1 The Council is invited to agree the membership of the Safety Working Partnership.
- 3.2 Community Safety Partnerships (CSPs) were introduced by Section 6 of the Crime and Disorder Act 1998 and bring together local partners to formulate and implement strategies to tackle crime, disorder and antisocial behaviour in their communities. The responsible authorities that make up a Community Safety Partnership are the Police, Fire and Rescue authorities, Local Authorities, Health partners and the Probation Service.

Proposed Membership.

COMMITTEE	MEMBERSHIP
The Safer Working Partnership	Councillor Javaid Councillor Mukherjee Councillor Mumtaz Councillor Nicholson

The Finance Working Group.

- 3.3 The Council has agreed to retain the Finance Working Group, recognising the important role it plays in the scrutiny of the Council's work through the Improvement and Recovery Plan on the finances of the Authority.
- 3.4 When considering the appointment of Councillors to the Working Group, the Members of Selection Panel agreed to reduce the size of the Working Group from seven to six Elected Members. The Council is invited to agree this change and any consequential changes to the terms of reference set out in the Constitution.
- 3.5 The responsibility for the appointment of Councillors to the Working Group lies with the Resource and Finance Scrutiny Committee and the membership will be confirmed later in the evening through the first meeting of the Scrutiny Committee.

Appointments to Committees and Other Bodies for 2024-25

4.0 Ad hoc Appointments

- 4.1 Each year, Woking Borough Council appoints Elected Members to a range of ad hoc positions. This section sets out the proposed appointments for the coming year based on the discussions held by the Selection Panel. The Council is invited to agree the appointments.
- 4.2 Positions highlighted in bold can be taken by Members of the Executive. Those appointments shaded green do not need to be considered for the coming year.

Recommended Ad hoc appointments.

Ad Hoc Body	POSITIONS AVAILABLE	REPRESENTATIVE
Ashford & St Peters Hospital NHS Trust (3 years to 2025)	1 representative	Councillor Nicholson
Corporate Trustee – Friends of Woking Palace (1 year)	1 representative	Councillor Morales
Countryside Partnership Board (1 year).	1 representative	Councillor Graves
	1 substitute	Councillor Mukherjee
Fairoaks Airport Consultative Cttee (1 year).	1 representative	Councillor Morley
	1 substitute	Councillor Mukherjee
Farnborough Aerodrome Consultative Cttee (1 year).	1 representative	Councillor Pearce
	1 substitute	Councillor Sullivan
Nat. Parking Adjudication Service Jt Cttee (2 years to 2025)	1 representative	Councillor Barker
	1 substitute	Councillor Roberts
Police and Crime Panel (1 year)	1 representative	Councillor Nicholson
South East Employers (1 year)	1 representative	Councillor Barker
	1 substitute	Councillor Forster
Sport Woking (1 year)	2 representatives	Councillor Jordan Councillor Martin
Surrey County Playing Fields Association (1 year)	1 representative	Councillor Martin
Woking Access Group (1 year)	2 representatives	Councillor Barker Councillor Raja
Woking People of Faith (5 years to 2026)	1 representative	Councillor Morales

Appointments to Committees and Other Bodies for 2024-25

5.0 Appointments through the Surrey Leaders' Group

- 5.1 Each year a series of positions are available for Borough Councillors on Countywide bodies through the Surrey Leaders' Group. Each Borough and District Council is invited to nominate Elected Members to these positions.
- 5.2 Any Member interested in one of the following positions will be asked to complete a nomination form which will then be considered by the Surrey Leaders' Group before any appointments are confirmed. Nomination forms must make clear the nominee's interest and experience in the work of the body being nominated to and must be submitted by Monday, 3 June 2024. Each appointment is for three years.

Appointments available.

BODY	NOMINEE
Adults and Health Select Committee (<i>representatives may not be Members of the Executive</i>)	
High Sheriff Award	
Surrey & Borders Partnership NHS Foundation Trust	
Surrey County Council Pension Fund	Councillor Rice
Active Surrey Sports Partnership Forum	
Surrey Heartlands Integrated Care Partnership	Councillor Mukherjee

6.0 The Armed Forces Champion.

- 6.1 Each year, Woking Borough Council appoints an Armed Forces Champion for the Borough. In view of the interest in the role, a Deputy Armed Forces Champion is also appointed. The Council is recommended to appoint Councillor Cosnahan to serve a further year as the Armed Forces Champion and Councillor Howes to serve as Deputy.
- 6.2 The role of Armed Forces Champion includes
- (i) to champion the Armed Forces across the Council and beyond;
 - (ii) to act as the Champion for current and ex forces personnel who need assistance with signposting within the organisation and help unblock any problems that people have accessing services and relevant support; and
 - (iii) to encourage promotion of the values of the Armed Forces Covenant.

7.0 Ex Officio Appointments.

- 7.1 A series of ex officio positions are appointed to each year on the basis of positions held by Councillors. The list of appointments will be published once the Portfolio Responsibilities for the coming year have been confirmed.
- 7.2 The Council is invited to note the list of positions.

Appointments to Committees and Other Bodies for 2024-25

Position	Responsible Post Holder
Asset Management – Lead Member	Portfolio Holder for Asset Management
Children & Young People – Lead Member	Portfolio Holder for Cultural and Community Development
Elected Member Development – Lead Member	Appropriate Portfolio Holder
Resident Engagement – Lead Member	Appropriate Portfolio Holder
Safeguarding – Lead Member	Appropriate Portfolio Holder
Selection Panel	Group Leaders and Deputy Group Leaders
Shareholder Executive Committee (New)	Members of the Executive and one Independent Co-Opted Member.
Sheerwater Regeneration – Lead Member	Appropriate Portfolio Holder
Surrey Environment Partnership	Portfolio Holder for Waste and Recycling
Surrey Environment Partnership – Joint Waste Collection Services Cttee	Portfolio Holder for Waste and Recycling
UK Shared Prosperity Fund Partnership Group	Leader and Deputy Leader of the Council
Woking Chamber of Commerce	Leader of the Council or their nominee
Woking Palace Consultative Panel	Ward Members for Hoe Valley and Portfolio Holder for Planning
Woking Place Board	Leader of the Council
Woking Strategic Partnership Board	Leader of the Council and Leader of the Opposition

8.0 Implications.

Finance and Risk

8.1 There are no finance or risk implications arising from this report.

Equalities and Human Resources

8.2 There are no equality or human resource implications arising from this report. All recommendations for appointments have been discussed with the Group Leaders and Deputy Group Leaders.

Legal

- 8.3 The requirement to achieve a proportional membership applies to Committees and Sub-Committees. Through the work of Selection Panel, the recommendations within this report ensure that the Committees and Sub-Committees are proportional to the political balance of the Authority.

9.0 Engagement and Consultation

- 9.1 The proposed memberships and appointments have been discussed with the Group Leaders and Deputy Group Leaders at the recent meeting of Selection Panel. The appointments recommended within this report are supported by both the Group Leaders and Deputy Group Leaders of the Liberal Democrat Group and the Independent and Others Group. Nominations have been made for all available appointments.

REPORT ENDS

AUDIT AND GOVERNANCE COMMITTEE – 20 MAY 2024

CONSTITUTION OF STANDARDS PANEL 2024/25

Executive Summary

This paper reports on the proposed membership of the Standards Panel which comprises of four Councillors and one Independent Co-Opted Member. The Council has previously agreed that a substitute will be appointed for each Councillor member of the Panel.

The Panel reports to the Audit and Governance Committee and is responsible for acting on the Committee's behalf in determining allegations that there has been a breach of the Members' Code of Conduct in accordance with arrangements adopted by Council.

The Panel is chaired by the Independent Co-Opted Member. The Independent Co-Opted Member is not entitled to vote at meetings and, in the case of an equality of votes, the Vice-Chair may exercise a second or casting vote.

Membership for 2024/25

Standards Panel	Councillor Cosnahan Councillor Greentree Councillor Raja Councillor Rice Claire Storey, Independent Co-Opted Member Substitute Members Councillor Akberali Councillor Leach Councillor Pearce Councillor Rice
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Recommendations

The Committee is requested to:

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

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

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Date Published: 17 May 2024

LICENSING COMMITTEE – 20 MAY 2024

CONSTITUTION OF SUB-COMMITTEES 2024/25

Executive Summary

The Members of the Licensing Committee are invited to agree the memberships of the Licensing Sub-Committee A, Licensing Sub-Committee B and the Taxi Licensing Sub-Committee. The Memberships are to be chosen from those Members appointed to the Licensing Committee.

The Taxi Licensing Sub-Committee comprises of six Councillors. Three Members of the Licensing Committee will be appointed to Licensing Sub-Committees A and B, with the remaining Members of the Licensing Committee being appointed as substitutes.

Licensing Sub-Committee A (meets during the day)

Licensing Sub-Committee A (daytime meetings)	Councillor Bonsundy-O'Bryan Councillor Leach Councillor Martin
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Licensing Sub-Committee B (meets during the evening)

Licensing Sub-Committee B (evening meetings)	Councillor Jordan Councillor Kuipers Councillor Pearce
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Taxi Licensing Sub-Committee

Taxi Licensing Sub-Committee	Councillor Graves Councillor Howes Councillor Kuipers Councillor Leach Councillor Pearce Councillor Spenser
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Recommendations

The Committee is requested to:

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

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

Constitution of Sub-Committees 2024/25

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Date Published: 17 May 2024

RESOURCE AND FINANCE SCRUTINY COMMITTEE – 20 MAY 2024

THE FINANCE WORKING GROUP

Executive Summary

This paper proposes the membership of the Finance Working Group for the coming year.

The Finance Working Group reports to the Resource and Finance Scrutiny Committee and was established to review financial issues as identified either by itself or the Scrutiny Committee. The Group will receive financial information, including reports to the Executive, to enable it to undertake effective scrutiny of the financial performance of the Council.

The Finance Working Group

The Finance Working Group	Councillor Boote Councillor Greentree Councillor Morley Councillor Oades Councillor Pandher Councillor Rice
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Recommendations

The Committee is requested to:

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

The Committee has the authority to determine the recommendation set out above.

Background Papers: None.

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