

**These minutes are currently published in draft to provide an early opportunity to reference decisions. A final version will be made available as soon as possible. This version should not be used as a final reference document and should not be circulated to members of the press or public.**

MINUTES  
OF A MEETING OF THE  
**EXECUTIVE**

held on 9 September 2021

Present:

Cllr A Azad (Chairman)  
Cllr S Ashall (Vice-Chair)

Cllr K M Davis      Cllr D Harlow  
Cllr G W Elson      Cllr C S Kemp

Also Present: Councillors A-M Barker, K Howard, D E Hughes, I Johnson and A Kirby

**1. MINUTES**

RESOLVED

That the minutes of the meeting of the Executive held on 15 July 2021 be approved and signed as a true and correct record.

**2. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**3. URGENT BUSINESS**

There were no items of Urgent Business under Section 100B(4) of the Local Government Act 1972.

**4. DECLARATIONS OF INTEREST**

In accordance with the Members' Code of Conduct, Councillor A Azad declared a non-pecuniary interest in any items concerning the companies of which she was a Council-appointed director. The interests were such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor K M Davis declared a non-pecuniary interest in any items concerning the companies of which he was a Council-appointed director. The interests were such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor D Harlow declared a non-pecuniary interest in any items concerning the companies of which she was a Council-appointed director. The interests were such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor C S Kemp declared a non-pecuniary interest in any items concerning the companies of which he was a Council-appointed director. The interests were such that speaking and voting were permissible.

In accordance with the Officer Employment Procedure Rules, the Chief Executive, Julie Fisher, declared a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she was a Council-appointed director. The interests were such that Mrs Fisher could advise the Executive on those items.

In accordance with the Officer Employment Procedure Rules, the Director of Legal and Democratic Services, Joanne McIntosh, declared a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she was a Council-appointed director. The interests were such that Mrs McIntosh could advise the Executive on those items.

In accordance with the Officer Employment Procedure Rules, the Director of Planning, Giorgio Framaliccio, declared a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he was a Council-appointed director. The interests were such that Mr Framaliccio could advise the Executive on those items.

In accordance with the Officer Employment Procedure Rules, the Director of Neighbourhood Services, Geoff McManus, declared a disclosable personal interest (non-pecuniary) in any items concerning the companies of which he was a Council-appointed director. The interests were such that Mr McManus could advise the Executive on those items.

In accordance with the Officer Employment Procedure Rules, the Director of Housing, Louise Strongitharm, declared a disclosable personal interest (non-pecuniary) in any items concerning the companies of which she was a Council-appointed director. The interests were such that Mrs Strongitharm could advise the Executive on those items.

In accordance with the Officer Employment Procedure Rules, the Director of Finance, Leigh Clarke, declared a disclosable personal interest (non-pecuniary) in any items concerning Woking Football Club and/or the GolDev Woking Limited development. The interest arose from her husband having a small shareholding in Woking Football Club. The interest was such that Mrs Clarke could advise the Executive on those items.

## **5. QUESTIONS**

No written questions had been received under Section 3 of the Executive Procedure Rules.

## **6. NOTICE OF MOTION - CLLR A KIRBY - POLLINATOR PLAN FOR WOKING EXE21-080**

At its meeting on 29 July 2021, the Council referred the following Notice of Motion to the Executive.

Councillor A Kirby

"Pollinator Plan for Woking

This Council notes the systemic importance of pollinators to our food supply and economy, as well as their intrinsic value to nature in Woking Borough. This Council also notes the success and popularity elsewhere across the UK of the 'No Mow May' campaign, during which grass verges were left undisturbed by mowing during this critical month for flowers, wildlife and pollinators in particular.

The Council acknowledges the existing local work in this area of the 'Planet Woking', 'Woking Environment Action Group' and other voluntary organisations, in supporting bees and other pollinators through the sowing and planting of wildflowers. The Council recognises the importance of wild meadow spaces to the public realm, residents' enjoyment of the Borough – and the benefits to the visual appeal of our communities.

The Council also acknowledges the success of its own existing wildflower strategies, which have so far been run on a more site-specific basis.

Accordingly, this Council resolves to instruct Officers to arrange for a broad and Borough-wide set of policies, classifying our grass cutting activities in each location according to the frequency of mowing required. This should result in a set of Borough-wide 'wildness grades' associated with different levels of mowing.

This system should be designed to achieve four key things:

- 1) Maximise the level of diverse wild flora and fauna in all council-maintained grassland, with the first assumption for maximum biodiversity
- 2) Continue to ensure public safety and amenity where essential (such as sports pitches or road verges)
- 3) Create an easily understandable set of 'wildness grades' to enable residents to understand and engage with the Council's grass cutting policies
- 4) Allow Council contractors to refocus on keeping public footpaths clear of vegetation

This Council resolves that the vast majority of grassland within this scheme will be left unmown during the entire period 1st May – 1st June, excluding only the most exceptional of locations within the 'least' wild category, as outlined for exceptional reasons of safety or public utility mentioned above. Beyond this initial distinction of inclusion in the 'No Mow May' principle, further grades of reduced cutting should be considered – up to and including a policy in some locations of cutting grass only once per year in August.

Council instructs Officers and the relevant Portfolio Holder to create a clear set of such 'wildness grades' for Woking grassland and to allocate all grassy areas maintained by Woking Borough Council to one of these 'grades' – with a preference for the most wild to suit each location.

Council also resolves that Officers should report back to Full Council at their earliest convenience with estimates of the potential net savings from such a systematic and organised policy of reduced grass-cutting, so that all Councillors can debate the best use of these savings for other purposes."

Councillor Kirby attended the meeting and spoke in support of the Motion. The Portfolio Holder for Climate Change Strategy, Councillor Davis, expressed disappointment at the Motion and was of the opinion that the issues raised by the Motion should have been

discussed at the cross-party Climate Change Working Group beforehand. The Portfolio Holder drew attention to the Officer Comment to the Motion and the work that was already taking place regarding the delivery of wildflowers in suitable locations in the Borough. Councillor Howard, Chairman of the Climate Change Working Group, reported that the Council's Green Infrastructure Team was currently working on solutions to achieve biodiversity benefits and increase resident engagement, whilst striking a careful balance that respected the wide range of residents' views on the topic. Councillor Howard advised that the matter would be discussed at the Climate Change Working Group, at its meeting on 1 December 2021, and that the Group would make recommendations to the Executive. An amended Motion was proposed by Councillor Howard and agreed by the Executive. The amended Motion to read as follows:

"Council recognises the seriousness of the loss of wildflower meadows and the decline in the numbers of insect pollinators.

Officers will present a report to the December meeting of the Climate Change Working Group addressing these problems and incorporating such concepts as selective mowing and "No Mow May".

**RECOMMENDED to Council**

**That the Motion, as amended by the Executive, be supported.**

**7. NOTICE OF MOTION - CLLR A KIRBY - FREEDOM TO VOTE BY POST EXE21-081**

At its meeting on 29 July 2021, the Council referred the following Notice of Motion to the Executive.

Councillor A Kirby

"Freedom to vote by post

This Council believes that democracy is best secured by maximising electoral turnout and participation, as much as that democracy must start by more literally securing residents' votes.

It is therefore with regret that this Council notes the proportion of people voting by post in the Borough did not rise between 2019 and 2021, despite this year's elections being the first to be held since the arrival of Covid-19. Despite the understandable caution from residents around in-person events – and for many even medically-advised isolation – the proportion of local people voting by post in fact fell.

In light of these facts, this Council recognises its responsibility to better uphold and inspire democratic participation through challenging times. This Council also recognises the importance and legal status of the fully independent Electoral Commission.

This Council notes that Woking Borough is an outlier in asking residents already on the electoral register for photo-identification in order to support their application for a postal vote, contrary to official guidance and legal requirements as set out by the Electoral Commission.

Therefore, this Council resolves to:

- 1) Reflect the latest exact wording used by the Electoral Commission on its own website, when describing the process of registering to vote by post, on all relevant communications whether in print, digital or in person.
- 2) Remove all other restrictions, suggestion of restriction, advice to follow legally unnecessary steps, or any other effective impediment created by the Council's advice or processes, on the ability of residents to register for a postal vote.
- 3) Proactively communicate this change to residents, via all Council-controlled media channels and to issue a public statement to all local media on behalf of this Full Council, clarifying the change and the exact contents of this motion."

Following the meeting of Council on 29 July 2021, Councillor Kirby requested some changes to the Motion (shown in bold in the revised Motion below) in order to reflect the importance of the Chief Executive's role as Electoral Registration Officer and the role's independence in light of the electoral law and Electoral Commission who are the legal source of authority on the existing rules.

Revised Motion:

Councillor A Kirby

"Freedom to vote by post

This Council believes that democracy is best secured by maximising electoral turnout and participation, as much as that democracy must start by more literally securing residents' votes.

It is therefore with regret that this Council notes the proportion of people voting by post in the Borough did not rise between 2019 and 2021, despite this year's elections being the first to be held since the arrival of Covid-19. Despite the understandable caution from residents around in-person events – and for many even medically-advised isolation – the proportion of local people voting by post in fact fell.

In light of these facts, this Council recognises its responsibility to better uphold and inspire democratic participation through challenging times.

This Council also recognises the importance and legal status of the fully independent Electoral Commission. **Equally this Council notes the importance of our independent Electoral Registration Officer, responsible for upholding the Electoral Commission's advice, and welcomes our new Chief Executive to this role.**

This Council notes that Woking Borough is an outlier in asking residents already on the electoral register for photo-identification in order to support their application for a postal vote, contrary to official guidance and legal requirements as set out by the Electoral Commission.

Therefore, this Council resolves to:

- 1) **Support the Electoral Registration Officer in reflecting** the latest exact wording as **recommended** by the Electoral Commission on its own website, when describing the process of registering to vote by post, on all relevant communications whether in print, digital or in person.

- 2) Remove **from general council communications all other suggestion of restriction**, advice to follow legally unnecessary steps, or any other effective impediment created by the Council's advice or processes, on the ability of residents to register for a postal vote.
- 3) **Support the Electoral Registration Officer by proactively communicating the existing legal reality of postal registration** requirements to residents, via all Council-controlled media channels and to issue a public statement to all local media on behalf of this Full Council, **clarifying the exact contents of this motion.**"

Councillor Kirby spoke in support of the Motion. The Leader of the Council, Councillor Azad, advised that the matters raised by the Motion were the personal responsibility of the Returning Officer and that the Council was not able to determine or influence the process. The Executive was informed that the Returning Officer had undertaken a review of the practices and procedures in place and had concluded to no longer request electors to provide additional photo ID for applications to vote by post. Members were reminded that the extra steps had been adopted due to Woking being identified as an area where the risk of future allegations of electoral fraud was higher due to the previous confirmed case of proven fraud. The Executive was not supportive of Cllr Kirby's Motion in its current form but agreed that support for the actions taken by the Electoral Registration Officer be noted. It was therefore agreed to add to the Motion additional points 4) and 5), the amended Motion to read as follows:

"Freedom to vote by post

This Council believes that democracy is best secured by maximising electoral turnout and participation, as much as that democracy must start by more literally securing residents' votes.

It is therefore with regret that this Council notes the proportion of people voting by post in the Borough did not rise between 2019 and 2021, despite this year's elections being the first to be held since the arrival of Covid-19. Despite the understandable caution from residents around in-person events – and for many even medically-advised isolation – the proportion of local people voting by post in fact fell.

In light of these facts, this Council recognises its responsibility to better uphold and inspire democratic participation through challenging times.

This Council also recognises the importance and legal status of the fully independent Electoral Commission. Equally this Council notes the importance of our independent Electoral Registration Officer, responsible for upholding the Electoral Commission's advice, and welcomes our new Chief Executive to this role.

This Council notes that Woking Borough is an outlier in asking residents already on the electoral register for photo-identification in order to support their application for a postal vote, contrary to official guidance and legal requirements as set out by the Electoral Commission.

Therefore, this Council resolves to:

- 1) Support the Electoral Registration Officer in reflecting the latest exact wording as recommended by the Electoral Commission on its own website, when describing the process of registering to vote by post, on all relevant communications whether in print, digital or in person.

- 2) Remove from general council communications all other suggestion of restriction, advice to follow legally unnecessary steps, or any other effective impediment created by the Council's advice or processes, on the ability of residents to register for a postal vote.
- 3) Support the Electoral Registration Officer by proactively communicating the existing legal reality of postal registration requirements to residents, via all Council-controlled media channels and to issue a public statement to all local media on behalf of this Full Council, clarifying the exact contents of this motion.
- 4) Note the actions already taken by the Returning Officer in section 2 of her report to the Elections and Electoral Registration Panel dated 23 August 2021 in the matter of Absent Voter Registrations.
- 5) Continue to run elections with regard to the fundamental principles of elections open to all and free from fraud."

**RECOMMENDED to Council**

**That the Motion, as amended by the Executive, be supported.**

**8. REVIEW OF THE INFRASTRUCTURE CAPACITY STUDY AND DELIVERY PLAN - EAST OF THE BOROUGH AND BOROUGH-WIDE STUDY EXE21-062**

Councillor Elson, Portfolio Holder for Planning Policy, introduced a report which recommended to Council the contents of the Infrastructure Capacity Study and Delivery Plan. It was noted that the Local Development Framework Working Group had considered the Plan at its meeting on 21 July 2021 and had been supportive. The Portfolio Holder explained that stakeholder involvement had been central to the preparation of the Infrastructure Delivery Plan (IDP) and there had been ongoing involvement and partnership working with the relevant Infrastructure Providers.

The Executive was informed that the latest IDP was published in 2018 and that the revised IDP (2021) was intended to be published by the end of the year. It was noted that the IDP was a living document that would be regularly updated to take account of new information to ensure it continued to be robust in supporting the delivery of the Core Strategy and the Site Allocations DPD. It was explained that there was no action plan as there were no development proposals as yet.

It was suggested that Woking Joint Committee's Infrastructure Task Group could be involved going forward.

Following a question regarding the Sheer House development in West Byfleet, the Executive was informed that Officers had been in discussion with the Clinical Commissioning Group (CCG) about the impact on health resources.

**RECOMMENDED to Council**

**That the contents of the Infrastructure Capacity Study and Delivery Plan be noted and approved.**

Reason: To ensure that there is an up to date IDP to enable the sustainable delivery of the Core Strategy and the Site Allocations DPD.

**9. REVIEW OF DEVELOPMENT MANAGEMENT POLICIES DEVELOPMENT PLAN DOCUMENT (DPD) EXE21-069**

Councillor Elson, Portfolio Holder for Planning Policy, introduced a report which recommended to Council the approval of the review of the Development Management Policies DPD. The Executive was advised that the Council had a statutory duty to review its development plan documents at least once every five years. Councillor Elson reported that a review had been conducted and it was recommended that no immediate modification was required. Attention was drawn to paragraph 1.8 of the report which set out uncertainty caused by the Government's Planning White Paper and the 2021 Queen's Speech regarding laws to modernise the planning system. Officers would be monitoring the situation closely and would notify Members if the DPD needed to be modified in accordance with changes in national policy.

Discussion ensued on the consultation responses. It was noted that all the representations had been considered and many worthwhile comments had been received. However none of the responses had been significant enough to justify an immediate modification of the DPD.

Following a question regarding climate change, the Executive was informed that the Council had embarked upon a review of the Climate Change Supplementary Planning Document (SPD) and a draft of the SPD would be received by the Executive in due course.

**RECOMMENDED to Council**

That (i) **the review of the Development Management Policies DPD, included in Appendix 1 to the report, be approved;**

(ii) **the Development Management Policies DPD continue to be up to date for the purposes of managing development across the Borough;**

(iii) **the details of the review be published on the Council's website as soon as it is reasonable to do so after Council's approval; and**

(iv) **authority be delegated to the Director of Planning, in consultation with the Portfolio Holder for Planning, to approve any minor changes to the review to reflect new information, including any national guidance before it is published.**

Reason: To enable the Council to meet its statutory duty to review the Development Management Policies Development Plan Document in accordance with paragraph 33 of the National Planning Policy Framework (NPPF).

**10. AFGHAN LOCALLY EMPLOYED STAFF (LES) RELOCATION SCHEME EXE21-141**

The Leader of the Council, Councillor Azad, introduced a report which sought approval of the Executive to provide urgent support and assistance to Afghan Locally Employed Staff (LES) following NATO's decision to withdraw military forces from Afghanistan. The Executive was informed that the UK Government had been running a scheme to support locally employed staff in Afghanistan. The Leader drew attention to the Council's extensive previous experience of successfully resettling 50 Syrian refugee households under the Syrian Vulnerable Persons Resettlement Scheme. The Council would utilise existing partnerships and support networks that had been well established within the Borough.

The Executive was advised that it was intended households would be accommodated by securing properties in the private rented sector within the Borough, including Thamesway properties. It was noted that the number of properties proposed was manageable and unlikely to have a detrimental impact on homelessness or waiting times faced by applicants on the Housing Register. The Executive thanked the Housing Team for their hard work in engaging with the private sector.

Members were asked to direct residents who had offered support, such as donating clothes or goods, to the Family Support Programme Team managed by Adam Thomas as the Team was coordinating how residents could help in a structured way.

Members were in support of the report and welcomed that the Council could accommodate additional Afghan families should more properties and resources become available.

**RESOLVED**

- That (i) Woking Borough Council agrees to participate in the Scheme and offer help to five Afghan families;
- (ii) the Director of Housing, in consultation with the Portfolio Holder for Housing, shall be delegated authority to agree suitable arrangements for the provision of housing, support and any other services necessary for successful implementation of the resettlement scheme, in line with the government's requirements; and
- (iii) the Director of Housing, in consultation with the Portfolio Holder for Housing, shall be delegated authority to agree with Government that Woking Borough Council welcomes additional Afghan families should more properties and resources become available.

Reason: The Council should support those people who have risked their own lives to work with the British armed forces in Afghanistan and as a result now have to leave their home under threat of their lives.

**11. REVIEW OF OUTLOOK, AMENITY AND DAYLIGHT SUPPLEMENTARY PLANNING DOCUMENT (SPD) EXE21-070**

The Executive received a report which sought approval for the Outlook, Amenity and Daylight Supplementary Planning Document (SPD) to be published for public engagement and consultation. It was noted that the current SPD had been adopted in 2008 and was being reviewed to bring it up to date to reflect changes in national policy and policies of the

development plan. The Executive was advised that, when the SPD was adopted, it would be a material consideration in determining planning applications and other planning decisions. Councillor Elson drew attention to the amendments suggested by the Local Development Framework Working Group at its meeting on 22 July 2021.

Following a request for the consultation documents to highlight what had been changed, the Portfolio Holder agreed to speak to Officers to see if that could be incorporated.

**RESOLVED**

That (i) the contents of the proposed revision to the Outlook, Amenity and Daylight Supplementary Planning Document be noted and approved for public engagement and consultation between September 2021 and November 2021; and

(ii) delegated authority be given to the Director of Planning, in consultation with the Portfolio Holder for Planning, to approve amendments to the draft Outlook, Amenity and Daylight SPD to reflect new information before it is published for community engagement and consultation.

Reason: To ensure that the Outlook, Amenity and Daylight SPD continues to be up to date for the purposes of managing development across the Borough.

**12. REVIEW OF THAMES BASIN HEATHS SPECIAL PROTECTION AREAS AVOIDANCE STRATEGY EXE21-071**

The Executive received a report which sought approval for the Thames Basin Heaths Special Protection Areas Avoidance Strategy to be published for public engagement and consultation. It was noted that the current Avoidance Strategy had been adopted in 2010 and it was necessary to review the Strategy to reflect new information and changes in national policy.

Cycle access to Heather Farm was raised and the Executive noted that cycle access could potentially be addressed by the Transport Plan for Woking which was currently being prepared by Surrey County Council.

The use of Suitable Alternative Natural Greenspace (SANG) was discussed and it was explained that SANG could be used to mitigate more than one development. For example, the larger the SANG the more new people or new properties it could potentially mitigate. An indicative table was available which had been prepared and used as evidence at the Site Allocations DPD examination.

**RESOLVED**

That (i) the contents of the proposed revision to the Thames Basin Heaths Special Protection Areas Avoidance Strategy Supplementary Planning Document be noted and approved for public engagement and consultation between September 2021 and November 2021; and

- (ii) delegated authority be given to the Director of Planning, in consultation with the Portfolio Holder for Planning, to approve amendments to the draft SPD to reflect new information before it is published for community engagement.

Reason: To ensure that the Avoidance Strategic provides an up to date framework for the protection of the protected birds species in the Thames Basin Heaths Special Protection Areas.

### **13. REVIEW OF STATEMENT OF COMMUNITY INVOLVEMENT (SCI) EXE21-072**

The Executive received a report which sought approval for the Statement of Community Involvement (SCI) to be published for public engagement and consultation. It was noted that the current SCI had been adopted in February 2015 and was due for statutory review. The Executive was advised that Figure 1 and Appendix 1 of the SCI provided a list of all stakeholders likely to be consulted.

RESOLVED

- That (i) the draft Statement of Community Involvement be approved for public engagement and consultation between September 2021 and November 2021; and
- (ii) delegated authority be given to the Director of Planning, in consultation with the Portfolio Holder for Planning, to approve amendments to the revised SCI to reflect new information before it is published for community engagement and consultation.

Reason: To enable the Council to comply with government policy.

### **14. ECONOMIC DEVELOPMENT ACTION PLAN EXE21-067**

Councillor Davis, Portfolio Holder for Economic Development, introduced a report which sought approval to the Economic Development Action Plan. Councillor Davis explained that a Framework for Recovery had been published in July 2020 to assist businesses through the Covid crisis. It was noted that the Economic Development Action Plan would be an interim plan to 2023 when a new or updated economic development strategy would be adopted. The Economic Development Task Group had considered the Action Plan at its meeting on 25 August 2021.

Discussion ensued on potential skills and labour shortages post pandemic and it was noted that matching demand with the available workforce would be a priority. The Executive was advised that a Woking Hospitality Alliance had been set up to enable hospitality businesses to work together to lessen the impact of staff shortages. Events were also planned through the Woking Chamber of Commerce.

The Portfolio Holder advised that discussions were taking place with Jonathan Lord MP regarding a possible ministerial visit to promote Woking.

Members thanked the Portfolio Holder, the Economic Development Team and finance colleagues for their hard work in supporting local businesses, including the provision of grants during the pandemic.

RESOLVED

That the Economic Development Action Plan be approved.

Reason: To allow Officers to implement the Action Plan in order to assist and steer Woking's recovery for the present and medium term and resume our impressive, sustainable economic growth.

**15. CHURCHYARD CLOSURE AND TRANSFER OF MAINTENANCE RESPONSIBILITY – ST MARY THE VIRGIN HORSELL EXE20-034**

The Executive received a report regarding an application received by the Council to close the churchyard at St Mary The Virgin Horsell and transfer maintenance responsibility to the Council. The Executive was informed that the structural condition of a boundary wall on the southern side of the churchyard was of concern. As a result, it was proposed that the Council should not progress the application to close the churchyard and take on maintenance responsibility until funding had been identified to repair the southern wall. Councillor Kemp undertook to keep residents whose gardens backed onto the wall informed of the situation.

The Executive heard that it was proposed for Serco to continue its ongoing ground maintenance functions at a budgeted cost of approximately £20,000 per year. It was noted that the cost included grass cutting, hedging, weed control, tree inspections and overall maintenance across the site including litter picking.

RESOLVED

That (i) the application to close the churchyard at St Mary The Virgin Horsell not to be progressed, pending necessary repairs to the southern wall;

(ii) ongoing ground maintenance functions currently being undertaken by the Council's Environmental Partner, Serco, to continue in the interim; and

(iii) Officers to seek external funding opportunities to assist the church in delivering the repair works to the southern boundary wall.

Reason: To meet the obligation imposed on the Council under section 215 of the Local Government Act 1972.

**16. RISK MANAGEMENT POLICY EXE21-073**

The Executive received a report which sought approval to the adoption of the updated Risk Management Policy. Following a question regarding risk management training, the Executive was advised that Corporate Leadership Team (CLT), Senior Managers and operational managers, where risk management was part of their appraisals and supervision, would be expected to receive training. It was noted that financial risk training would be a component part of the overall risk training for Members.

Following a question regarding how Woking Borough Council's risk tolerance level on page 10 of Appendix 1 (page 418 of the Agenda Pack) compared to other local authorities, it was

agreed that the Leader would provide Councillor Barker with a response outside of the meeting.

RESOLVED

That the updated Risk Management Policy be adopted.

Reason: To ensure that the Council's approach to risk management reflects best practice, and remains an essential component of strong governance and robust business management.

## **17. PERFORMANCE AND FINANCIAL MONITORING INFORMATION**

The Executive considered the Performance and Financial Monitoring Information (Green Book) June 2021 and July 2021. The Leader reported that the exception report, which highlighted where performance significantly differed from target, would be re-introduced to the front of future Green Books.

Regarding long stays in B&B accommodation, the Executive was informed that the figures had been skewed by single person households staying in the Woking Hotel through the Government's Everyone In Initiative. It was noted that families in B&B accommodation were usually moved on by two weeks.

Following a question, Councillor Davis, Portfolio Holder for Waste and Recycling, provided an update on the difficulties facing the green waste collection. Councillor Davis assured the Executive that the Joint Waste Partnership was working together to do all it could to get the service operational again. It was noted that Officers were working with Surrey to make recycling centres more accessible to residents. Regarding HGV driver shortages, the Executive heard that retention packages were in place to retain staff. The physicality of the job was acknowledged, as well as the extra hours worked to catch-up on missed collections.

The Leader agreed to investigate the inclusion of future projections in terms of strategic property in future Green Books.

RESOLVED

That the Performance and Financial Monitoring Information, June 2021 and July 2021, be received.

Reason: To manage the performance of the Council.

## **18. MONITORING REPORTS - PROJECTS EXE21-074**

The Executive received a quarterly monitoring report on the progress of projects in the interest of financial prudence and to ensure open and transparent corporate governance. The Executive welcomed the new format of the quarterly monitoring report and thanked Officers for their work on its review. Following a question regarding the loan to Freedom Leisure, Officers reported that the delay in sign-off was related to a VAT issue.

RESOLVED

That the report be received.

Reason: To monitor progress on development to the Council's project management approach.

**19. EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED

That the press and public be excluded from the meeting during consideration of items 20 and 21 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).

**20. COMMERCIAL TENANT MANAGEMENT EXE21-082**

RESOLVED

That the recommendations set out in the Part II report be agreed.

Reason: To ensure the effective management of commercial property and income recognising the current market situation created by the Covid 19 pandemic.

**21. COMMERCIAL TENANT MANAGEMENT EXE21-143**

RESOLVED

That the recommendations set out in the Part II report be agreed.

Reason: To secure the letting of office space.

<p><b>This document was published on Friday 10 September 2021 and the decisions within it will be implemented on Monday 20 September 2021, subject to call-in.</b></p>
--

The meeting commenced at 7.00 pm  
and ended at 9.00 pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

