



COUNCIL

15 October 2020

To: The Mayor and Members of
WOKING BOROUGH COUNCIL

SUMMONS TO A MEETING

You are hereby summoned to attend an ORDINARY MEETING of the COUNCIL to be held on THURSDAY, THE FIFTEENTH DAY OF OCTOBER 2020 at 7.00 pm to transact the business specified in the agenda overleaf

The meeting will be held virtually and webcast publically through the Council's website in accordance with the Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (S.I.2020 No. 392).

RAY MORGAN
Chief Executive

Civic Offices,
Woking

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website (www.woking.gov.uk). The images and sound recording will also be used for training purposes within the Council.



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AGENDA

Prior to the commencement of business, Mr Steve Petch, Pastor of the Welcome Church, Woking will say prayers.

1. MINUTES.

To approve the minutes of the Meeting of the Council held on 30 July 2020, as published.

2. APOLOGIES FOR ABSENCE.

3. MAYOR'S COMMUNICATIONS.

4. URGENT BUSINESS.

To consider any business which the Chairman rules may be dealt with under Section 100B(4) of the Local Government Act 1972.

5. DECLARATIONS OF INTEREST. (Pages 7 - 10)

- (i) To receive declarations of interest from Members and Officers in respect of any item to be considered at the meeting.
- (ii) In accordance with the Members' Code of Conduct, Councillor D J Bittleston declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (iii) In accordance with the Members' Code of Conduct, Councillor A Azad declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (iv) In accordance with the Members' Code of Conduct, Councillor C S Kemp declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (v) In accordance with the Members' Code of Conduct, Councillor D Harlow declares a non-pecuniary interest in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (vi) In accordance with the Members' Code of Conduct, Councillor G S Cundy declares a non-pecuniary interest in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that speaking and voting are permissible.
- (vii) In accordance with the Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Morgan may advise the Council on those items.
- (viii) In accordance with the Officer Employment Procedure Rules, the Deputy Chief Executive, Douglas Spinks, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The

companies are listed in the attached schedule. The interests are such that Mr Spinks may advise the Council on those items.

- (ix) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mr Bryant may advise the Council on those items.
- (x) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Clarke may advise the Council on those items.
- (xi) In accordance with the Officer Employment Procedure Rules, the Director of Housing, Louise Strongitharm, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Strongitharm may advise the Council on those items.
- (xii) In accordance with the Officer Employment Procedure Rules, the Director of Community Services, Julie Fisher, declares a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she is a Council-appointed director. The companies are listed in the attached schedule. The interests are such that Mrs Fisher may advise the Council on those items.
- (xiii) In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declares a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) her husband having a small shareholding in Woking Football Club and (ii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mrs Clarke may advise the Council on those items.
- (xiv) In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Peter Bryant, declares a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arises from (i) him being a member of the Cards Trust (the supporters' club for Woking Football Club), (ii) providing occasional unpaid assistance to Woking Football Club, e.g. acting as returning officer at the election of directors and (iii) being a Council-appointed director of Kingfield Community Sports Centre Limited. The interest is such that Mr Bryant may advise the Council on those items.

6. QUESTIONS.

To deal with written questions submitted by Members under Standing Order 8.1. Copies of the questions and of the draft replies (which are subject to amendment by the Leader of the Council) will be laid upon the table.

7. RECOMMENDATIONS OF THE EXECUTIVE, COMMITTEES AND THE HOUSING INFRASTRUCTURE FUND OVERSIGHT PANEL WBC20-024 (Pages 11 - 34)

To receive and consider recommendations from the Executive, Committees and the Housing Infrastructure Fund Oversight Panel.

7a. Heads of Terms.

- 7b. Notice of Motion - Cllr M Ali - Expenses paid by Woking Council owned bodies EXE20-051
- 7c. Protocols for Confidentiality and Officer Conflict of Interests STA20-012
- 7d. Vehicle Specification Policy LIC20-008
- 7e. Delegated Authority in Respect of Taxi and Private Hire Licensing LIC20-007
- 7f. Housing Management and Maintenance Service EXE20-050
- 7g. Woking Borough Council Social Media Policy EXE20-057

8. COMMUNITY GOVERNANCE REVIEW WBC20-025 (Pages 35 - 44)

9. NOTICES OF MOTION.

To deal with any motions received in accordance with Standing Order 5.0. Any motions received before the deadline has passed for the receipt of motions will be published and a copy of the list will be tabled at the meeting.

10. STATEMENT BY THE LEADER OF THE COUNCIL.

11. EXCLUSION OF PRESS AND PUBLIC.

The Mayor will move, and the Deputy Mayor will second:-

"That the press and public be excluded from the meeting during consideration of items 12 and 13 in view of the nature of the proceedings that, if members of the press and public were present during these items, there would be disclosure to them of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, to the Local Government Act 1972."

Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

PART II – PRESS AND PUBLIC EXCLUDED

12. RECOMMENDATIONS OF THE EXECUTIVE WBC20-026 (Pages 45 - 46)

To receive and consider Part II recommendations from the Executive.

12a. Local Authority Company EXE20-114

12b. Property Management - Woking and Sam Beare Hospice EXE20-119

13. CONFIDENTIAL TRANSACTION 2020/1 WBC20-027 (Pages 47 - 74)

AGENDA ENDS

Date Published - 7 October 2020

Schedule Referred to in Declaration of Interests

Council-appointed directorships

Councillor D J Bittleston	
Export House Limited	Thameswey Guest Houses Limited
Rutland Woking (Carhouse Lane) Limited	Thameswey Housing Limited
Rutland (Woking) Limited	Thameswey Limited
Rutland Woking (Residential) Limited	Victoria Square Residential Limited
Thameswey Developments Limited	VSW Hotel Limited
Victoria Square Woking Limited	

Councillor A Azad	
Kingfield Community Sports Centre Limited (formal appointment to be made at Board meeting of KCSCCL)	Thameswey Housing Limited
Thameswey Central Milton Keynes Limited	Thameswey Limited
Thameswey Developments Limited	Thameswey Maintenance Services Limited
Thameswey Energy Limited	Thameswey Solar Limited
Thameswey Guest Houses Limited	Thameswey Sustainable Communities Limited

Councillor C S Kemp	
Kingfield Community Sports Centre Limited (formal appointment to be made at Board meeting of KCSCCL)	Thameswey Housing Limited
Thameswey Guest Houses Limited	Thameswey Limited

Councillor D Harlow	
Thameswey Guest Houses Limited	Thameswey Housing Limited
Thameswey Limited	

Councillor G S Cundy	
Brookwood Cemetery Limited	Brookwood Park Limited
Woking Necropolis and Mausoleum Limited	

Ray Morgan, Chief Executive	
Export House Limited	Thameswey Limited
Rutland Woking (Carthouse Lane) Limited	Victoria Square Residential Limited
Rutland Woking (Residential) Limited	VSW Hotel Limited
Rutland (Woking) Limited	Victoria Square Woking Limited
Thameswey Maintenance Services Limited	Woking Shopping Limited

Douglas Spinks, Deputy Chief Executive	
Brookwood Cemetery Limited	Thameswey Energy Limited
Brookwood Park Limited	Thameswey Limited
Energy Centre for Sustainable Communities Limited	Thameswey Solar Limited
Export House Limited	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	Woking Necropolis and Mausoleum Limited
Woking Shopping Limited	

Peter Bryant, Director of Legal and Democratic Services	
Brookwood Cemetery Limited	Thameswey Energy Limited
Brookwood Park Limited	Thameswey Guest Houses Limited
Energy Centre for Sustainable Communities Limited	Thameswey Housing Limited
Kingfield Community Sports Centre Limited	Thameswey Limited
Rutland Woking (Carthouse Lane) Limited (alternate for Ray Morgan)	Thameswey Maintenance Services Limited
Rutland (Woking) Limited (alternate for Ray Morgan)	Thameswey Solar Limited
Thameswey Central Milton Keynes Limited	Thameswey Sustainable Communities Limited
Thameswey Developments Limited	Woking Necropolis and Mausoleum Limited

Leigh Clarke, Director of Finance
Kingfield Community Sports Centre Limited

Louise Strongitharm, Director of Housing	
Thameswey Developments Limited	Thameswey Housing Limited
Thameswey Guest Houses Limited	Thameswey Limited

Julie Fisher, Director of Community Services

Victoria Square Woking Limited

COUNCIL – 15 OCTOBER 2020

RECOMMENDATIONS OF THE EXECUTIVE, COMMITTEES AND THE HOUSING INFRASTRUCTURE FUND OVERSIGHT PANEL

Executive Summary

The Council is invited to consider the recommendations from the meetings of the Housing Infrastructure Fund Oversight Panel held on 3 September 2020, the Executive held on 10 September 2020 and 8 October 2020, the Standards and Audit Committee held on 17 September 2020 and the Licensing Committee held 6 October 2020. The recommendations of the meetings are outlined below.

HOUSING INFRASTRUCTURE FUND (HIF) OVERSIGHT PANEL – 3 SEPTEMBER 2020

A. TERMS OF REFERENCE

Ray Morgan explained that at the Council meeting on 30 July 2020, Councillor M Ali had raised a number of questions regarding the Terms of Reference and Membership of the Housing Infrastructure Fund (HIF) Oversight Panel. It had been agreed that these would be considered at the first meeting of the Panel and that any respective changes would be reported back to Council.

Councillor M Ali commented that he was happy with the Terms of Reference generally however he thought that there should be more representation on the Panel for Canalside as this Ward would be directly affected by the HIF works. Councillor M Ali proposed that all three Councillors from the Canalside Ward be added to the Membership of the Panel. Councillor M Ali suggested that the Independent Party should also be represented on the Membership.

It was noted that there was no objections to increasing the Membership to include all Canalside Councillors but Members were eager that anyone who was a Member of the Panel should participate fully in the meetings and that the Panel should not become political. The Panel agreed that if a further two Labour Councillors were added to the Membership then the Independent Party should be asked if they would like a representative. Councillor J Bond confirmed that he would ask whether either of his fellow Independent Councillors had an interest in joining the Panel.

Councillor W Forster asked to also become a member of the Panel. There were no objections to this request.

It was noted that the HIF Oversight Panel meetings would remain open to any Councillor who wished to attend as an observer.

Councillor W Forster requested that the Panel be consulted on communications that were sent out to the public. It was noted that one of the Panel's roles would be to provide comment on communication around the project and Ray Morgan suggested that this was covered under point 2.5 'Oversee the Governance and implementation' on the drafted Terms of Reference. The Panel agreed that they would like a more specific reference in the Terms of Reference regarding their oversight of communication and it was agreed that Ray Morgan would find an appropriate place to add this.

RESOLVED that the Panel approved the Terms of Reference subject to the following amendments;

Recommendations of the Executive, Committees and the Housing Infrastructure Fund Oversight Panel

- i) the Membership of the HIF Oversight Panel be increased to include all Canalside Councillors, an Independent Party Councillor and Councillor W Forster, County Councillor for South Woking; and
- ii) 'Oversight of Communication' would be more specifically referenced in the Terms of Reference.

[POST MEETING NOTE: Councillor M Bridgeman would join the Membership of the HIF Oversight Panel to represent the Independent Party.]

RECOMMENDED TO COUNCIL

That the amended Housing Infrastructure Fund Oversight Panel Terms of Reference (as attached to this report) be adopted by the Council.

EXECUTIVE – 10 SEPTEMBER 2020

B. NOTICE OF MOTION - CLLR M ALI - EXPENSES PAID BY WOKING COUNCIL OWNED BODIES EXE20-051

At its meeting on 30 July 2020, the Council referred the following Notice of Motion to the Executive.

Councillor M Ali

Expenses paid by Woking Council owned bodies

“This council requires that expenses of all kinds (e.g. benefits, gifts and trips) are published for Council Officers and Councillors appointed by Woking Council to be Directors of companies owned by Woking Council and its residents.

These expenses will be publicly available at monthly intervals henceforth and also retrospectively back to the formation of the bodies or appointment.”

Councillor Ali attended the meeting and spoke in support of the Motion. The Executive noted that expenses information was currently published by the Council. Officers advised that details of gifts and hospitality received by Officers were published in an open Register and that going forward, these could be published on the Council's website. It was highlighted that Councillors and Officers appointed as Directors to subsidiary companies did not receive payment. The Executive confirmed its support for openness and transparency, however it was not supportive of the Motion as the Executive did not support backdating information to the formation of the companies due to the administrative burden. The Chairman undertook to ask the Director of Legal and Democratic Services to investigate, before Council on 15 October 2020, backdating one or two years of expenses in order to ascertain the work involved for Officers. The Chairman stated that the Executive would be happy in principle to recommend at Council that expenses paid by Woking Council owned bodies be published, as set out in the Motion, in the future.

RECOMMENDED to Council

That the Motion be not supported.

STANDARDS AND AUDIT COMMITTEE – 17 SEPTEMBER 2020

C. PROTOCOLS FOR CONFIDENTIALITY AND OFFICER CONFLICT OF INTERESTS STA20-012

Peter Bryant, Director of Legal and Democratic Services, introduced the report and stated that at its meeting on 30 July 2020, the Council had considered a report on the recommendations from the Overview and Scrutiny Committee in respect of the Woking Football Club and Associated Developments Task Group report. It had been agreed that draft Protocols on Confidentiality and Officer Conflict of Interests would be received by the Standards and Audit Committee, and for the Committee to make recommendations back to full Council. The Committee received a report with the two draft Protocols attached as appendices.

The Committee was advised that the draft Confidentiality Protocol would deal with the rare occasions where the Council was involved in a transaction which would require confidentiality, in order to protect the interests of the Council and / or the party the Council was dealing with. The Protocol referred to Non-Disclosure Agreements (NDAs) entered into with the Council, confidentiality clauses within contracts, and situations where Council and Committees discussed matters under Part II. Provisions were made for the Council to undertake business on a confidential basis whilst making clear that the level of confidentiality should be kept at the minimum required to enable the business to take place, with a significant increase in Member oversight available through a new Register alongside restrictions on the process for drawing up new NDAs.

The Chairman noted that Reviews for each NDA would take place on the twelve month anniversary of each agreement. In addition, whilst the previous report to Council stated that contractual confidentiality clauses would be drawn up alongside standard timescales for each clause, it was stated that this would be carried out either at the time of the next contract being entered into, with the resulting contract being received by the Council or Executive, or a separate report being received by the Executive if no contract was being entered into in the near future.

The Protocol contained an Annual Review and it was agreed that it should also constitute a review of the Protocol itself as well as the confidentiality provisions agreed by Officers under NDAs or by Council or Executive. A new paragraph 5.0 of the Protocol would be added accordingly, headed 'Review of Protocol'.

The Committee received the Officer Conflicts of Interest Protocol which drew together the existing controls on Officers' conflicts of interest. These were stated to be contained in the Local Government Act 1972, Officer Employment Rules and the Code of Conduct for Employees Policy.

Regarding the issue of public perception, Peter Bryant stated that an Officer conflict of interest would arise if so deemed by a reasonable person in full knowledge of the facts, and that an Officer should only carry out tasks which were fully justifiable to the public. It was noted that the report made provision for the Monitoring Officer to carry out a general review of the actions undertaken by officers, and agreed that further provision be made for the Deputy Monitoring Officer to undertake a general review of any actions undertaken by the Monitoring Officer. Paragraph 4.6 of the Protocol would be amended accordingly.

RECOMMENDED TO COUNCIL

That the draft Confidentiality Protocol and Officer Conflicts of Interest Protocol, as attached to the minutes of the meeting of the Standards and Audit Committee, be adopted by the Council.

A copy of the protocols is attached to this report.

LICENSING COMMITTEE – 6 OCTOBER 2020

Set out below is an outline of the decisions of the Licensing Committee at its meeting on 6 October 2020. The minutes of the meeting will be published in due course.

D. VEHICLE SPECIFICATION POLICY LIC20-008

The Committee was presented with two options. Option 1 would ensure that Woking Borough Council's Hackney Carriage Vehicle Specification for DDA/Wheelchair Accessible Vehicles continued to have effect as drafted, and that the Council confirms that it is committed to take steps to ensure that all wheelchair accessible vehicles are ULEV by 2031. Option 2 would see Woking Borough Council adopting an Ultra Low Emissions Vehicle Specification policy. The choice would be left to the drivers as to which type of vehicle, saloon or wheelchair accessible, the drivers decide to purchase.

The Committee supported Option 2 and recommended accordingly to Council.

RECOMMEND TO COUNCIL That

- (i) Woking Borough Council's Ultra Low Emissions Vehicle Specification policy be adopted (Option 2); and**
- (ii) within a year of implementation of Option 2, a report on the impact on the number of accessible vehicles be brought to the Licensing Committee.**

**E. DELEGATED AUTHORITY IN RESPECT OF TAXI AND PRIVATE HIRE LICENSING
LIC20-007**

The Licensing Committee received a report which set out the findings of a review of the current scheme of delegated authority in respect of Taxi and Private Hire licensing. Councillor Morales moved and Councillor Bridgeman seconded an amendment which had the effect of allowing any Member of the Council to refer to the Licensing Committee a decision of a Licensing Officer to refuse an application for a new taxi or private hire licence or the renewal of an existing licence. Upon being put to a vote, the amendment was approved by five votes in favour to four votes against. The motion was therefore supported and accordingly is now before the Council.

RECOMMENDED to Council

That the existing scheme of delegation for the Legal Services Manager in respect of Taxi and Private Hire Licensing be amended to include the following additional provision:

- (3) In the event that an Officer is minded to reject an application for a new licence or the renewal of an existing licence, any Council Member would be able to call-in that case for a hearing by the Licensing Committee where the final decision would be made by the Committee.

EXECUTIVE – 8 OCTOBER 2020

Set out below are the extracts from the reports to be considered by the Executive at its meeting on 8 October 2020.

F. HOUSING MANAGEMENT AND MAINTENANCE SERVICE EXE20-050

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) approval be given to the preferred approach of Housing Management and Asset Management Services being brought back in-house and housing repairs and maintenance works and services being procured through third party contractors (Option 2) from 1 April 2022, subject to tenant and leaseholder consultation;
- (ii) the Director of Housing, in consultation with the Portfolio Holder for Housing, be authorised to take such decisions as may be necessary to facilitate the process of transition to a new model of Housing Management and Maintenance Service, including any decisions around procurement timing and approach;
- (iii) the Director of Housing, in consultation with the Head of Legal and Democratic Services and the Portfolio Holder for Housing, be authorised to undertake the statutory tenant and leaseholder consultation, as determined by s.105 of the Housing Act 1985 and s.20 of the Landlord and Tenant Act 1985 (as amended by s.151 of the Commonhold and Leasehold Reform Act 2002) as necessary, regarding the future of the Housing Management and Maintenance service post 31st March 2022; and
- (iv) following the statutory consultation and engagement process, a report on the outcome is brought back to the Executive and Full Council in February 2021 to inform the final decision on the future of the Housing Management and Maintenance Service.

Reasons for Decision

Reason: To determine the future delivery model for the Council's Housing Management and Maintenance Service after the end of the current contract with New Vision Homes on 31 March 2022.

G. WOKING BOROUGH COUNCIL SOCIAL MEDIA POLICY EXE20-057

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the Council adopts the Social Media Policy, as set out in Appendix 1 of the report, with effect from 16 October 2020; and**
- (ii) the Marketing Communications Manager, in consultation with the Portfolio Holder, be delegated authority to make minor amendments to the Policy**

Reasons for Decision

Reason: This policy will help employees and Members to use social media effectively without inadvertently placing themselves in a situation where the appropriateness of their conduct is called into question.

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

Background Papers: None.

Reporting Person: Councillor Ian Johnson (Item A)
Email: cllrian.johnson@woking.gov.uk

Councillor Ayesha Azad (Item B)
Email: cllrayesha.azad@woking.gov.uk

Councillor David Bittleston, Leader of the Council (Items C and G)
Email: cllr david.bittleston@woking.gov.uk

Councillor Debbie Harlow (Items D, E and F)
Email: cllrdebbie.harlow@woking.gov.uk

Contact Person: Ray Morgan, Chief Executive (Item A)
Email: ray.morgan@woking.gov.uk, Extn, 3333

Peter Bryant, Director of Legal and Democratic Services (Items B, C and G)
Email: peter.bryant@woking.gov.uk, Extn, 3030

Joanne McIntosh, Legal Services Manager (Item D and E)
Tel: 01483 743038, Email: Joanne.McIntosh@woking.gov.uk

Louise Strongitharm, Director of Housing (Item F)
Email: louise.strongitharm@woking.gov.uk, Extn: 3599

**Recommendations of the Executive, Committees and the Housing Infrastructure Fund
Oversight Panel**

Portfolio Holder: Councillor Ayesha Azad (Item B)
Email: cllrayesha.azad@woking.gov.uk

Councillor David Bittleston, Leader of the Council (Items A, C and G)
Email: cllr david.bittleston@woking.gov.uk

Councillor Debbie Harlow (Items D, E and F)
Email: cllrdebbie.harlow@woking.gov.uk

Shadow Portfolio Holder: Councillor Ann-Marie Barker (Items A, B, C and G)
Email: cllrann-marie.barker@woking.gov.uk

Councillor Ken Howard (Items D and E)
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Councillor Liam Lyons (Item F)
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Date Published: 7 October 2020

REPORT ENDS

HOUSING INFRASTRUCTURE FUND (HIF) OVERSIGHT PANEL

TERMS OF REFERENCE

1.0 Introduction

- 1.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020. The Terms of Reference agreed by Council were amended by the Members of the Oversight Panel at their first meeting on 3 September 2020. These recommendations would be brought to the next available meeting of Council.

2.0 Terms of Reference (Adopted 30 July 2020, amended 3 September 2020)

- 2.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020.

Membership

- 2.2 Membership of the Oversight Panel (which need not be politically proportionate) shall be as follows:-

- Leader of the Council.
- Portfolio Holder for Financial Services.
- Lead Member for Transport.
- All Ward Members for Mount Hermon (if not otherwise members of the Oversight Panel).
- All Ward Members for Canalside (if a Canalside Ward Member is not otherwise a member of the Oversight Panel).
- One Independent Member.
- County Councillor for South Woking.

- 2.3 Members shall be appointed, by Council, annually in May.

Chairman and Vice-Chairman

- 2.4 The election of the Chairman and Vice-Chairman shall take place annually at the first meeting of the Oversight Panel.

Role

- 2.5 To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) Island Site project ("Project"). The Project comprises three key elements:-
- (i) Acquisition and demolition of the Island site;
 - (ii) Widening and improvements to the A320 highway, and
 - (iii) Replacement of the Victoria Arch bridge.

- 2.6 To oversee Project communications.
- 2.7 To receive updates on the Project.
- 2.8 To note and monitor progress of the Project, through the receipt of programme reports, against key milestone dates, budget and key risks.

Meetings of the Oversight Panel

- 2.9 The Oversight Panel will be serviced by Member Services.
- 2.10 The Oversight Panel will have scheduled meetings, which will be held in private.
- 2.11 The Oversight Panel will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Council on a confidential basis. Draft Minutes will be issued within five working days of a meeting, to be approved, or amended and approved, at the next meeting of the Oversight Panel.

HOUSING INFRASTRUCTURE FUND (HIF) OVERSIGHT PANEL

TERMS OF REFERENCE

1.0 Introduction

1.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020. The Terms of Reference agreed by Council were amended by the Members of the Oversight Panel at their first meeting on 3 September 2020. These recommendations would be brought to the next available meeting of Council, are set out below. In the event the Members of the Oversight Panel wish to make any changes to the Terms of Reference, the recommendations will be brought to the next available meeting of Council.

~~1.2 The Members of the Oversight Panel are invited to note the Terms of Reference.~~

2.0 Terms of Reference (Adopted 30 July 2020, amended 3 September 2020)

2.1 The Housing Infrastructure Fund (HIF) Oversight Panel was established by Council at its meeting on 30 July 2020.

Membership

2.2 Membership of the Oversight Panel (which need not be politically proportionate) shall be as follows:-

- Leader of the Council.
- Portfolio Holder for Financial Services.
- ~~Portfolio Holder~~Lead Member for Transport.
- All Ward Members for Mount Hermon (if not otherwise members of the Oversight Panel).
- ~~One All~~ Ward Members for Canalside (if a Canalside Ward Member is not otherwise a member of the Oversight Panel).
- One Independent Member.
- County Councillor for South Woking.

2.3 Members shall be appointed, by Council, annually in May.

Chairman and Vice-Chairman

2.4 The election of the Chairman and Vice-Chairman shall take place annually at the first meeting of the Oversight Panel.

Role

2.5 To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) Island Site project ("Project"). The Project comprises three key elements:-

- (i) Acquisition and demolition of the Island site;
- (ii) Widening and improvements to the A320 highway, and
- (iii) Replacement of the Victoria Arch bridge.

2.6 To oversee Project communications.

2.62.7 To receive updates on the Project.

2.72.8 To note and monitor progress of the Project, through the receipt of programme reports, against key milestone dates, budget and key risks.

Meetings of the Oversight Panel

2.82.9 The Oversight Panel will be serviced by Member Services.

2.92.10 The Oversight Panel will have scheduled meetings, which will be held in private.

2.102.11 The Oversight Panel will have Agendas for, and Minutes of, its meetings. These will be made available to all Members of the Council on a confidential basis. Draft Minutes will be issued within five working days of a meeting, to be approved, or amended and approved, at the next meeting of the Oversight Panel.

Draft Approved by Standards and Audit Committee (17/9/20)

Woking Borough Council

Confidentiality Protocol

Adopted [15 October 2020]

DRAFT

1. Introduction

- 1.1 The Council is an open and transparent organisation. This enables residents to see what the Council is doing and, more importantly, why actions are taken by it. In this way, residents are able to hold the Council to account for its actions.
- 1.2 There will be rare occasions where the Council is involved in a transaction that needs to be kept confidential, in order to protect the interests of the Council and/or the party the Council is dealing with. The Council will only enter into confidentiality obligations when there are sound and clear-cut reasons to do so.
- 1.3 Confidentiality obligations fall into three main categories, (i) non-disclosure agreements (NDAs), (ii) confidentiality clauses in contracts and (iii) Part II items of business considered by Council, Executive and Committees. This Protocol deals with each category in turn, and sets out the issues and procedures that apply to these confidentiality obligations.
- 1.4 For the avoidance of doubt, this Protocol does not apply to situations where the Council is required to maintain the confidentiality of personal information e.g. information relating to (i) recipients of Council services and (ii) Council employees. This information will be processed in accordance with the relevant statutory provisions, including the Data Protection Act 2018 and the General Data Protection Regulation.

2. Non-Disclosure Agreements (NDAs)

- 2.1 It is normal practice for the Council to enter into a NDA when it is exploring a commercial proposal with a third-party. NDAs allow third-parties to make proposals to the Council, and for Officers to establish whether those proposals warrant formal consideration by the Council (normally by report to the Executive and/or Council). NDAs are an important, but standard, part of local authority business practice.
- 2.2 A NDA will only be entered into if one of the three Statutory Officers of the Council has, following (where practical) consultation with the Leader of the Council (or in his/her absence, the Deputy Leader of the Council), authorised completion of the same. In the event that all three Statutory Officers are absent (or are otherwise unable to act), authority to enter into a NDA may be given by a Deputy Statutory Officer.
- 2.3 The extent of confidentiality provided for in a NDA (including the period during which the information will be confidential) shall be the minimum amount reasonably required to enable the underlying proposal to be considered by the Council.
- 2.4 Full details of completed NDAs (together with a copy of the NDA) shall be included in:-
 - (a) a Register of NDAs maintained by the Monitoring Officer, and
 - (b) the Project Workbook, prepared under the Council's Project Management Framework, for the underlying proposal.

The Register of NDAs and Project Workbook shall be available for inspection by Members of the Council.

- 2.5 The need for a NDA to remain in effect shall be reviewed, on an annual basis, by the Monitoring Officer. The outcome of the review shall be recorded in the Register of NDAs.
- 2.6 An annual report shall be submitted to the Executive setting out details of NDAs still in effect.

3. Confidentiality Clauses in Contracts

- 3.1 On occasions, the Council will enter into business contracts/development agreements that contain confidentiality clauses. This is to ensure that commercially sensitive information remains private until it ceases to be sensitive. Such clauses routinely provide for publication of the information to be agreed between the parties.
- 3.2 The extent of confidentiality provided for in a business contract/development agreement (including the period during which the information will be confidential) shall be the minimum amount reasonably required to enable the underlying transaction to proceed.
- 3.3 Business contracts/development agreements are normally completed following a report to the Executive and/or Council. The Officer report will detail the extent of confidentiality provided for in the proposed business contract/development agreement (including the period during which the information will be confidential) so that it can be considered and, if appropriate, approved by Members. Any extension to the period during which the information will be confidential will require the approval of the Executive.
- 3.4 Full details of confidentiality clauses in completed business contracts/development agreements (together with a copy of the confidentiality clause) shall be included in:-
 - (a) a Register of Contractual Confidentiality Clauses maintained by the Monitoring Officer, and
 - (b) the Project Workbook, prepared under the Council's Project Management Framework, for the underlying transaction.

The Register of Contractual Confidentiality Clauses shall be available for inspection by Members of the Council.
- 3.5 The need for a contractual confidentiality clause to remain in effect shall be reviewed, on an annual basis, by the Monitoring Officer. The outcome of the review shall be recorded in the Register of Contractual Confidentiality Clauses.
- 3.6 An annual report shall be submitted to the Executive setting out details of contractual confidentiality clauses still in effect.

4. Part II Items of Business Considered by Council, Executive and Committees.

- 4.1 The ability of the Council, Executive or a Committee to consider an item of business on a Part II basis (i.e. without the press and public present) is strictly limited by statute.
- 4.2 The Council has adopted, as part of its Constitution, "Access to Information Rules". These set out the circumstances in which the Council must, and may, deal with business on a Part II basis. These Rules are consistent with the statutory provisions and should be complied with on all occasions.
- 4.3 Full details of Part II items of business shall be included in a Register of Part II Items maintained by the Monitoring Officer. The Register of Part II Items shall be available for inspection by Members of the Council.
- 4.4 The need for an item of business to remain subject to a Part II designation shall be reviewed, on an annual basis, by the Monitoring Officer. The outcome of the review shall be recorded in the Register of Part II Items.
- 4.5 An annual report shall be submitted to the Executive setting out details of items of business subject to a Part II designation.

5. Review of Protocol

- 5.1 This Protocol shall be subject to an annual review (as part of the Executive's consideration of the annual report referred to in paragraphs 2.6, 3.6 and 4.5 above).

This Protocol was adopted by the Council on [15 October 2020]

Draft Approved by Standards and Audit Committee (17/9/20)

Woking Borough Council

Officer Conflicts of Interest Protocol

Adopted [15 October 2020]

DRAFT

1. Introduction

- 1.1 The Council is a major public authority, active in its local community. As such, it is important that the Council ensures that its Officers do not act, on its behalf, when there is a conflict between an Officer's personal interests and those of the Council.
- 1.2 Provisions relevant to conflicts of interest are contained in the Local Government Act 1972, the Council's Officer Employment Procedure Rules and the Council's Code of Conduct for Employees Policy. This Protocol provides further guidance to Officers on how conflicts of interest are dealt with at the Council.
- 1.3 For the avoidance of doubt, this Protocol does not apply to the roles performed by Officers as Council appointed directors of companies in which the Council has an interest. In these circumstances, an Officer's role is no different to what it would be if the activity was directly managed by a department of the Council.

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2. Existing Requirements

2.1 The Local Government Act 1972

2.2 Section 117 of the Local Government Act 1972 requires Officers to give notice to the Council of any Council contract in which he/she has a pecuniary interest.

2.3 Failure to comply with this obligation is punishable, on conviction, with a fine not exceeding £2,500.

2.4 Officer Employment Rules

2.5 Section 4 of the Officer Employment Rules requires Officers to give notice of interests (pecuniary and non-pecuniary) to the Director of Legal and Democratic Services. The record of these interests is open for inspection by Members of the Council.

2.6 Section 4 of the Officer Employment Rules also requires reports to Council, Executive and Committees to include reference to Officers' interests.

2.7 Code of Conduct for Employees Policy

2.8 Section 8 of the Code of Conduct for Employees Policy requires Officers to consider carefully which outside interests might give rise to a conflict in the performance of their normal duties and which ought to be disclosed to their manager and formally recorded.

2.9 Section 9 of the Code of Conduct for Employees Policy also reinforces the requirement for Officers to comply with the provisions of the Local Government Act 1972 and the Officer Employment Rules.

3. What is a Conflict of Interest?

3.1 For the purposes of this Protocol, a conflict of interest arises when:-

- an Officer's personal interests compromise his/her integrity and/or ability to act in the best interests of the Council in respect of a particular matter, **or**
- a reasonable person, with knowledge of all relevant facts, would consider this to be the case.

3.2 The effect of this definition is that Officers should never do anything that is incapable of being justified to the public.

3.3 A consistent and corporate approach should be adopted in determining whether an Officer has a conflict of interest. If there is a conflict of interest, the Officer should not be involved in the transaction being undertaken by the Council. The following section of this Protocol outlines the procedure that should be followed.

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4. Procedure

- 4.1 Officer interests shall be declared and recorded in accordance with the requirements of the Local Government Act 1972, Officer Employment Rules and Code of Conduct for Employees Policy.
- 4.2 An Officer who has declared an interest may only be involved in a transaction to which the declaration relates if one of the three Statutory Officers of the Council has, following (where practical) consultation with the Leader of the Council (or in his/her absence, the Deputy Leader of the Council), determined that the Officer does not have a conflict of interest. In the event that all three Statutory Officers are absent (or are otherwise unable to act), a Deputy Statutory Officer shall determine whether the Officer has a conflict of interest.
- 4.3 In the event that the Officer declaring an interest is a Statutory Officer, the determination may only be made by a Statutory Officer who does not have the same, or similar, interest.
- 4.4 Full details of Statutory Officers' Determinations shall be included in:-
 - (a) a Register of Statutory Officers' Determinations (Officers' Conflict of Interests Protocol) maintained by the Monitoring Officer, and
 - (b) the Project Workbook, prepared under the Council's Project Management Framework, for the underlying proposal.

The Register of Statutory Officers' Determinations (Officers' Conflict of Interests Protocol) and Project Workbook shall be available for inspection by Members of the Council.
- 4.5 The extent to which an Officer has a conflict of interest in respect of a Council transaction shall be reviewed on a three-monthly basis. This review shall, where practical, be undertaken by the Statutory Officer who made the initial determination. The provisions of paragraphs 4.2 and 4.3 of this Protocol shall apply to the review. The outcome of the review shall be recorded in the Register of Statutory Officers' Determinations (Officers' Conflict of Interests Protocol).
- 4.6 The Monitoring Officer shall undertake a general review of the operation of this Protocol on a three-monthly basis. The Deputy Monitoring Officer will review any actions taken by the Monitoring Officer under this Protocol. The outcome of the review shall be recorded in the Register of Statutory Officers' Determinations (Officers' Conflict of Interests Protocol).
- 4.7 An annual report shall be submitted to the Executive setting out details of the Statutory Officers' Determinations.

This Protocol was adopted by the Council on [15 October 2020]

COUNCIL – 15 OCTOBER 2020

COMMUNITY GOVERNANCE REVIEW

Executive Summary

At its meeting on 10 September, the Executive considered a report outlining potential local government reorganisation in Surrey, which would result in the abolition of the two tier system, to be replaced with a unitary structure of local governance.

Unlike many other authorities in Surrey, the Borough of Woking does not have any community governance, in the form of parish councils, which could have a wider role in the event that district authorities are abolished and replaced with larger unitary authorities.

This report sets out proposals for plans to be drafted for community governance in Woking, which would be formally considered as part of a Community Governance Review if plans for unitary authorities in Surrey are agreed.

It is intended that the pre-review work will be carried out prior to the elections in May 2021, to ensure that if any unitary plans are agreed, the Community Governance Review can be started in a timely manner.

Recommendations

The Council is requested to:

RESOLVE That

- (i) preparatory work be carried out to form the basis of draft proposals for community governance structures in Woking;
- (ii) the draft proposals arising from (i) above form the basis of a Community Governance Review if proposals for unitary authorities across Surrey are agreed; and
- (ii) the Elections and Electoral Registration Review Panel be responsible for overseeing all work in relation to the pre-Review scoping exercise and the conduct of the Community Governance Review.

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

Background Papers: None.

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Community Governance Review

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Date Published: 7 October 2020

1.0 Introduction

- 1.1 At its meeting on 10 September, the Executive considered a report outlining potential local government reorganisation in Surrey, which would result in the abolition of the two tier system, to be replaced with a unitary structure of local governance.
- 1.2 The Borough of Woking does not have any other forms of local representation, such as parish councils, which would contribute to more effective 'place-making' and local representation, in the event of a new unitary structure being introduced. As such, the Executive agreed that proposals should be drawn up for a Borough-wide Community Governance Review (CGR), with a view to creating a 'Town Council' and or a core Town Council and some Parish Councils in the Borough, which would enable residents of the Borough to maintain a voice in shaping their future at a local level.
- 1.3 As the options for unitary Council arrangements are still being explored, it is not proposed to conduct the CGR at present. Rather, this paper proposes initial scoping work to identify what, if any, community governance structures could be explored through a CGR, if proposals are published which would lead to the abolition of Woking Borough Council.

2.0 Community Governance Reviews

- 2.1 Woking Borough Council has the power to carry out a Community Governance Review (CGR) under the Local Government and Public Involvement in Health Act 2007. The aim of the conducting a Review is to ensure that the arrangements for the community governance across the district reflect 'the identities and interests of the community in the area' and are 'effective and convenient'.
- 2.2 Furthermore, it is good practice to review community governance arrangements every 10-15 years.
- 2.3 As well as considering the creation of parish councils, Community Governance Reviews are also consider the electoral arrangements for the parish council, such as the number of Councillors and warding arrangements (if any) within the parish, and also the style of parish to be introduced, which enables an area to be known as a town, community, neighbourhood or village, rather than a parish.
- 2.4 Any recommendations made by the review must adhere to the legal minimum number of parish councillors for any parish council, which is five. There is no legal maximum number of parish councillors.
- 2.5 Where there are existing local forums, such as residents associations or neighbourhood forums, these could form the foundations for a democratically elected parish.

3.0 Pre- Governance Review Preparations

- 3.1 For parish council governance to be effective, there must be support within the local community, which will enable the parish/town council to be well managed and represent local views. This will in turn enable the parish/town councillors to work with partner authorities to deliver services for residents more effectively.
- 3.2 The challenge is to ensure strong and accountable tier of government, to ensure role in 'place-shaping' is maintained, without appearing to replacing like for like.
- 3.3 Woking is one of few district Councils in Surrey that has no parish or town councils. Byfleet Parish Council was abolished in 2010. It is proposed therefore that prior to starting the formal CGR process, work should be undertaken to investigate the options

available for community governance in the Borough. Initially this will consist of working with local Councillors, to ascertain their views on what parish arrangements in Woking could look like.

- 3.4 Additionally, research with a sample of residents from across Woking will be conducted to ascertain the level of enthusiasm and support to introduce a new tier of governance in the Borough.
- 3.5 This initial scoping work will be carried out by external contractors and will look at:
 - Support for a town/parish council if WBC is abolished under unitary plans
 - What size/areas for parishing would be preferable
- 3.6 This results of the research will contribute to the initial proposals for consultation.
- 3.7 It is proposed that the Elections and Electoral Registration Review Panel (EEERP) be given oversight of the CGR process, including the initial scoping work, and to agree the draft proposals prior to the formal commencement of the CGR.
- 3.8 Once agreed, the initial proposals will set out the different proposals for areas to be parished, what style of parish they would take (for example, Town Council), the proposed number of Councillors, and any ward arrangements.

4.0 Conducting a Community Governance Review

- 4.1 At this stage, it is not proposed to conduct the CGR, on the basis that no plans for unitary authorities in Surrey have been agreed. However, if this changes, this will be a trigger to commence the CGR.
- 4.2 In conducting a CGR, the Council will be required to publish the Terms of Reference (ToR) for the review. Once published, the review will be deemed to have started. A draft Terms of Reference for the CGR is set out at Appendix 1.
- 4.3 The review must be concluded within 12 months of the start of the review.
- 4.4 There will be two phases of consultation in Woking. The initial phase will ask for comments on draft proposals and also invite alternative suggestions for parish arrangements across the Borough.
- 4.5 All responses received during this period of consultation will be used to draft recommendations for new parishing arrangements for the Borough. The EEERP will consider the responses and review the draft recommendations.
- 4.6 A second phase of consultation on these draft recommendations will be held and comments or proposed alternatives to the areas, will be invited.
- 4.7 All comments and proposals received will be considered by the EEERP and a final set of recommendations will be submitted for consideration by the Council.
- 4.8 The final recommendations made at the end of the review will seek to ensure that community governance across the Borough:
 - (a) Reflects the identities and interests of the community in that area; and
 - (b) Is effective and convenient

5.0 Timescales

- 5.1 When conducting CGRs there should be 'reasonable' 'reasonable' periods for consultation, and also the consideration of the evidence received. To enable the public

sufficient time to consider the draft proposals, it is suggested that there should be an eight week consultation period in the first instance. Once the results of the initial consultation have been considered, there should be a further eight week consultation on the draft recommendations.

- 5.2 The CGR should commence ideally after local elections in May. This will ensure sufficient time can be dedicated to the review, whilst not coinciding with the conduct of the local elections.
- 5.3 Any new arrangements should be adopted to come into effect in the next round of parish Council elections, currently scheduled for May 2023.

6.0 Who will be consulted?

- 6.1 The Council is required to consult with local government electors living in the Woking Borough as well as any other individuals and organisations who 'appear to have an interest in the review'.
- 6.2 Key stakeholders, such as all locally elected representatives (County Councillors and the MP for Woking) will be consulted directly.
- 6.3 The Council must take into account all representations that it receives during the review's periods of consultation and will make all representations available for public viewing.

7.0 Implications

Financial

- 7.1 The cost of the initial scoping exercise will be in the region of £3,000 - £5,000.
- 7.2 Other costs of conducting the CGR will be met from existing budgets.

Human Resource/Training and Development

- 7.3 The initial scoping work will be carried out by external contractors, to enable Electoral Services staff to focus on the preparations for the elections in May 2021.

Community Safety

- 7.4 There are no community safety implications arising from this report.

Risk Management

- 7.5 Carrying out this preparatory work will enable a CGR to be conducted swiftly, ensuring that effective local structures are in place for community representation, in the event that Woking Borough Council is abolished.

Sustainability

- 7.6 There are no sustainability implications arising from this report.

Equalities

- 7.7 Giving residents the opportunity to shape community governance in Woking, will ensure they have a similar level of representation to other parts of Surrey.

Safeguarding

7.8 There are no safeguarding implications arising from this report.

8.0 Conclusions

8.1 Reviewing the community governance structure in Woking will ensure residents are given every opportunity to have a local voice, in the event that the Borough becomes part of a bigger, unitary authority.

8.2 Pre-review scoping work will ensure that the Council will be able to put forward relevant and effective proposals during a Community Governance Review.

REPORT ENDS

Woking Community Governance Review

DRAFT Terms of Reference

1. Introduction

- 1.1 Woking Borough Council is carrying out a Community Governance Review (CGR) in accordance with Part 4, Chapter 3 of the Local Government and Public Involvement in Health Act 2007.
- 2.1 The Council is required to have regard to the Guidance on Community Governance Reviews issued by the Secretary of State for Communities and Local Government. This guidance has been considered when drawing up these terms of reference.

2. What is a Community Governance Review

- 2.1 A CGR provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or part of the Borough to consider one or more of the following:
- (a) Creating, merging, altering or abolishing parishes;
 - (b) The naming of parishes and the style of new parishes;
 - (c) The electoral arrangements for parishes including:
 - the ordinary year of election;
 - the number of councillors to be elected; and
 - the warding (if any) of the parish
 - (d) Grouping parishes under a common parish council or de-grouping parishes
- 2.2 The Council is required to ensure that community governance within the area under review will be:
- (a) Reflective of the identities and interests of the community in that area; and
 - (b) Is effective and convenient
- 2.3 In doing so, the community governance review is required to take into account:
- (a) The impact of community governance arrangements on community cohesion; and
 - (b) The size, population and boundaries of a local community or parish

3.0 Why undertake a Community Governance Review

- 3.1 There are currently no Parish Councils in the Borough of Woking. The Council wishes to undertake a CGR for the whole of the Borough in response to proposals to abolish the two tier system of local government and form larger, unitary local authorities across Surrey.
- 3.2 Government guidance states that it is good practice to conduct a full CGR at least every 10 to 15 years. The Council therefore wishes to review the parishing arrangements in the Borough, with a view to establishing parish arrangements in Woking.

4.0 Who will undertake the Review?

- 4.1 As the relevant principal authority, Woking Borough Council is responsible for conducting any CGR within its electoral area. The Council will oversee the review and produce draft and final recommendations; Full Council will approve the final recommendations before a Community Governance Order (Order) is made.

5.0 Areas under review

- 5.1 The whole of the Woking Borough area will be included in the CGR.

6.0 Consultation

- 6.1 The Council is required to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take the representations that are received into account. The Council will also identify any other person or body who it feels may have an interest in the review and write to them inviting them to submit their views at all stages of the consultation.
- 6.2 Before making any recommendations or publishing final proposals, a full consultation process will form part of the review to take full account of the views of local people and other stakeholders. The Council will comply with the statutory consultative requirements by:
- (a) consulting local government electors for the area under review;
 - (b) consulting any other person or body which appears to the Council to have an interest in the review;
 - (c) notifying and consulting Surrey County Council; and
 - (d) taking into account any representations received in connection with the review.
- 6.3 The Council will publicise the review by displaying a notice at the Council Offices and on the Council's website. The Council will also write to any other community or resident groups of which the Council is aware, District Councillors and the relevant County Councillors, the MP and Surrey County Council.
- 6.4 Information about each stage of the review will be published on the Council's website with key documents available at:
- Woking Borough Council
 - Woking Library
 - Byfleet Library
 - West Byfleet Library

7.0 Indicative timetable for the Community Governance Review

Details	Timescales
Commencement of CGR – Terms of Reference published	To be agreed
Initial consultation stage	8 weeks from publication of ToR published
Draft recommendations prepared	6-8 weeks
Draft recommendations published	To be agreed
Consultation on draft recommendations	8 weeks from publication of draft recommendations
Final recommendations prepared	6-8 weeks
Final Recommendations considered and approved by full Council	Within 12 months of publication of Terms of Reference
Community Governance Order(s) made	Following approval by the Council
New community governance arrangements come into force	To be agreed

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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