



COUNCIL

30 March 2023

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 in the Council Chamber, Civic Offices, Gloucester Square, Woking on THURSDAY, THE THIRTIETH DAY OF MARCH 2023 at 7.00 pm to transact the business specified in the agenda overleaf

JULIE FISHER
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. Generally the public seating areas are not filmed. However by entering the meeting room and using the public seating area, you are consenting to being filmed.



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AGENDA

1. APOLOGIES FOR ABSENCE.

2. MINUTES.

To approve the minutes of the Meetings of the Council held on 9 February and 23 February 2023, as published.

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 - 8)

- (i) To receive declarations of disclosable pecuniary and other interests from Members in respect of any item to be considered at the meeting.
- (ii) In accordance with the Officer Employment Procedure Rules, the Chief Executive, 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 on those items.
- (iii) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Corporate Resources, Kevin Foster 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 Foster may advise on those items.
- (iv) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Place, Giorgio Framalitto, 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 Framalitto may advise on those items.
- (v) In accordance with the Officer Employment Procedure Rules, the Strategic Director - Communities, 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 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 published shortly before the meeting.

7. RECOMMENDATIONS OF THE EXECUTIVE WBC23-016. (Pages 9 - 10)

To receive and consider recommendations from the Executive.

7a. Medium Term Financial Strategy (MTFS) EXE23-016.

7b. Review of the Constitution EXE23-033.

7c. Affordable Housing Delivery Supplementary Planning Document (SPD) EXE23-008.

8. ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE WBC23-013. (Pages 11 - 28)

9. ANNUAL REPORT BY COUNCIL REPRESENTATIVES ON OUTSIDE BODIES WBC23-014. (Pages 29 - 54)

10. ANNUAL REPORT ON MEMBER LEARNING AND DEVELOPMENT WBC23-015. (Pages 55 - 70)

11. PAY POLICY STATEMENT 2023-24 WBC23-001. (Pages 71 - 78)

12. APPOINTMENT OF OFFICER DIRECTOR TO COUNCIL GROUP COMPANIES WBC23-017. (Pages 79 - 82)

13. 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.

13a. Councillor E Nicholson - Retrospective Surface Water Action.

The latest State of the UK Climate report indicates the UK has become wetter over the last few decades, although with significant annual variation. 2011-2020 was 9% wetter than 1961-1990. From the start of the observational record in 1862, six of the ten wettest years across the UK have occurred since 1998.

The recent UK climate projections (UKCP18) provide the most up-to-date assessment of how the UK climate could change over the 21st century. Overall, the UK is expected to experience wetter winters and drier summers.

However, rain that does fall in summer will likely be more intense than what we currently

experience. For example, rainfall from an event that typically occurs once every 2 years in summer is expected to increase by around 25%. This will impact on the frequency and severity of surface water flooding, particularly in urban areas.

In towns and cities, flash floods are a growing problem. Concrete can't soak up rainwater, so in heavy downpours it has nowhere to go except into drains, overloading sewers and setting off flash floods. During the recent heavy rainfall, the water caused slippages within the station underpass and led to pooling of water within areas of the town centre.

Therefore this motion proposes that this Council:

1. Engages with South West Trains to seek to secure surface water drainage systems are retrospectively fitted to the two entrances to the station underpass and /or other measures to capture rainwater are installed to reduce the excess water overspill causing slippage within the underpass.
2. That Woking planning applications continue to be assessed with surface water drainage systems in mind and that the County, as the lead flood authority is consulted on planning applications where required.
3. That Woking Borough Council work proactively with the partners to green Victoria Square, and introduce features such as rainwater gardens in line with the aspirations of the town centre Masterplan.

AGENDA ENDS

Date Published - 22 March 2023

Note: At the close of the meeting the Worshipful the Mayor, Councillor Hussain, would like to invite the following to join him in the parlour:-

Councillors Akberali, Azad, Aziz, Barker, Boote, Brown, Cosnahan, Davis, Elson, Forster, Graves, Jordan, Kemp, Lyons, Morales, Morley, Nicholson, Raja, Roberts, Spencer and Whitehand, together with Officers attending the meeting.

Schedule Referred to in Declaration of Interests

Council-appointed directorships

Julie Fisher, Chief Executive	
Brookwood Cemetery Limited	Thameswey Guest Houses Limited
Brookwood Park Limited	Thameswey Housing Limited
Energy Centre for Sustainable Communities Ltd	Thameswey Limited
Rutland Woking (Carhouse Lane) Limited	Thameswey Maintenance Services Limited
Rutland Woking (Residential) Limited	Thameswey Solar Limited
Rutland (Woking Limited)	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	VSW Hotel Limited
Thameswey Developments Limited	Victoria Square Residential Limited
Thameswey Energy Limited	Victoria Square Woking Limited
Woking Necropolis and Mausoleum Limited	

Kevin Foster, Strategic Director – Corporate Resource	
Brookwood Cemetery Limited	Thameswey Housing Limited
Brookwood Park Limited	Thameswey Limited
Energy Centre for Sustainable Communities Ltd	Thameswey Maintenance Services Limited
Thameswey Central Milton Keynes Limited	VSW Hotel Limited
Thameswey Energy Limited	Victoria Square Residential Limited
Thameswey Guest Houses Limited	Victoria Square Woking Limited
Woking Necropolis and Mausoleum Limited	

Giorgio Framallico, Strategic Director - Place	
Brookwood Cemetery Limited	Thameswey Developments Limited
Brookwood Park Limited	Thameswey Energy Limited
Export House Limited	Thameswey Limited
LAC 2021 Limited (Dormant)	Thameswey Solar Limited
Kingfield Community Sports Centre Limited	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	Woking Necropolis and Mausoleum Limited
Woking Shopping Limited	

Louise Strongitharm, Strategic Director – Communities	
Rutland Woking (Carhouse Lane) Limited	Thameswey Developments Limited
Rutland Woking (Residential) Limited	Thameswey Guest Houses Limited
Rutland (Woking) Limited	Thameswey Housing Limited
Thameswey Limited	

COUNCIL – 30 MARCH 2023

RECOMMENDATIONS OF THE EXECUTIVE

Executive Summary

The Council is invited to consider the recommendations from the meeting of the Executive held on 23 March 2023. The extracts from the minutes of the Executive will be published in due course. Set out below are the recommendations in the reports to be considered by the Executive.

THE EXECUTIVE – 23 MARCH 2023

7a. MEDIUM TERM FINANCIAL STRATEGY (MTFS)

The Executive is requested to:

RESOLVE That

- (i) the approach set out in this report for commencement of the process to balance budget year 2024/25 be noted; and

RECOMMEND TO COUNCIL That

- (ii) the latest iteration of the Medium Term Financial Strategy be approved;
- (iii) approval of the proposed Flexible Use of Capital Receipts in 2023/24 and submission of a plan to DLUHC be delegated to the Strategic Director – Corporate Resources, in consultation with the Finance Portfolio Holder;
- (iv) the Parent Company Guarantee (PCG) be extended by delegation to the Section 151 Officer, in consultation with the Finance Portfolio Holder, for the provision of Gas to Thamesway Central Milton Keynes Ltd (TCMK); and
- (v) from 1 April 2023 loans advanced to Thamesway Central Milton Keynes Ltd. (TCMK) to be at the relevant PWLB interest rate with no margin be approved.

7b. REVIEW OF THE CONSTITUTION

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the Constitution and all the provisions contained within it be adopted with effect from 5 May 2023; and
- (ii) the Corporate Governance Working Group be formally established in accordance with the Terms of Reference included within the body of the Constitution

7c. AFFORDABLE HOUSING DELIVERY SUPPLEMENTARY PLANNING DOCUMENT (SPD)

The Executive is requested to:

RECOMMEND TO COUNCIL That

- (i) the various representations to the Affordable Housing Delivery Supplementary Planning Document (SPD) consultation together with Officer's responses and recommendations as set out in Appendix 1 to the report be noted;
- (ii) the revised Affordable Housing Delivery SPD included in Appendix 2 to the report be adopted as Supplementary Planning Document for the purposes of managing development across the Borough and other planning decisions ; and
- (iii) the requirements of the SPD should apply from the date of adoption, in this case 30 March 2023

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

Background Papers: None.

Reporting Person: Julie Fisher, Chief Executive
Email: julie.fisher@woking.gov.uk, Extn: 3333

Contact Person: Frank Jeffrey, Head of Democratic Services
Email: frank.jeffrey@woking.gov.uk, Extn: 3012

Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Shadow Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Date Published: 22 March 2023

REPORT ENDS

COUNCIL – 30 MARCH 2023

ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

Executive Summary

Each year, a report is prepared outlining the activities undertaken by the Committee. This year, the Committee has reviewed a wide range of topics and has completed both scrutiny and pre-decision scrutiny of the work of the Executive and the Council as a whole. Through its Task Groups, the Committee has continued to monitor and review the core areas of the Council's activities.

The Work Programme of the Committee is regularly reviewed and updated to take account of issues affecting the Borough at the time.

The Council is now invited to receive the report.

Recommendations

The Council is requested to:

RESOLVE That the report be received.

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

Background Papers:	None.
Reporting Person:	Councillor Ayesha Azad, Chairman of the Overview and Scrutiny Committee Email: cllrayesha.azad@woking.gov.uk
Contact Person:	Toby Nash, Scrutiny & Democratic Services Officer Email: toby.nash@woking.gov.uk, Extn: 3056
Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Date Published:	22 March 2023

ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE

1 Introduction

- 1.1 The remit of the Overview and Scrutiny Committee (“the Committee”) is to ensure that decisions taken by the Council are appropriately reviewed and considered.
- 1.2 The report sets out the work undertaken by the Committee and its Task Groups over the last year.

2 Summary of Work Undertaken

- 2.1 The Committee undertook overview and scrutiny of many varied topics throughout the year. The work of the Committee aided the decision-making of both the Council and Executive to ensure key decisions taken, even if not actively scrutinised by the Committee, benefitted from a critical eye not connected from those making the decision.

Pre-Decision Scrutiny

- 2.2 As part of the improvements introduced to Overview and Scrutiny at the Council several years ago, the Executive—Overview and Scrutiny Protocol has encouraged the Chairman to meet at regular intervals with the Leader to discuss upcoming decisions of the Executive. The meetings have brought a number of items of Pre-Scrutiny to the Committee, as laid out below.
- 2.3 The advantage of performing scrutiny before a decision is made allows time for cogent argument and proper, robust consideration of any proposal, while working in a collaborative manner.

Governance & Scrutiny

- 2.4 Throughout the year, the Committee received several items on the theme of scrutinising Council activity.
- 2.5 Members were keen to ensure that guidance on scrutinising commercial risk and company governance was utilised by both Officer and Member.

Pre-Decision Scrutiny: Company Governance

- 2.6 Joanne McIntosh presented to Members proposed changes to the Company Governance structure in place between the Council and its wholly- or partially- owned companies.
- 2.7 Members scrutinised the proposals and raised concern that only the Leader would be appointed to the Shareholder Advisory Groups. The Chair of the Overview and Scrutiny Committee would be able to attend as an observer.
- 2.8 Following the Committee’s pre-scrutiny, at the following meeting of the Executive it was clarified that the new arrangement followed best practice and under the new arrangement, the Chair of the Overview and Scrutiny Committee would be able to call matters for scrutiny.

Scrutiny Topic Proposal: Arrangements for Grants

- 2.9 The Committee scrutinised the proposed changes to the Arrangements for Grants and raised concern that involvement of Members would be restricted to only the Portfolio Holder by way of appointment to the panel overseeing grants.

Annual Report of the Overview and Scrutiny Committee

- 2.10 The Committee requested that further consideration be given to increasing the number of Members on the Panel.
- 2.11 The Committee also requested that consideration be given to introducing a cap to the amount of funding the Council would match to that donated by the community and businesses.

Noise Complaints Update

- 2.12 The Committee raised the prospect of receiving a regular report on noise complaints so that it could have oversight of any trends.
- 2.13 The Committee suggested that reporting on noise complaints could happen regularly through report in the Performance and Financial Monitoring Information.

Overview and Scrutiny Training

- 2.14 To provide all Members of the Committee with the greatest degree of confidence in undertaken their role as scrutineers, formal training was provided to accompany the guides and toolkit provided by Democratic Services.

Guide to Scrutiny of Risk and Commercialisation

- 2.15 The Committee received a report from Kevin Foster, the Strategic Director of Corporate Resources to complement the Guide to Scrutiny of Risk and Commercialisation. The purpose was to equip all Councillors with the skills necessary to scrutinise the commercial interests of the Council.
- 2.16 The Committee shared concerns that the Council had not always managed its risk well and encouraged the promotion of the Strategic Risk Register, which the Committee agreed to receive at a future juncture.

Freedom Leisure Performance Review and Survey of Users

- 2.17 The Committee scrutinised the contract held by Freedom Leisure to manage the Council's leisure centres, which was presented by Steve May, Leisure Services Manager.
- 2.18 Members wished to ensure that the contract was providing the Council with appropriate remuneration, particularly following the financial support that had been provided during the pandemic.
- 2.19 Members also scrutinised the accident rate across the facilities to ensure there were no common themes or trends that should be acted upon.
- 2.20 The Committee also analysed the business model, to ensure there was incentive on Freedom Leisure to deliver business improvements.

Performance and Financial Monitoring Review

- 2.21 The Committee had previously received an interim report on the intended changes to the Performance and Financial Monitoring Review. It had been recommended by the Committee to reduce the number of reports to quarterly, rather than the current monthly.
- 2.22 The Committee recommended that reference to Council loans be retained in some form in future reports.

Annual Report of the Overview and Scrutiny Committee

Review of the Constitution

- 2.23 Jo McIntosh, Director of Legal Services, informed the Committee that the Constitution would be rewritten and made more user-friendly.
- 2.24 The Committee welcomed the proposal and offer to work collaboratively on improving the Constitution.
- 2.25 Members recommended that the introduction of a revised Constitution should not be held to a strict timetable, but that sufficient time given to ensure success.
- 2.26 The Chairman requested that sufficient time be provided to allow input from all Members, should they so wish.

Community Lottery Proposal

- 2.27 Following a report received by the Committee several years ago, the proposal was again received for consideration.
- 2.28 Although Members appreciated the possibility of raising additional funds for charity, a commitment of the scheme should it be set up, the Committee considered it inappropriate given the additional pressures of household budgets to introduce a scheme at the time.
- 2.29 Members especially considered the potential negative impact a new lottery would have on extant local schemes, namely that of Woking Hospice.

Centres for the Community

- 2.30 Adam Thomas was welcomed to the Committee and provided a presentation on the various community centres in the Borough.
- 2.31 Members scrutinised the new model of social entrepreneurship that was being used to run the cafés and kitchens within the Centres.
- 2.32 Members also scrutinised the evolving partnerships between the Council and healthcare providers that aimed to bring healthcare services within the Community Centres.
- 2.33 The Committee requested that consideration be given for an online booking service for all the Centres and that KPIs be developed to aid oversight of performance.

Partnership Landscape

- 2.34 Giorgio Framallicco provided the Committee with the proposed system to replace the Woking Joint Committee when it ended.
- 2.35 The Committee requested that any replacement included clear and direct engagement with the community and would allow residents to petition their representatives and stakeholders.
- 2.36 Members also scrutinised the Council's planned approach to Surrey County Council's County Deal proposal.
- 2.37 The Committee raised concern with a County Deal that would absorb Local Enterprise Partnership and wished to ensure that future LEP work not focus on the Town Centre but look at growth throughout the Borough.
- 2.38 The Committee stated an intention to maintain oversight of how the County Deal could impact infrastructure and planning in the Borough.

Annual Report of the Overview and Scrutiny Committee

Celebrate Woking Review of the Year 2022 and Forward Plan for 2023

- 2.39 The Committee reviewed the events that comprised the Celebrate Woking calendar in 2022. Concerns were raised about occasions of anti-social behaviour and what steps could be taken in future to mitigate against reoccurrences.
- 2.40 Members raised recommendations of events and sectors of the community that deserved inclusion in future plans. It was recommended that a food festival be considered and that local clubs be provisioned for in the calendar, particularly as Party in the Park was not to run in 2023.
- 2.41 Members also requested that local dance schools be included in the programme for 2023.

Energy Efficiency

- 2.42 Following a Scrutiny Topic Proposal, Officers of the Council and partners at ThamesWey, provided information on energy efficiency, efforts being made with Council housing stock, and also options available for the wider borough.
- 2.43 The Committee scrutinised the Council's application to central government funding and wished to see all opportunities available taken.
- 2.44 Members were particularly concerned with fuel poverty and wanted to ensure that the Council was actively targeting those most in need.
- 2.45 The Committee wished to ensure support was also available for park homes.
- 2.46 ThamesWey and Action Surrey had continued to provide grants and access funding.
- 2.47 ThamesWey was continuing to make improvements to its infrastructure to be more energy efficient.
- 2.48 The Council had recently run a project to identify homes in the Borough with EPC ratings below E. Legislation allowed the Council to require owners of private rented properties to make improvements, where possible, to increase the rating to E. Members wished to ensure that this was continued beyond the project.

Pre-Decision Scrutiny: Risk Management

- 2.49 To ensure Members were most equipped to manage risks facing the Council training had been conducted for Members.
- 2.50 The Council planned to publish its Strategic Risk Register regularly.
- 2.51 The Committee provided recommendations to improve the clarity and usability of the report so that it can be better understood by residents.
- 2.52 The Committee also requested that risks around Climate Change be move overtly articulated to reflect the priorities of the Council.

Thames Water: Waste Overspill and Woking Waterways

- 2.53 Following a Scrutiny Topic Proposal, Thames Water was invited to make a presentation to the Committee on the overspill of sewage into waterways, generally and those that flow through the Borough.
- 2.54 Members conducted an exhaustive scrutiny of Thames Water representatives and committed to maintaining a watchful overview of Thames Water's performance.

Annual Report of the Overview and Scrutiny Committee

- 2.55 To further understand the issues and extent, Members conducted a visit to a local sewage treatment works.
- 2.56 Once works had been made to local sewage treatment works Members would be keen to invite Thames Water back.

Joint Waste Solutions Performance Review, Forward Plan, and Interim Strategy

- 2.57 Representatives of Joint Waste Solutions (JWS) provided the Committee with a presentation on the performance of Amey and JWS in the past year.
- 2.58 Due to the incoming enactment of a new national policy, the presentation also included information on how the policy would impact delivery of waste services.
- 2.59 The Committee scrutinised the performance of Amey, particularly focusing on missed bin collections, the reporting thereof, areas where improvements were being targeted and the impact of recently introduced software upgrades.

Pre-Decision Scrutiny: Play Area Provision

- 2.60 Members scrutinised the report due to go to the Executive on play area provision.
- 2.61 A programme of works was being developed to work within available budgets and the Committee supported keeping such funding available.
- 2.62 Members were concerned that, given the Council's financial pressures, it would see a reduction or complete removal, of such funding in future years.
- 2.63 The Committee scrutinised the equipment that had been, or was being, installed, to understand its expected lifespan.
- 2.64 The Committee was keen to hear of the strategy being developed to maintain play areas once it had been developed.

Affinity Water: Water Resources Management Plan

- 2.65 Affinity Water contacted the Council in November 2022 offering to attend a meeting of the Committee to report on their proposed Water Resources Management Plan.
- 2.66 The Committee offered some time at its January meeting for Affinity Water to make a presentation, but the company was unable to attend.
- 2.67 The Committee agreed to offer some time at its February meeting for Affinity Water, but the company again did not attend.
- 2.68 Members are still keen to host representatives of Affinity Water and hope that the company is able to attend at the third invitation.

WEAct

- 2.69 The Committee received a presentation from representatives of WEAct covering their activities and what they hoped the Council could lead the community on.
- 2.70 Members accepted a challenge from WEAct to consider for scrutiny elements of the Council's climate action agenda where identified.

Annual Report of the Overview and Scrutiny Committee

- 2.71 The Committee committed to provide recommendations to the Executive on furthering the climate agenda.

Annual Update on Climate Change

- 2.72 Officers of Green Infrastructure provided the annual update on Climate Change to the Committee.
- 2.73 Members heard of the progress made on the Climate Emergency Action Plan and work with partners.
- 2.74 The Committee scrutinised the results of the assessment produced by Anthesis on the Council's carbon footprint.

Freedom of Information Requests Annual Report

- 2.75 The Committee scrutinised the annual summary of Freedom of Information Requests.

Review of the Amended Constitution

- 2.76 Members scrutinised the amended constitution.
- 2.77 Several recommendations for improvement were made by Committee Members to the reporting officer.
- 2.78 The Committee recognised the effort made by Officers to enact changes to the Constitution following the original scrutiny topic review submission agreed by the Committee.

3 Financial Scrutiny

- 3.1 The Committee maintained regular oversight of financial matters through regular receipt of the Performance and Financial Monitoring Information, commonly referred to as the Green Book.
- 3.2 The Committee also received the Treasury Management Mid-Year Review, as per the Code of Practice for Treasury Management released by the Chartered Institute of Public Finance and Accountancy.
- 3.3 Members raised query with the loan facility and how Officers were balancing, or taking advantage of, short- and long-term loans.

4 Other Scrutiny

- 4.1 Throughout the year, the Committee maintained an overview of KPIs as reported in the Performance and Financial Monitoring Information (commonly referred to as the Green Book).

5 Thames Water Woking Treatment Works

- 5.1 At the beginning of March, several Members of the Committee took the opportunity for a guided tour of the Sewage Treatment Works operated by Thames Water in Old Woking.
- 5.2 The tour provided an opportunity to understand the complexity of waste processing and efforts being taken by Thames Water to reduce overspills into our rivers. The tour also contextualised the scale of the issue and what was still necessary to achieve.
- 5.3 The dialogue shared between Thames Water and the Council since the former attended the Committee in January has been very positive and we thank Thames Water for being so open with us. It is hoped that dialogue continues.

6 Membership

- 6.1 The membership of the Committee this year has been Councillor A Azad (Chair), Councillor J Sanderson (Vice-Chair), Councillor H Akberali, Councillor A Caulfield, Councillor K Davis, Councillor P Graves, Councillor C Kemp, Councillor A Kirby, Councillor R Leach, Councillor J Morley, and Councillor M Raja.
- 6.2 During the Municipal Year, Councillor Leach stepped down from the Executive as Portfolio Holder for Greener Woking and Councillor Graves assumed responsibility. Accordingly, Councillor Graves stepped down from the Overview and Scrutiny Committee, as per the Constitution, and Councillor Leach joined.
- 6.3 Attendance at the Committees was good, a record may be seen at Appendix 1.

7 Task Groups

- 7.1 Summaries of the activities of the Task Groups may be seen at Appendix 2.

8 Future Scrutiny

- 8.1 By necessity, the report has been written to be received at the March meeting of the Committee. The report, therefore, does not include the items to be scrutinised at that meeting.
- 8.2 The items that will be scrutinised are:
- Safer Woking Partnership: Community Safety Plan
 - Overview and Scrutiny Committee Communications Plan
 - Noise Complaints Update
 - Overview of Complaints Received Annual Report
 - Review of Updated Working Group Terms of Reference.

9 Acknowledgements

- 9.1 I would like to thank the Vice-Chair, Cllr James Sanderson, and all Members of the Committee for their excellent contributions and scrutiny throughout the year.
- 9.2 The contribution and attendance of third parties throughout the year has contributed to the Committee's ability to scrutinise and I would like to thank those representatives that attended meetings and contributed to Items.
- 9.3 The continued work of the Economic Development, Finance, Housing Infrastructure Fund, and Housing Task Groups is appreciated by me and the whole Committee.
- 9.4 I would also like to thank all Officers that have provided their support and expertise both at and outside of meetings of the Committee and its Task Groups.
- 9.5 Finally, I would like to thank the Portfolio Holders for attending meetings of the Committee and for providing their contributions so readily.

10 Conclusions

- 10.1 The Committee has continued to make useful contributions to the good governance of the Council by ensuring:

Annual Report of the Overview and Scrutiny Committee

- (i) Key decisions made throughout the year are held accountable and allow for input from all Members and residents.
- (ii) Council contracts are reviewed, and we maintain oversight of our partners throughout the term of the contract.
- (iii) Day-to-day operations of the Council are scrutinised to ensure effective performance.
- (iv) Issues that affect residents are considered by the Council.

10.2 The continued support for Overview and Scrutiny by the whole Council adds credence to its activities by facilitating self-criticism.

REPORT ENDS

Table 1 – Councillor Attendance at Meetings

Date of Meeting	Councillor Present	
6 June 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby Councillor M Ilyas Raja
11 July 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby Councillor M Ilyas Raja
12 September 2022	Meeting Not Held	
26 September 2022	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor A Kirby Councillor M Ilyas Raja	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor P Graves Councillor J Morley
17 October 2022	Councillor J Sanderson (as Chair) Councillor A Caulfield Councillor P Graves Councillor A Kirby	Councillor H Akberali Councillor K Davis Councillor C Kemp Councillor M Ilyas Raja
21 November 2022	Councillor A Azad (Chair) Councillor K Davis Councillor C Kemp Councillor J Morley	Councillor J Sanderson (Vice-Chair) Councillor P Graves Councillor A Kirby
23 January 2023 (Note: Councillor Graves assumed the Greener Woking Portfolio on January 1. The appointment of Councillor Leach was approved by Council 9 February.)	Councillor A Azad (Chair) Councillor H Akberali Councillor K Davis Councillor A Kirby Councillor M Ilyas Raja	Councillor J Sanderson (Vice-Chair) Councillor A Caulfield Councillor C Kemp Councillor J Morley
20 February 2023	Councillor A Azad (Chair) Councillor K Davis Councillor R Leach	Councillor J Sanderson (Vice-Chair) Councillor A Kirby Councillor M Ilyas Raja

Annual Summaries of the Task Groups of the Overview and Scrutiny Committee 2022-23

Economic Development Task Group

Chairman: Cllr Gary Elson

Purpose	Membership
To identify and seek the implementation of measures to mitigate the impact of the economic downturn on the residents, community organisations and businesses in the Borough of Woking.	Cllrs Akberali, Aziz, Davis, Elson (Chair), Morley, Oades (Vice Chair), Roberts

Introduction

The Economic Development Task Group met for the first time on 25th July 2022 and then on 3rd November 2022, the next meeting is scheduled for Wednesday 22nd March 2023 before the end of this municipal year.

At the first meeting Cllr Gary Elson was elected as Chairman and Cllr Stephen Oades as Vice Chairman. The Group reviewed and discussed the minutes of the previous meeting held in March 2022 there were no matters arising. Chris Norrington introduced the Business Liaison Team to members, Riette Thomas then gave a presentation on the work of the team and its activities, the group were reminded of the Economic Development priorities as set in the Core Strategy 2022 -2027 as a base line for future work, discussions, and activities.

The previous Economic Development Strategy (2017 -2022) ended in March 2022, owing to the Covid Pandemic having been suspended in 2020.

A 'Framework for Recovery' plan was commissioned and published in July 2020 to address the immediate challenges presented by the Covid 19 Pandemic. Following this, an interim Economic Development Action Plan (EDAP) 2021 – 2023 was adopted in September 2021 to address the many issues posed by the post Covid economic situation and continued economic recovery. It is now proposed that this EDAP is reviewed and refreshed for publication in March 2024 for one year while the new Economic Development Strategy is produced and submitted for adoption in March 2025.

Following discussions with CLT, the Portfolio Holder and a number of Economic Development Professionals, the timing for commissioning a full Economic Development Strategy has been questioned in light of the following:

- Although Covid-19 is generally accepted as being over, key post-Covid structural changes such as the move towards hybrid working practices are still emerging.
- The true impact of Brexit was masked by Covid-19 and is yet to be fully experienced and measured.

- There is an argument that the development of longer-term strategies such as are being proposed should be deferred until there is more stability and certainty within the wider economy.
- The imminent adoption of the Strategic Asset Management Plan, a proposed Retail and Leisure Strategy, the future of the Town Centre Masterplan and a review of the Core Strategy should align with an Economic Strategy which will be better served in 2025.

The 'Action Plan' continues to focus on five key priorities:

- Focus on Business
- Build on our People and Skills advantages
- Future Proofing our Borough's town and village centres
- Working the place to be
- Destination Working

The 2nd meeting of the Task Group was held on 3rd November 2022.

An update on the Economic Development Action Plan was given by the Business Liaison Manager Chris Norrington.

April–June 2022

The Innovation Hub had continued to gain traction.

Business Liaison had continued to provide drop-in sessions for local businesses throughout the Borough. Local businesses were being encouraged to apply for funding to help with decarbonisation. Approximately fifty businesses in the Borough had so far received funding through the decarbonisation scheme.

Retail businesses continued to report suppressed footfall, however occupancy remained high. This had been attributed to many businesses having switched to hybrid working models and therefore fewer staff in offices each day.

Victoria Place received significant promotion over the summer period to encourage patronage.

A Project Manager, funded by NHS Heartlands, had been employed by the Council. The PM was working alongside Julie Meme, and the Health & Wellbeing Team, on digital inclusion, particularly for older people. The post was being funded for twelve months.

July–September 2022

The second quarter businesses were significantly affected by the Cost-of-Living Crisis and Energy Price shock. Businesses had expressed concern that the help being offered to them by the Government was insufficient. Businesses had also reported scaling back plans for growth due to cost increases and market unpredictability.

The Jobs Board continued to receive vacancy posts. It was known that the employment market was difficult with insufficient people to fill all vacancies.

The opening of Italia Conti had increased footfall through the Town Centre as had hosting Surrey Dance 21. Members discussed increasing direct engagement with Italia Conti students as they represented a different demographic from those previously engaged and might have different requests for retail presence.

WBC had begun an exercise with the Department for Work and Pensions to attract workers into the Hospitality, Care Home, and IT sectors respectively.

Due to hybrid practises and the downsizing of businesses, the office space market was challenged to fill void space. The industrial sector was seeing very strong demand, with enquiries significantly above available space. The Goldsworth Road Industrial Estate had been suggested for redevelopment.

The Group have emphasised the need to support small businesses as well as larger companies with parking.

The review of the 'Terms of Reference' for the Economic Development Task Group has been deferred to the next meeting on 22nd March 2023.

On behalf of Task Group members, I would like to express our thanks to Chris Norrington and colleagues in the Business Liaison team and to Officers for all the invaluable they do to ensure that Woking continues to have a well-informed, balanced, positive and credible Economic Development Strategy and Action Plan.

Finance Task Group

Chairman – Cllr James Sanderson

Purpose	Membership
To review financial issues as and when identified by the Committee. Financial Performance of the Council Management and Administration of Accounts procurement Strategy, Pension fund, Financial Strategy.	Councillors H Akberali, A Azad, T Aziz, K Davis, A Kirby, S Oades, J Sanderson

Annual Summary of the Finance Task Group

The Task Group has discussed and reviewed a number of key items through the year in the context of the continued focus on the Council's finances and the review undertaken by DHULC

- The Medium-Term Financial Strategy and the Council's Budget were reviewed in particular the pressures caused by higher energy costs and inflation more generally, continued lower commercial rent and car parking income and the increased borrowing costs due to rising interest rates. The savings achieved by the Fit of the Future programme were also noted. The continued use of Council reserves was highlighted as a key risk. As part of this review, there was challenge of the longer term forecasts which assumed that interest rates would reduce over time converging towards the Government's 2% inflation target. The overall financial position was a key theme of the Task Group's focus this year and it received regular updates through the year.

- The continued delay in the completion of the audit of the last two years (2019/20 and 2020/21) accounts of Woking Council was highlighted and a lot of dissatisfaction expressed of the current situation noting in particular the assurance required for the ThamesWey Group of companies.
- The potential impact of Minimum Revenue Provision rules which could impact the current and future borrowing of Woking Council was also highlighted given the high level of borrowings.
- The annual review of Fees and Charges was covered by the Task Group noting there were significant increases across the board due to the Council's very challenging financial situation with the intention to reduce the subsidy for non-statutory services.
- There has been an ongoing review of the Victoria Square project specifically in respect of the delays in this project and the resulting impact on the ongoing funding required and the total debt.

The Task Group also covered other standing items such as:

- Review of the Performance and Financial Monitoring (Green Book) reports with major items highlighted.
- Report of Irrecoverable Debts which is reviewed each quarter and no major issues were noted.
- Review of the draft Investment Programme noting the projects that are planned to be funded over the next year.
- Bi-annual review of Treasury Management noting the Council has a significant amount of short-term borrowing which needs to be refinanced over the next 12 months.

Housing Infrastructure Fund Task Group

Chairman: Cllr Colin Kemp

Purpose	Membership
To oversee the governance and implementation of the Housing Infrastructure Fund (HIF) project.	Cllrs H Akberali, M Ali, A Azad, I Johnson, C Kemp, L Lyons, E Nicholson

Introduction

The Task Group has met three times this Municipal Year; on 23 June, 25 July, and 19 October. Cllr Colin Kemp was elected Chairman of the Group and Councillor Ian Johnson as Vice-Chairman.

Victoria Arch Project

The work of the Housing Infrastructure Fund (HIF) Task Group was dominated by the proposed works to the Victoria Arch bridge and surrounding areas.

Throughout the year the Group received updates on the proposal and how elements of the project had and continued to fundamentally change.

23 June and 25 July Meetings

At the June and July meetings the Group reviewed proposals being submitted to the Executive detailing the changes to the project. The report covered additional risks and their scale on delivering the project and included a proposal to suspend delivery of the project in light of them.

The June & July meetings also reviewed the proposed closure of the aggregates yard and alternative sites that were to be proposed to Network Rail. Network had no plans to relocate the site and would require significant development cost. Network rail had mooted modernising the current site to provide environmental improvements.

The Victoria Arch project would necessitate closing the access road to the yard and an alternative, temporary access was required. Initially, this was considered to require purchase of properties under a Compulsory Purchase Order. However, a plan had been developed that no longer required such action.

Members of the Task Group sought details of the implementation of a Heavy Good Vehicles ban on York and Mount Hermon Roads. These were to be provided via a Traffic Regulation Order which would be sought following the necessary planning approval.

19 October Meeting

The Group received an update on the report taken to the Executive in July 2023 detailing the requirements for a fundamental review of the Victoria Arch Project. The Executive had decided to continue investigatory works, seek planning permission for the temporary and permanent access road, and purchase of remaining Triangle site properties.

Continued works into the project had identified issues throughout the project; utility diversion costs; site acquisition increased costs, the access solution for the aggregates yard, additional professional fees for project scheduling and design.

It was reported that the total cost of the project, if implemented as currently designed, would require an additional £54 million more than the original £115 million budget. The scope had grown from that first proposed that and inflationary factors being key contributory factors. The Council could not fund this increased budget. Network Rail stated that they were not able to share the additional risks of the project. Additionally, Homes England had commissioned an independent report covering their proposed HIF projects nationally and whether there was extra funding available.

Conclusion

The HIF Task Group maintained its oversight of relevant projects throughout the year and ensured that Councillors, Officers and the Council continued to be aware of the challenges related to the delivery of this complex infrastructure project.

The Group agreed to meet only when necessary for the remainder of the Municipal Year.

Cllr Colin Kemp

Housing Task Group

COUNCIL – 30 MARCH 2023

ANNUAL REPORT BY COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Executive Summary

Each year, Woking Borough Council appoints elected Councillors to outside bodies as representatives for the Council. The appointments were reviewed by a Member Task Group in 2014 which presented a series of recommendations to the Executive for determination by Council. In June 2014, the Council adopted the recommendations which had the effect of reducing the overall number of appointments made. This was in line with the Council's objective of rationalising all positions held by Councillors by 2016, to take into account the change in the size of the Council from 36 Councillors to 30 Councillors.

The Council also adopted a formal reporting process for those Councillors appointed to Outside Bodies, with an annual report to be presented to Council. This paper sets out the reports provided by the Council's representatives for the 2022/23 Municipal Year.

Recommendations

The Council is requested to:

RESOLVE That the report be noted.

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

Background Papers:	None.
Reporting Person:	Julie Fisher, Chief Executive Email: julie.fisher@woking.gov.uk, Extn: 3301
Contact Person:	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk, Extn: 3012
Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Date Published:	22 March 2023

Annual Report by Council Representatives on Outside Bodies

1.0 Introduction

- 1.1 In 2014 the Council reviewed its scheme of appointments to outside bodies, following a question from Councillor Cross at Council in December 2013. A Member Task Group was established to undertake the review.
- 1.2 A report by the Task Group was considered by the Executive on 1 May 2014 before being determined by Council at its meeting on 9 June 2014. The recommendations were supported by the Council and a series of changes were adopted.
- 1.3 Details of the appointments for 2022/23 to Outside Bodies and to Ex Officio positions are set out in Appendix 1 and Appendix 2 to this report.

2.0 The Reports

- 2.1 In February 2022 the Members appointed to Outside Bodies were asked to complete a report on the activities of the Body to which they had been appointed. A template was provided to assist the Councillors. The following reports have been completed and are attached in the order submitted:
 - Appendix 3 – The Maybury Centre
 - Appendix 4 – Police and Crime Commission
 - Appendix 5 – Ashford & St Peters NHS Foundation Trust
 - Appendix 6 – Fair Oaks Airport Consultative Committee (FACC)
 - Appendix 7 – The Surrey Playing Fields Association
 - Appendix 8 – Woking Palace Consultative Committee
 - Appendix 9 – Basingstoke Canal Joint Management Committee
 - Appendix 10 – Woking People of Faith
- 2.2 In considering the reports, it should be noted that the comments have been made by the Councillors appointed to the Outside Bodies and do not necessarily reflect the views of the Council.

3.0 Corporate Strategy

- 3.1 The Council's Corporate Plan identifies the ambition to achieve a healthy, inclusive and engaged community ("People"). The representation of Elected Members on a range of community organisations contributes towards this ambition, enabling direct engagement and representation.

4.0 Implications

Finance and Risk

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

Equalities and Human Resources

- 4.2 There are no equalities or human resource implications arising from this report.

Annual Report by Council Representatives on Outside Bodies

Legal

4.3 Legal Services have reviewed this report and have not raised any issues.

5.0 Engagement and Consultation

5.1 The reports that form Appendix 3 onwards were drawn up by the Elected Member representatives on the outside bodies. The reports may have been completed with the assistance of other Members or the body to which the Council has been appointed.

REPORT ENDS

Appointments to Outside Bodies 2022/23

Ad Hoc Authorities and Committees	
Ashford & St Peters Hospital NHS Trust Councillor Ellen Nicholson (Retires May 2025)	
Basingstoke Canal Joint Management Committee Councillor Kevin Davis (Sub: Councillor Colin Kemp) Councillor Rob Leach (Sub: Councillor Tom Spenser)	
Corporate Trustee – Woking Palace Councillor Ann-Marie Barker	
Countryside Partnership Board Councillor Rob Leach (Sub: Councillor Josh Brown)	
Fairoaks Airport Consultative Committee Councillor John Morley (Sub: Councillor Steve Dorsett)	
Farnborough Aerodrome Consultative Committee Councillor Ann-Marie Barker (Sub: Councillor Colin Kemp)	
Maybury Centre Councillor Tahir Aziz (2023) Councillor Peter Graves (2026)	
National Parking Adjudications Service Joint Committee Councillor Steve Dorsett (Sub: Councillor Ann-Marie Barker)	
Police and Crime Panel Councillor Ellen Nicholson	
Shopmobility Councillor Ann-Marie Barker (Sub: Councillor Melanie Whitehand)	

Annual Report by Council Representatives on Outside Bodies

South East Employers Councillor Ann-Marie Barker (Sub: Councillor Ayesha Azad)	
Sport Woking	
Councillor Tahir Aziz	Councillor Ian Johnson
Surrey County Playing Field Association Councillor Ian Johnson	
Sutton Green Village Hall Management Committee	
Councillor Guy Cosnahan	Councillor Will Forster
Woking Access Group	
Councillor Ann-Marie Barker	Councillor M Ilyas Raja
Woking Community Transport	
Councillor Will Forster	Councillor Colin Kemp
Woking People of Faith Forum Councillor Louise Morales (Retires 2026)	
Woking Youth Council	
Councillor Josh Brown Councillor Rob Leach (Substitute)	Councillor Tom Spenser

Ex-Officio Appointments	
Allotments Consultation Group	Councillor M Ilyas Raja
Armed Forces Champion	Councillor Will Forster Sub: Councillor Amanda Boote
Asset Management – Lead Member	Councillor Dale Roberts
Children & Young People – Lead Member	Councillor Ellen Nicholson
Elected Member Development – Lead Member	Councillor Rob Leach
Joint Cttee for Oversight of Delivery of Surrey Public Authority Services	Councillor Ann-Marie Barker
Ostensible Authority Standing Panel	Councillor Ann-Marie Barker Councillor Will Forster Councillor Dale Roberts
Resident Engagement – Lead Member	Councillor Ann-Marie Barker
Safeguarding – Lead Member	Councillor Ellen Nicholson
Sheerwater Regeneration – Lead Member	Councillor Will Forster
Surrey Climate Change Partnership Members Group	Councillor Rob Leach
Surrey Waste Partnership	Councillor Rob Leach
Surrey Waste Partnership – Joint Waste Collection Services Cttee	Councillor Rob Leach
Transport – Lead Member	Councillor Ann-Marie Barker
Woking Chamber of Commerce	Councillor Dale Roberts
Woking Palace Consultative Panel	Councillor Andy Caulfield Councillor Will Forster Councillor Liam Lyons Councillor Louise Morales

Annual Report by Council Representatives on Outside Bodies

Appendix 3

Outside Body:	The Maybury Centre
Councillor(s):	Graves & Aziz
Date Completed:	21.2.23
Meetings Attended:	Monthly
Description of Outside Body:	Community facility, providing event, education, and meeting spaces.
Update on Recent Activities	Looking to provide new revenue streams and update the governance structure, particularly with a view to the relationship with WBC. The Trustees have been reorganised and we now have a good range of skills from across the community. We have been updating the constitution and looking at the business generation model.
Future Activities:	Ensure new revenue streams are maintained and that the governance system continues to be strengthened. Ensure the landlord maintains the fabric of the building as they should. Improve revenue streams.
Matters of Note or Concern:	Ensure that the lease is extended next year.

REPORT ENDS

Outside Body:	Surrey Police and Crime Panel
Councillor(s):	Ellen Nicholson
Date Completed:	08.03.2023
Meetings Attended:	30 th June 2022, 26 th September 2022, 21 st November 2022, 17 th January 2023, 3 rd February 2023
Description of Outside Body:	The Surrey Police and Crime Panel (the Panel) regularly meets to scrutinise the Police and Crime Commissioner (Commissioner or PCC). The Panel is made up of representatives from each of the 12 local authorities in Surrey, as well as two independent members. The Panel does not directly scrutinise the Police, just the Commissioner.
Update on Recent Activities	<p>Chief Constable Appointment</p> <p>At a confirmation hearing on 17 January 2023, Surrey Police and Crime Panel unanimously recommended the appointment of Tim de Meyer as Surrey Police's new Chief Constable. He is currently Assistant Chief Constable for Local Policing at Thames Valley Police. Surrey's outgoing Chief Constable Gavin Stephens will leave in April to become Chair of the National Police Chief's Council.</p> <p>Estate</p> <p>The 2021/22 decision to stay at the Mount Browne was confirmed, the PCC is now working closely with the Head of Estates team on better use of the site. A site visit was organised for Panel Members during the year.</p> <p>Budget</p> <p>At the budget meeting in February, the Panel approved the PCC's Council Tax rise of by £15, a 5.07% increase, for 2023/24 to take the Band D precept from £295.57 to £310.57.</p> <p>However the Panel noted that Surrey currently receives the lowest formula grant (level of funding per head) in the country from central Government. It was resolved that the panel chair would write to the Minister for Crime, Policing and Fire to request that this formula grant is reviewed for Surrey in line with its work on reviewing the Police Funding Formula.</p> <p>Inspection of Surrey Police – PEEL report</p> <p>The HM Inspector found Surrey Police to have a good performance in keeping people safe and reducing crime. However it highlighted that Surrey Police requires improvement at managing offenders and suspects The Panel raised concerns around management of registered sex</p>

Annual Report by Council Representatives on Outside Bodies

	<p>offenders, proactive monitoring technology and safeguarding issues. The force has since changed its process to manage safeguarding backlogs.</p> <p>Review of the Police and Crime Plan took place at the June meeting, The Chief Finance Officer explained that there were a number of vacancies due to issues with recruitment, therefore, temporary staff were employed to cover the gaps. The training was deferred due to the pandemic and staffing issues. It was also highlighted that a significant amount of the Force's budget is spent on fraud, and the 43% of crime in Surrey is fraud related. The panel also queried the geographical distribution of grants and the lack of feedback included in the strategy.</p> <p>Policing Recruitment and Retention</p> <p>Annual Report by Council Representatives on Outside Bodies Throughout the past year, similar to 21/22, the Panel has expressed concern about the level of police numbers, issues with recruitment and retention of officers and has scrutinised the varying schemes to recruit and retain officers within Surrey.</p>
Future Activities:	At its next meeting in April, the Panel will continue to review police and crime commissioner complaints, police recruitment and workforce planning.
Matters of Note or Concern:	Continuing recruitment and retention of officers and PCSO's

REPORT ENDS

Annual Report by Council Representatives on Outside Bodies

Appendix 5

Outside Body:	Ashford and St Peters (ASPH) NHS Foundation Trust Woking Borough Council appointed Governor
Councillor(s):	Ellen Nicholson
Date Appointed:	May 2022 (3 year term expires 2025)
Meetings Attended:	<p>Chairman of the Council of Governors meetings</p> <p>Council of Governors meetings</p> <p>Governors Away Day</p> <p>NHS Providers governor training</p> <p>Council of Governors agenda setting</p> <p>Extraordinary Council of Governors meeting</p> <p>Informal meetings with the CEO and Chair Governor</p> <p>Non-Executive Director Meetings</p> <p>Modern Health Care subcommittee</p> <p>North West Surrey Alliance and Surrey Heartlands meetings</p> <p>Surrey Health and Care System Expo</p>
Description of Outside Body:	<p>Ashford and St Peters is an NHS Foundation Trust. NHS Foundation Trusts are membership organisations. Ashford and St Peters has a Board of Directors that is legally accountable for running the Trust. It has a Chairman, seven Non-Executive Directors (lay people appointed by the Council of Governors for three year terms) and seven Executive Directors (who are employees).</p> <p>There are currently 24 members of the Council of Governors, public governors, staff governor's and appointed governors from the local councils and universities.</p> <p>Governors have two main duties:</p> <ul style="list-style-type: none"> • To hold the Non-Executive Directors, individually and collectively, to account for the performance of the Board and Directors; and • To represent the interests of the members of the Trust as a whole and the interests of the public.

<p>Update on Recent Activities</p>	<p>Attendance at the meetings above. Meeting are both in person and online, adopting a workable hybrid approach.</p> <p>The role of the Governor is a broad remit and involves scrutiny of the non-executive director's roles and how they hold the Trust executives to account, but also membership engagement activities.</p> <p>It also involves being the resident's voice within the hospital trust and offering feedback on services on behalf of residents. The notes below are a broad overview of some of the activities and topics of discussion throughout the year.</p> <p>Surrey Safer Care</p> <p>The go live of the new Electronic Patient Record (EPR) system has been a challenge to the Trust. In conjunction with the Royal Surrey (Guildford) it is intended to streamline access to patient information across a range of stakeholders. However the project had a number of delays and problems affecting the emergency department's patients care and diagnostic reporting, impacting waiting times and attendance numbers.</p> <p>The majority of the problems are now resolved and the project was now in its stabilisation phase. In the long run the benefits realisation will be significant.</p> <p>Surrey Elective care Hub (Ashford Hospital)</p> <p>The Surrey Elective Centre is to be opened at Ashford Hospital undertaking electives surgery, including orthopaedic and ophthalmology procedures. The centre will provide additional theatre capacity and is part of the Get It Right First Time (GIRFT) Surgical Hub Accreditation process. The work on the Surrey Elective Centre will begin in Spring 2023 with completion by the end of the year. This will be a modular building which would be built off-site and put together on-site</p> <p>Woking Community Hospital Diagnostic Centre</p> <p>In line with national NHS report recommendations, NHS England designated Woking Community Hospital as a strategic site for a diagnostic hub. Conversations around the expansion of the hospital site, services to be offered and parking arrangements are ongoing between the strategic partners and planning permission from Woking Council planning will be sought during the 2023/24 financial year.</p> <p>The Leader of Woking Council, myself as the appointed governor and 'Living Well' portfolio holder and the MP for Woking have had tours around the site. The Trust was looking to install an MRI CT scanner and ultrasound as well as providing more clinical outpatient diagnostic space.</p> <p>Care Quality Commission (CQC)</p> <p>There was a CQC visit focusing on Maternity services in January 2023.</p> <p>The draft report has been circulated internally and commented on factual accuracy, the hospital are currently awaiting the final report.</p>
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Annual Report by Council Representatives on Outside Bodies

	<p>Performance</p> <p>The regular performance report advises of overall urgent care performance, putting ASPH on the national average for attendances benchmarked across England. A recent BBC report on waiting times placing ASPH amongst the worst performers, unfortunately only used part of the attendance data and was incorrect.</p> <p>A focus on ambulance handover delays of greater than 60 minutes has improved from 78 in December to 7 in January and 0 in February. This is despite of the highest daily attendances to urgent care ever seen across the trust.</p> <p>The older person's assessment unit and the referral pathways across the integrated system (Surrey Heartlands/North West Surrey Alliance/Woking Borough Council) has been a success and enabled safe and timely discharges and allowed ASPH to reduce escalation beds. Cancer wait times remain challenging, as were dermatology referrals, however new consultants have been appointed for the dermatology services.</p> <p>A new Mental Health pathway has been introduced for patients with a decision to admit.</p> <p>Trust Strategy</p> <p>ASPH Trust undertook a detailed stakeholder programme to discuss the strategy refresh with members, including Governors, the strategy refresh has now been launched.</p>
<p>Future Activities:</p>	<p>The forthcoming CQC report publication into maternity services</p> <p>Upcoming work and planning for the Woking Community Hospital Diagnostic Centre</p> <p>Changes to how elective surgery is paid may impact reporting targets and waiting times. NHS England contract moving from block contracts to a payment by results system in April 2023.</p> <p>Sight of the forthcoming Hewitt review and any recommendations, when complete, into the statutory role of the integrated care systems.</p>
<p>Matters of Note or Concern:</p>	<p>The ongoing challenges of installing a lift in Abbey Wing and ensuring the maternity theatres are up to scratch. The Trust was experiencing delays due to parts not being available.</p>

REPORT ENDS

Outside Body:	Fairoaks Airport Consultative Committee (FACC)
Councillor(s):	Cllr John Morley
Date Completed:	27 th February 2023
Meetings Attended:	Sep 2022, Nov 2022, Feb 2023
Description of Outside Body:	<p>All UK airports are required by law to have a consultative committee. The Civil Aviation Authority describes the purpose of the committee:</p> <ul style="list-style-type: none"> ○ <i>The role of the Consultative Committee is to help provide a forum for discussing airport-related issues with all those who may be affected.</i> <p>The committee is made up of representatives from the airport management, local residents' groups and local councillors from Woking, Surrey Heath and Runnymede.</p>
Update on Recent Activities	<p>Lord Trefgarne stood down as chair of FACC and was thanked for his service. He will assume the vice chair role. Edward Bentall was made chairman.</p> <p>Airport Director Chris Hobbs completed 50 years working at Fairoaks Airport. The committee thanked him for his service to the local community.</p> <p>The committee has discussed various complaints from residents. These are considered carefully, and action is taken by airport management in the few cases where noise rules have been contravened. The vast majority of complaints appear to come from one or two residents.</p> <p>There has been lengthy discussion and debate on the involvement of the FACC in the airport's response (or lack of response) to a government survey. I don't believe the issue has any material impact on Woking or its residents.</p> <p>Fairoaks Airport sits within the Surrey Heath constituency. Surrey Heath is undertaking its next Local Development Plan which will, amongst other things, determine appropriate sites for housing. The plan is yet to go through consultation, but as it stands the Fairoaks site is not one of those being allocated for residential development.</p>
Future Activities:	The committee will continue to monitor any complaints from residents and act as a channel of communication between the airport and local residents.

Annual Report by Council Representatives on Outside Bodies

Matters of Note or Concern:	No concerns with the FACC.
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REPORT ENDS

Annual Report by Council Representatives on Outside Bodies

Appendix 7

Outside Body:	The Surrey Playing Fields Association
Councillor(s):	Johnson
Date Completed:	17 March 2023
Meetings Attended:	16 March 2023 (The AGM)
Description of Outside Body:	<p>The Surrey Playing Fields Association is an independent charity which operates in the administrative county of Surrey.</p> <p>The Association works with other organisations to ensure that there are high quality facilities for sport and play in the county. These open spaces need to be in appropriate places; the Association looks at planning schemes so that appropriate comments are made on strategies and planning applications.</p>
Update on Recent Activities	<p>Sports clubs need to look at criteria for grants (up to £1,000) and loans for up to 10 years at 5% interest. The latter tend to be used towards the upgrade of pavilions. There have not been significant numbers of applicants since Covid and there are opportunities for clubs to raise funds.</p>
Future Activities:	None.
Matters of Note or Concern:	None.

REPORT ENDS

Annual Report by Council Representatives on Outside Bodies

Appendix 8

Outside Body:	Woking Palace Consultative Committee
Councillor(s):	Cllr Louise Morales, Cllr Andy Caulfield, Cllr Will Forster Cllr Liam Lyons,
Date Completed:	19.3.2023
Meetings Attended:	2 (There are only 2 meetings per year)
Description of Outside Body:	<p>This body is a working group to ensure coordination and communication between the various interested parties involved with the Old Woking Palace, A Scheduled monument owned by WBC.</p> <p>Participants include:-</p> <ul style="list-style-type: none"> ○ Local Councillors + 2 others ○ Woking BC asset management team ○ Friends of Woking Palace ○ Surrey Archaeological Society, ○ Woking History Society ○ Immediate Neighbouring property owner <p>Also invited but not attended this year are:-</p> <ul style="list-style-type: none"> ○ The Lightbox ○ Surrey Wildlife Trust ○ Woking village society
Update on Recent Activities	<p>Planned works include regular maintenance of the site –</p> <p>Significant repairs to the masonry around the doors and windows were finally completed using Chicks Grove clunch from Lovells quarry to fit in with the original stonework and lime mortar pointing was repaired on the open joints around all the damaged parts. Some stainless steel pins were set into lintels to secure the structure of the openings where the lintels had become cracked.</p> <p>Further capping of the walls was finished off to protect remaining walls from further erosion by the weather.</p> <p>Regular Weed control & strimming of meadow area,</p> <p>Regular pollarding of willows around moat and coppicing of hazel in the coppice.</p> <p>Replacing soil washed away by recent weather events.</p> <p>Historic England visited and said that due to many local residents using the area for dog walking etc, they did not yet</p>

Annual Report by Council Representatives on Outside Bodies

	<p>need to put the palace on its Heritage at risk register. Future plans are needed to ensure vandalism does not cause any further damage.</p> <p>The friends maintain a website of information about the history as well as their future and past events http://www.woking-palace.org/</p>
Future Activities:	<p>There are a full program of open days planned this year to ensure that the palace is seen by the maximum number of local residents.</p> <p>Routine maintenance of the palace and surrounding site will continue. The twice annual meetings will continue to ensure that all interested parties work well together in future and the Council owned asset is maintained as is our statutory responsibility.</p>
Matters of Note or Concern:	<p>There is a possibility that due to continuous decline in the condition of the site due to regular vandalism.</p> <p>This has been an ongoing issue since the palace was taken over by WBC and no immediate solution is apparent. Police have been informed of each event and are now patrolling occasionally.</p> <p>The age of many of the trustees of the Friends of the palace group who coordinate the open days, means if more and particularly younger members are not recruited, the organisation of open days may not be possible on the same scale, which might mean the events having to be organised by the owners (WBC) under their statutory duty to regularly open this listed historic monument.</p>

REPORT ENDS

Annual Report by Council Representatives on Outside Bodies

Appendix 9

Outside Body:	Basingstoke Canal Joint Management Committee
Councillor(s):	Kevin Davis & Rob Leach
Date Completed:	19/03/2023
Meetings Attended:	15/07/2022 – 03/11/2022
Description of Outside Body:	<p>Body responsible for the management and maintenance of the Basingstoke Canal which is owned jointly by SCC and HCC.</p> <p>All boroughs provide funding on a pro-rata basis depending on the length of the canal running through the borough.</p>
Update on Recent Activities	<p>15/07/2022 – Discussions around dredging and the high cost of that and the removal of silt.</p> <p>Final accounts presented and agreed.</p> <p>Potential funding sources for the canal was examined in light of budget pressures and local authorities paying less.</p> <p>Named substitutes for meetings now required for meetings to ensure all partners represented.</p> <p>03/11/2022 – The Risk Register was scrutinised.</p> <p>Budget work for this year examined.</p> <p>Memorial bench scheme to be amended.</p>
Future Activities:	Investigate future funding models whilst ensuring all authorities contribute affordable and fairly.
Matters of Note or Concern:	Lack of funding.

REPORT ENDS

Outside Body:	Woking People of Faith
Councillor(s):	Cllr Louise Morales
Date Completed:	19/3/2023
Meetings Attended:	5
Description of Outside Body:	<p>An umbrella group that seeks to enhance understanding, tolerance and education about the similarities, differences and diversity between the many different faith groups in Woking by hosting a wide variety of events to enable people of very differing backgrounds of faith or not faith to meet and get to know others who may be from an entirely different faith.</p> <p>Their aims are to:-</p> <ul style="list-style-type: none"> promote good relations between people of different faiths; promote knowledge, mutual understanding and respect of the beliefs and practices of different faiths. advance the education and understanding of different beliefs including an awareness of their distinctive features and their common ground; celebrate the important contribution that religious faith makes to the lives of the local community; seek to secure a more prominent role for faith organisations in their communities; <p>There are 29 separate member organisations covering the entire range of mainstream religions found within Woking including Muslim, Jewish, Hindu, Quaker, Christian, Buddhist, Baha'l</p>
Update on Recent Activities	<p>There was an active program of outdoor activities to engage people of different religions to work together including a walking pilgrimage through various faith centres in Byfleet including talks from Hindu and Baha'l faiths as well as the Surrey minority ethnic forum and visits to Methodist and Anglican churches, an interfaith football tournament, Horsell Common Work parties, refugee week and international peace week events as well as the popular women's coffee mornings returned in person to add to the schedule of activities. Online work continued with "Faith in action" talks by different faith leaders as well as regular input into "woking debates" from a faith point fo view. There is an education program covering the many different faiths in the group in order to help schools who</p>

Annual Report by Council Representatives on Outside Bodies

	<p>may be looking for speakers of different faiths to help diversify religious input for various parts of the national curriculum religious education programs.</p> <p>The group maintains an active website https://wprof.org.uk/ and facebook page with weekly thought for the week from many different faiths helps reach others from outside of the faith communities.</p>
Future Activities:	<p>This year it is hoped that the outdoor events will continue as before and plans are in place for interfaith football & cricket tournaments with generous support from outside organisations due to the cut in funds from WBC grant. There will be environmental work parties and work is planned to include an interfaith art work such as a mural. The ever popular annual peace week event and interfaith week event will reach out to local schools and involve as many diverse people as possible.</p> <p>Visits to different faith institutions including the Buddhist Temple and Orthodox ministry in Brookwood are being organised.</p> <p>Future activities beyond that may be curtailed by restrictions on finances</p>
Matters of Note or Concern:	<p>Significant reduction in the annual grant from WBC from £15000 to only £1000 has had an impact on the range of events that required hire of halls, football referees or cricket pitches etc. so outside sponsorship has been sought to cover some of the expenses as well as reserves spent. Some events have not been on the same scale as previous years, and may not be sustainable once reserves are depleted. The huge variety of events that attract a wide range of people of different ages and religions to work together in harmony may be significantly reduced in future years.</p> <p>The social cohesion and interfaith benefits of this group spread way beyond just those people who attend events but by taking openness and understanding back to their own faith groups, the whole of Woking benefits from reduced interfaith tensions and makes the borough a far better place to live. In my opinion it is essential that some form of support is continued in future years.</p>

REPORT ENDS

COUNCIL – 30 MARCH 2023

ANNUAL REPORT ON MEMBER LEARNING AND DEVELOPMENT

Executive Summary

Each year the Council puts in place an extensive programme to support the learning and development of Elected Members. This report seeks to give a comprehensive picture of the activities of the past year, as well as looking forward to the coming Municipal Year.

In addition, the Policy for Member learning and development is reviewed annually by the Lead Members responsible for promoting learning and development amongst Councillors, and is now before the Council for approval.

Recommendations

The Council is requested to:

RESOLVE That

- (i) the Elected Member learning and development activities of 2022-23 be noted; and
- (ii) the Policy for Elected Member Learning and Development, as set out in Appendix 2 to this report, be noted.

The Council has the authority to determine the recommendation(s) set out above.

Background Papers:	None.
Reporting Person:	Councillor Rob Leach Email: cllrrob.leach@woking.gov.uk
Contact Person:	Frank Jeffrey, Head of Democratic Services Email: frank.jeffrey@woking.gov.uk , Extn: 3012
Portfolio Holder:	Councillor Ann-Marie Barker Email: cllrann-marie.barker@woking.gov.uk
Shadow Portfolio Holder:	Councillor Ayesha Azad Email: cllrayesha.azad@woking.gov.uk
Date Published:	22 March 2023

Annual Report on Member Learning and Development

1.0 Introduction

1.1 This report seeks to provide an overview of the learning and development opportunities provided for Elected Members over the past Municipal Year.

2.0 The Lead Members

2.1 The Lead Members for 2022/23 are Councillor Elson, Councillor Leach and Councillor Raja. Councillor Leach acts as Lead Member for Woking Borough Council on Elected Member learning and development.

2.2 A protocol for the Lead Member has been previously adopted by the Council to set out the roles and responsibilities of those Members appointed to the position.

2.3 A copy of the protocol is attached at Appendix 1.

3.0 The Council's Learning and Development Policy

3.1 The Council's Learning and Development Policy for elected Members was comprehensively reviewed in 2015 by the Member Development Panel, before being agreed at Council. At the time, it was agreed that the Policy would be presented to Council annually in order to ensure that it remains relevant and continues to underpin the Council's approach to Member learning and development.

3.2 In their discussions on the policy, the Member Development Group highlighted the need to raise and maintain awareness of the policy. Towards this end, the policy has been integrated in induction sessions for new Councillors and forms part of the new Members' pack. A copy of the updated Policy is attached at Appendix 2 to this report; no substantial changes are proposed.

4.0 Member Learning and Development Programme 2022/23

4.1 Each year a programme of training events, briefings and engagement sessions is arranged for Borough Councillors and typically involves Council Officers, external trainers and other agencies and bodies. This section summarises the events held over the past Municipal Year.

4.2 The majority of these events were led by Council Officers, and were thus free of cost to the Council. Outside trainers were used for special events. The number of those attending has not been recorded in all cases, largely in cases where the event was held online.

Event	Date	Attendees	Provider
Members Induction (CLT) & Member Services	11/05/22	-	Officers
Members Induction (IT)	12/05/22	-	Officers
Equality and Diversity	25/05/22	12	External
Planning Induction	26/05/22	7	Officers
Code of Conduct / Probity in Planning	30/05/22	17	External
OSC Induction	06/06/22	14	Officers
Health & Safety	08/06/22	9	Officers

Annual Report on Member Learning and Development

Induction for New Cllrs	16/06/22	0	External
Finance	20/06/22	20	Officers
Licensing Cttee Induction	04/07/22	8	External
Social Media	12/07/22	6	External
Planning Training	13/07/22	1	External
Overview and Scrutiny	20/07/22	-	External
EV Charging - Briefing	28/07/22	10	External
Finance without Numbers - Intro LG Finance	21/09/22	2	External
Member Training: Telecom Masts	21/09/22	9	Officers
Chairing Skills Essentials	22/09/22	-	External
Finance for non-finance Cabinet Members	29/09/22	-	External
Risk Management	12/10/22	15	External
Personal Safety for Cllrs	17/10/22	-	External
Online Abuse	27/10/22	1	External
Victoria Square Members Briefing	31/10/22	-	Officers
Financial Scrutiny Webinar	15/11/2022	1	External
ThamesWey Members Briefing	23/11/22	-	External
Personal Safety for Cllrs	07/12/22	1	External
Risk Management	12/12/22	-	External
MS Teams Training	9/01/23	2	Officers
MTFS Briefing	16/01/2023	-	Officers
The unpredictable risk of surface water flooding	18/01/23	1	External
MS Teams Training	20/01/23	1	Officers
ThamesWey Business Plans Briefing	25/01/23	-	Officers
MS Teams Training	31/01/23	3	Officers
Digitalisation Masterclass	08/02/23	2	External
MS Teams Training	24/02/23	1	Officers
MTFS Briefing	21/02/23	-	Officers

Annual Report on Member Learning and Development

Annual Budget

- 4.3 The expenditure on Member Development in the year 2022/23 to-date is summarised below. The budget for the year was £7,500.

Event	Cost
Equality and Diversity	£540
Code of Conduct / Probity in Planning	£500
Licensing Cttee Induction	£1,500
Social Media	£960
Planning Training	£240
Overview & Scrutiny	£900
Total Costs	£4,640

- 4.4 No budget has been identified for the coming year as part of the Council's savings plan. A programme of in-house briefings and training opportunities will be developed during the year.

5.0 Member Learning and Development Programme 2023/24

- 5.1 The programme for the coming Municipal Year is being developed and currently includes the following:

Event	Date
Member Induction - CLT and Member Services	10 May 2023
Member Induction – IT and Member Services	11 May 2023
Equality and Diversity	17 May 2023
Code of Conduct	23 May 2023
Probity in Planning	23 May 2023
Licensing Induction	24 May 2023
Planning Induction	25 May 2023
Overview and Scrutiny induction	29 May 2023
Finance	13 June 2023
Health and Safety	22 June 2023
Further planning training	June/July

Annual Report on Member Learning and Development

- 5.2 During the coming months and the year itself, additional briefings and training events will be arranged. These may include briefing sessions involving partners (for example Police, ThamesWey, Surrey County Council departments, etc). As in past years, briefing sessions on current issues will be arranged as necessary.
- 5.3 In the meantime, all Members of the Council are encouraged to submit suggestions for future training or briefing opportunities which could help them in their roles. Officers will be proactive in seeking these suggestions, communicating regularly with Members.

6.0 Mandatory Training

6.1 At its meeting in October 2017, the Council resolved to introduce a programme of mandatory training for Elected Members be introduced as part of the Council's Learning and Development Programme for Councillors from May 2018. The training for each committee was mandatory for those members sitting on it however other members were able to attend the training if it were of interest to them.

6.2 Topics included in the programme are:

- Code of Conduct
- Diversity and Equalities
- Finance Training
- Health and Safety
- Induction Training
- Licensing Training (for members of the Licensing Committee)
- Planning (for members of the Planning Committee)
- Safeguarding
- Scrutiny (for members of the Overview and Scrutiny Committee)

6.3 Group Leaders will be encouraged to monitor the attendance of their Members and if necessary review their membership of Committees if they have not attended the relevant mandatory training.

7.0 Corporate Strategy

7.1 Woking Borough Council's Corporate Plan is a document about values and how these shape the future of the Borough. Ensuring that Elected Members have the skills and knowledge to serve the Borough to the best of their abilities is key to ensuring the delivery of the Council's Corporate Plan.

8.0 Implications

Finance and Risk

8.1 There are no financial implications arising from this report. The Council allocated a budget (£7,500) for Member learning and development over the past year which is used to employ external trainers and enable Members to attend events away from the Borough. Going forward, the budget has been removed in light of the financial position of the Council. In-house training will continue to be provided, together with free online opportunities provided by agencies such as the Local Government Association.

Equalities and Human Resources

Annual Report on Member Learning and Development

- 8.2 This report sets out the extent of the Council's programme of learning and development offered to Councillors and provides an update on the Authority's policy for Member learning and development.
- 8.3 There are no equalities issues arising from this report.

Legal

- 8.4 This report has been reviewed by Legal Services who have not raised any issues.

REPORT ENDS



Protocol for Cross Party Engagement in the Development of the Learning and Development Programme for Elected Members.

2023/24

This Protocol has been drawn up to define the role of the Lead Member and put in place measures to ensure that a cross-party approach is maintained. Expectations of the roles played by Group Leaders are also referred to in the Protocol. Officers will work with the Lead Member for Elected Member Development over the year on managing and further developing the Council's approach to Member Learning and Development.

-
- The Lead Member to work with Officers in developing and taking forward new initiatives and approaches in Member learning and development.
 - The Lead Member to lead on the annual review of the Member Learning and Development Policy and to present the Policy to Council on an annual basis.
 - The Lead Member to oversee the continuing development of the Member Learning and Development Framework, presenting the Framework to the Executive and/or Council if necessary.
 - The Lead Member to champion Member learning and development across the authority, including opposition Members.
 - Cross-party support to be sought for all elements of the Council's Learning and Development Policy.
 - The Lead Member to ensure that opportunities for learning and development are available to all elected Members, regardless of political affiliation.
 - The Lead Member to ensure that the Council ensures the equality of the Learning and Development Programme, with timing of events to take into account cultural and personal circumstances.
 - The Lead Member to champion a wide range of delivery methods to meet the learning styles of Councillors.
 - Opposition Groups to be consulted on new learning and development initiatives before their introduction.

Annual Report on Member Learning and Development

- Group Leaders to be consulted on specific requests or proposals for training opportunities received from elected Members, the Lead Member or Officers.
- The Lead Member to review the feedback received from post event questionnaires, the Member Surveys, the surveys of newly elected Councillors and the surveys of recently retired Councillors.
- Group Leaders to promote learning and development opportunities amongst the Members of their political group.
- Group Leaders to review the learning and development needs within their political group and identify any gaps in the programme of events.
- Group Leaders to promote the Council's Learning and Development Framework and the Roles and Responsibilities of Councillors to the Members within their political group.
- The Lead Member to promote and support the 'Could You Be A Councillor' event targeting individuals interested in seeking office as a Borough Councillor.
- The Lead Member to monitor the Council's budget for the learning and development programme.
- The Lead Member to monitor Member attendance at the learning and development events, raising any concerns with the relevant Group Leaders if necessary.

Member Learning and Development

Contact Details

The Council's Learning and Development Programme is managed by the Democratic Services Officer, Telephone 01483 743012 or email member.services@woking.gov.uk



Woking Borough Council

Member Learning and Development Policy 2023/24

Reviewed March 2023

Introduction

Woking Borough Council is committed to the training, development and learning of the elected Members throughout their terms of office, from the point at which they first express an interest in standing as a Borough Councillor to their retirement from public office. Elected Members are integral to achieving the Council's aims and strategic objectives and to the delivery of high quality services.

The Council recognises that Members have different skills and expertise gained through employment and life which can all be used for the benefit of the Council and the community as a whole. As such, Woking Borough Council is keen to enable Members to access as many development opportunities as possible to make them effective in their ever changing role as a Councillor.

Member development can have a significant impact on the performance of the organisation. Well-equipped Members are able to contribute to the running of the Borough, and can deal with the challenges and changes faced by the organisation.

The Member Development Policy applies to all elected Members. It also applies to any co-opted Members, including the Independent Co-Opted Member of the Standards and Audit Committee and the Council's Independent Person. The implementation of this Policy is being led by the Lead Members for Member learning and development.

The Role of Members

The locally elected Councillor has a key role in achieving improved outcomes in the community. As Elected Members (Members) of the Council they have to perform a multi-faceted role of Community Leader, Community Representative and Community Champion.

In these roles Members have a key part to play in achieving the Council's Service and Performance Plan and in helping it make its contribution to the Community Strategy. The participation by Members in learning will help them reach their full potential and equip them to fully contribute to the delivery of the Council's objectives and key priorities.

The purpose of the Member Development programme is to provide a supportive environment to enhance the knowledge, capabilities, and experiences which individual Members identify are required to enable them to perform the Members' role.

All Members have individual responsibility to:

- Identify their own learning and development needs and to seek opportunities to improve their effectiveness and increase their potential.
- Share their knowledge and skills with the peers.
- Review and evaluate learning and development activities so as to apply increased knowledge, skills and personal qualities developed through those activities.

Group Leaders are responsible for ensuring that their Members have the necessary skills, knowledge and competencies to carry out their Council and community responsibilities. They are primarily responsible for ensuring that Members participate in the training and development activities which are necessary to enable them to do so, and to achieve the Council's aims and objectives.

The Council's Commitment to Member Development

The Council has a clear commitment to improving and sustaining the standards of Member development within the Council. In support of the development of all its elected Councillors to ensure that they are able to meet all the challenges that face them through the wide range of roles and responsibilities they hold, Woking Borough Council is committed to ensuring that:

- all Councillors have access to appropriate learning and development activities to enable them to acquire the skills and knowledge required to be an effective elected Member.
- a planned and structured approach to elected Member learning and development is taken.
- access to learning and development activities is equitable to all.
- learning and development should be linked, wherever possible, to the roles and responsibilities of Members.
- Members are supported in developing their roles as Ward Representatives and as Community Leaders.
- Members' capacity is developed to formulate and keep under review the Council's Policies and Strategies.
- a Member led strategic approach to development is adopted through the Lead Members for learning and development.

Annual Report on Member Learning and Development

- citizenship and a good work-life balance is promoted.
- Member learning and development activities should be adequately resourced and within available budgets.
- Members should be encouraged to identify their own development needs and participate fully in learning and development activities.
- all Members are provided with a development framework to help identify learning and development needs.

In furthering these objectives the Council will ensure that:-

- Member development will take place within a structured process, having regard to the needs of the individual and to corporate objectives;
- Members will be offered equal access to development opportunities regardless of their physical circumstances, ethnicity, race, gender, sexuality, age or religion;
- Member development will be provided and monitored in a way that is respectful to the dignity and privacy of individual Members;
- Member development opportunities will promote work/life balance, community engagement and good citizenship;
- development resources, activities and processes will give Members the knowledge, capabilities, opportunities, networks and experiences they need to fulfil their role as effectively as possible; and
- development resources, activities and processes will be regularly monitored by Members and officers to ensure effectiveness.

Mandatory Training for Elected Members

In October 2017 the Council agreed to introduce a programme of mandatory training for Elected Members, to be made available online where possible. Topics identified for the programme, together with their frequency and the target Members, are outlined below.

Training	Code of Conduct
Frequency	Once during each four year term of office.
Required	All Members.
Delivery format	In-house training session.

Training	Diversity and Equalities
Frequency	Once during each four year term of office.
Required	All Members.
Delivery format	In-house training session.

Training	Finance Training
Frequency	Once during each four year term of office.
Required	All Members.

Annual Report on Member Learning and Development

Delivery format	In-house training session.
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Training	General Data Protection Regulation
Frequency	Once, at the start of the Councillor's first term of office.
Required	All Members.
Delivery format	Online.

Training	Health and Safety
Frequency	Once during each four year term of office.
Required	All Members.
Delivery format	In-house and/or external training provider.

Training	Induction Training
Frequency	Once.
Required	Newly elected Members. Re-elected Members to be encouraged to attend.
Delivery format	In-house training.

Training	Licensing Training
Frequency	Annual, as part of the agenda for the first meeting of the Committee.
Required	All Members of the Licensing Committee and Portfolio Holder and Shadow Portfolio Holder for Licensing Services.
Delivery format	In-house and/ or external training provider.

Training	Planning
Frequency	Annual.
Required	All Members of the Planning Committee, Portfolio Holder and Shadow Portfolio Holder for Planning Services.
Delivery format	In-house and/or external training provider.

Training	Safeguarding
Frequency	Once during each four year term of office.
Required	All Members.
Delivery format	In-house and/or external training provider.

Training	Scrutiny
Frequency	Annual, as part of the agenda for the first meeting of the Committee.
Required	All Members of the Overview and Scrutiny Committee.
Delivery format	In-house and/or external training provider.

Policy Implementation

The Council has appointed Elected Members to take forward the Council's programme of Member learning and development. These Lead Members for Member Learning and Development are charged with the responsibility of undertaking and maintaining a self-assessment and developing and keeping under review a Learning and Development Plan for Members.

Support for the Lead Members is provided by the Council's Democratic Services Team.

The Lead Members are responsible for monitoring the Council's Member Development programme and identifying any new development opportunities. The Lead Members oversee the budgets and promote Member Development amongst the political groups. Furthermore, any feedback received on the development programme, whether from serving Councillors, newly elected Councillors or recently retired Councillors, is reported to the Lead Members, with any matters of concern or improvement highlighted. The majority of the work on Member Development is undertaken in consultation with the Lead Members by email or telephone; however, meetings would be arranged when necessary.

The responsibilities of the Lead Members include:

- Helping their peers to identify and find opportunities to meet their learning and development needs.
- Creating an environment that encourages self-development and continuous learning and the sharing of knowledge and skills amongst the Members in the political groups.
- Evaluating investment in learning and development and participation by Members.
- Monitor feedback from Members on the learning and development programmes provided by the Council.
- Regularly review the Council's Member Development Policy.

Member Development Support and Resources

Core support for the Member Development programmes of the Council is provided by the Officers within the Council's Democratic Services Team, in consultation with the Lead Members.

The Democratic Services Team is responsible for:

- supporting the Lead Members for learning and development.
- preparing the annual Learning and Development Programme and report as required by the Lead Members for learning and development.
- organising, and in some cases providing, learning and development as identified in the Learning and Development Plan.
- maintaining the Councillors role descriptions and responsibilities, the Councillors Development Framework and the Council's 'Could You be a Councillor' document.
- making the necessary arrangements for the booking of courses and other development events.
- liaising with Corporate Management Group and Business Managers to identify future development topics.

COUNCIL – 30 MARCH 2023

PAY POLICY STATEMENT 2023-24

Executive Summary

Pay Policy

Sections 38 to 43 of the Localism Act 2011 require local authorities to prepare an annual pay policy statement for each financial year.

The statement must specifically cover the authority's policies relating to:

- the remuneration of its chief officers;
- the remuneration of its lowest-paid employees, and
- the relationship between – the remuneration of its chief officers, and the remuneration of its employees who are not chief officers
- the definition of 'lowest-paid employees' adopted;
- the level and elements of remuneration for each chief officer;
- remuneration of chief officers on recruitment;
- increases and additions to remuneration for each chief officer;
- the use of performance-related pay for chief officers;
- the use of bonuses for chief officers;
- the approach to the payment of chief officers on their ceasing to hold office or to be employed by the authority;
- the publication of and access to information relating to remuneration of chief officers; The statement may also cover the authority's policy relating to:
- policies for the financial year relating to the other terms and conditions applying to the authority's chief officers.

Chief Officer is defined to include:

- the head of its paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- its monitoring officer under section 5(1) of that Act;
- a statutory chief officer under section 2(6) of that Act; - a non-statutory chief officer under section 2(7) of that Act; - a deputy chief officer in section 2(8) of that Act.

The pay policy statement has to be approved by a resolution of the authority. Following approval, the statement must be published as soon as possible on the authority's website. The Council may amend the pay policy statement in-year and this also requires a resolution.

The Act specifies that the functions relating to pay accountability are not executive functions and also that section 101 of the Local Government Act 1972, which gives local authorities powers to arrange for the discharge of their functions by committees, officers or other local authorities, does not apply to these functions. This means that the resolution must be approved by full Council.

Recommendations

The Council is invited to approve the Pay Policy Statement for the financial year 2023/24 and in so doing comply with the provisions of the Localism Act 2011.

The Council is requested to:

RESOLVE That the Pay Policy Statement be approved for publication.

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

Background Papers: None.

Reporting Person: Julie Fisher, Chief Executive
Email: julie.fisher@woking.gov.uk, Extn: 3333

Contact Person: Amanda Jeffrey, Head of Human Resources
Email: amanda.jeffrey@woking.gov.uk, Extn: 3904

Portfolio Holder: Councillor Ann-Marie Barker
Email: cllrann-marie.barker@woking.gov.uk

Shadow Portfolio Holder: Councillor Ayesha Azad
Email: cllrayesha.azad@woking.gov.uk

Date Published: 22 March 2023

1.0 Introduction

- 1.1 This Pay Policy Statement is provided in accordance with Sections 38 - 43 of the Localism Act 2011.
- 1.2 This Pay Policy Statement sets out Woking Borough Council's policies relating to the pay of its workforce for the financial year 2023-24.

2.0 Background

- 2.1 The Council has developed its own local terms and conditions including pay. The local pay scale covers all employees of the Council.
- 2.2 As required by law, the Council provides all of its employees with the opportunity to join the Local Government Pension Scheme.

3.0 Definitions

- 3.1 For the purpose of this pay policy the following definitions will apply:

'Remuneration', in addition to salary this includes taxable earnings and non-taxable benefits (and is more particularly defined in section 46 of the Localism Act 2011).

'Chief officer' refers to the following statutory and non-statutory roles within Woking Borough Council as follows:

- Chief Executive, as Head of Paid Service
- Strategic Directors
- Section 151 Officer/Chief Finance Officer and Monitoring Officer
- Senior Managers who report directly to those listed above

- 3.2 'Lowest paid Employees' refers to employees employed within grade W1 of the Council's current pay grading structure, other than apprenticeships or traineeships. This definition for the 'lowest paid employees' has been adopted because grade W1 is the lowest grade on the Council's grading structure on which employees are paid. The bottom point on this pay scale is £19,100. To enable meaningful comparison the Council uses employees on full time contracts for this definition.

4.0 Pay Framework and Remuneration

- 4.1 Remuneration at all levels needs to be adequate to secure and retain high-quality employees dedicated to fulfilling the Council's business objectives and delivering services to the public. This has to be balanced by ensuring remuneration is not unnecessarily excessive. The Council has responsibility for balancing these factors. The overall pay bill is controlled within a financial envelope agreed at least annually by the Council/Executive.
- 4.2 It is essential for good governance that decisions on pay and reward packages for chief executives and chief officers are made in an open and accountable way. Our policy is to pay appropriately to attract competent and experienced senior employees to lead the organisation. Our aim is to be regarded as competitive as compared to the level of pay locally and neighbouring local authorities.
- 4.3 All Woking Borough Council employees are on local conditions. The pay and reward structure and the performance management process apply to all employees including chief officers. Targets for both objectives and behaviours are set and performance against those targets is assessed.

- 4.4 The Authority has a salary and grading structure for all employees which includes the grades and salaries applicable to chief officers. The grade allocated to a post is determined by the duties, level of responsibility and behaviours required as outlined in the job description, person specification and role map.
- 4.5 The grade framework comprises of 12 grades. Outside the main framework there are 4 trainee grades. All employees are placed within the grade framework on a fixed salary based on an assessment of the job role. Progression through a grade is based on an assessment of performance, skills and behaviours following the outcome of an annual performance and development review (PDR).
- 4.6 Indexation is considered annually for all employees in consultation with UNISON.
- 4.7 This year the Council has implemented the opportunity for progression through pay grades based on an employee meeting performance expectations set and reviewed through the PDR (performance development review) process. This aims to give more structure and certainty to progression through a pay grade. This will mean that for 2023/24 employees meeting expectations will get at least 1 point progression on their pay grade, in addition to indexation.
- 4.8 In addition to basic pay all chief officers and employees are eligible to receive the following benefits:
- If the officer is a member of the Local Government Pension Scheme, the employers' contribution.
 - Payment of an annual subscription to one professional institution where this has a clear benefit or is a requisite to the job.
 - A flexible benefit paid in monthly instalment. This can be used to purchase a public sector season ticket, obtain a vehicle through the Council's car leasing scheme or as a cash alternative. Normal tax and national insurance rules apply.
- 4.9 The Council does not have a lump sum performance related pay or bonus scheme

5.0 Policy on the Lowest Paid Employees

- 5.1 When determining any pay award the Council considers the needs of the lowest paid and matches the Living Wage (outside London rate).
- 5.2 The Council is supportive of the principle of equal pay in employment and has made a commitment to involve and work positively with UNISON to develop and maintain an open and transparent process and dialogue.

6.0 Policy on the Lowest Paid Employees

- 6.1 Our policy is that the ratio is broadly in line with comparator authorities.
- 6.2 The average (median) chief officer remuneration is £77,829; the average (median) remuneration for employees other than the chief officers is £34,437. Therefore the ratio of average chief officer remuneration to the average remuneration of other employees is 2:26.
- 6.3 The ratio between the highest paid earner, the Chief Executive, to the average (median) remuneration of the whole workforce is 4.9.

7.0 Remuneration on Employment

- 7.1 Our policy is to take into account the relevant skills and experience of the person appointed. Appointments at chief officer level below Chief Executive are made by more senior officers with Member involvement as appropriate. On occasion the Council will request input from

neighbouring authorities or other experts in the recruitment process particularly when the post requires specialist knowledge. Appointments to the post of Chief Executive are made by the leading Members and approved by the Council.

8.0 Approach to the Payment of Officers in the Event of their Ceasing to Hold Office or be Employed by the Authority

8.1 The Council's redundancy framework sets out a consistent method of calculating redundancy pay which is applied to all redundant employees. The level of redundancy pay is calculated using the statutory system with a multiplier of 2.2 and no cap on weekly earnings. The payment is intended to recompense employees for the loss of their livelihood and provide financial support whilst they seek alternative employment.

8.2 Officers who leave the Council's employment, where appropriate, will receive compensation in line with the Council's redundancy payments policy or through a negotiated settlement.

9.0 The Publication of and Access to Information Relating to Remuneration of Chief Officers

9.1 The annual Pay Policy statement will be published on the website where it can be easily accessed. Information about senior officer remuneration has been published on the Council's website as part of the Final Statement of Accounts and transparency agenda. The grade framework for all employees is published on the Council's website.

10.0 Additions to Remuneration for Chief Officer

10.1 One or more chief officers will be eligible for payments for election duties (e.g. as Returning Officer or Deputy Returning Officer/s) which is calculated based on the number of electors in each ward in the election. There is an agreed Surrey wide scale of fees and charges which sets out the amounts used to calculate this.

10.2 Fees for borough, county and Police Commissioner elections vary according to the size of the electorate and number of postal voters. Payments for General and European elections are set by central government and are not paid by the Council as the money is reclaimed.

11.0 Policy on Employing Someone Who Has Taken Redundancy from another Authority

11.1 If there is less than a 4 week gap between someone being made redundant from another council and joining Woking Borough Council they will be required to repay their redundancy payment to their previous employer. If the gap is longer than 4 weeks they can retain their payment but their continuous service is broken, which means that they would have no eligibility for redundancy payments until they have 2 years continuous service with this authority.

12.0 Policy on Employing Someone Who is Also Drawing a Pension

12.1 The Council will consider all requests from employees who wish to draw their pension but continue working.

13.0 Policy on Additional Employments

13.1 The Council's Conditions of Service provide for employees:- to have one or more employments with the Council, in which cases the arrangements outlined above apply; private employment or outside activity conditional upon such employments or activity not prejudicing their main employment with the Council; and appointments to remunerated roles directed or authorised by the Council.

14.0 Implications

Finance and Risk

- 14.1 To foster a transparent pay and reward framework which is accountable and managed appropriately.

Equalities and Human Resources

- 14.2 To train and brief managers appropriately.

Legal

- 14.3 Ensure compliance with current legislation

15.0 Engagement and Consultation

- 15.1 Unison colleagues.

REPORT ENDS

COUNCIL – 30 MARCH 2023

APPOINTMENT OF OFFICER DIRECTOR TO COUNCIL GROUP COMPANIES

Executive Summary

The Council is asked to appoint Directors to the Council Group Companies as outlined in the body of this report. This shall ensure that the Boards continue to have the appropriate skills and experience that are both advantageous and appropriate to the companies and shall also ensure that Council appointed Officers have control of the Boards.

Recommendations

The Council is requested to:

RESOLVE That

- (i) the Head of Digital and Transformation be appointed to the Boards as outlined in table 2.2 as at 1 April 2023; and
- (ii) the Strategic Director - Corporate Resources be appointed to the Boards as outlined in table 2.3 as at 1 April 2023.

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

Background Papers:	None.
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Date Published:	22 March 2023

Appointment of Officer Director to Council Group Companies

1.0 Introduction

1.1 Following the resignation of the Strategic Director – Place there are vacancies on the Board of Companies listed in the below table which need to be filled. It is proposed that the below appointments be made as an interim measure which shall be kept under review and further appointments may be considered following any future recruitment to the role of Strategic Director – Place.

2.0 Directorships of Group Companies

2.1 The Strategic Director – Place has been appointed by the Council as Director of the Boards listed in the below table. The Strategic Director – Place shall resign from the Boards on 1 April 2023.

Giorgio Framaliccio, Strategic Director - Place	
Brookwood Cemetery Limited	Thameswey Developments Limited
Brookwood Park Limited	Thameswey Energy Limited
Export House Limited	Thameswey Limited
LAC 2021 Limited (Dormant)	Thameswey Solar Limited
Kingfield Community Sports Centre Limited	Thameswey Sustainable Communities Limited
Thameswey Central Milton Keynes Limited	Woking Necropolis and Mausoleum Limited
Woking Shopping Limited	

2.2 The Head of Digital and Transformation be appointed, as at 1 April 2023, to the following Boards:

Adam Walther – Head of Digital and Transformation	
Brookwood Cemetery Limited	Thameswey Developments Limited
Brookwood Park Limited	Thameswey Energy Limited
Thameswey Central Milton Keynes Limited	Thameswey Limited
Thameswey Sustainable Communities Limited	Thameswey Solar Limited
Woking Necropolis and Mausoleum Limited	

2.3 The Strategic Director – Corporate Resources be appointed, as at 1 April 2023, to the following Boards:

Kevin Foster - Strategic Director – Corporate Resources	
Export House Limited	Woking Shopping Limited
LAC 2021 Limited (Dormant)	Kingfield Community Sports Centre Limited

Appointment of Officer Director to Council Group Companies

3.0 Corporate Strategy

3.1 The appointment to the Board of the Group companies shall ensure adequate oversight and direction.

4.0 Implications

Finance and Risk

4.1 There are no specific implications arising from this report.

Equalities and Human Resources

4.2 There are no specific implications arising from this report.

Legal

4.3 Appointments to the Boards shall ensure that the Boards are constituted inline with group company protocols.

5.0 Engagement and Consultation

5.1 There are no specific implications arising from this report.

REPORT ENDS