



## COUNCIL

**13 February 2019**

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 WEDNESDAY, THE THIRTEENTH DAY OF FEBRUARY 2019 at **7.30 pm** to transact the business specified in the agenda overleaf

RAY MORGAN  
Chief Executive

Civic Offices,  
Woking

NOTE: Filming Council Meetings

Please note the meeting will be filmed and will be broadcast live and subsequently as an archive on the Council's website ([www.woking.gov.uk](http://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. MINUTES.

To approve the minutes of the Meeting of the Council held on 6 December 2018, as published.

## 2. APOLOGIES FOR ABSENCE.

## 3. MAYOR'S COMMUNICATIONS.

## 4. URGENT BUSINESS.

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

## 5. DECLARATIONS OF INTEREST.

To receive declarations of disclosable pecuniary and other interests from Members and Officers in respect of any item to be considered at the meeting.

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor A Azad, Councillor Mrs B A Hunwicks and Councillor C S Kemp will declare a non-pecuniary interest in any items under which the Thamesway Group of Companies is discussed, arising from their positions as Directors of the Thamesway Group of Companies. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston will declare a non-pecuniary interest in any items under which the Victoria Square Development is discussed, arising from his position as a Director of Victoria Square Woking Limited. The interest is such that speaking and voting are permissible.

In accordance with the Members' Code of Conduct, Councillor G S Cundy will declare a non-pecuniary interest in any items under which the Brookwood Cemetery is discussed, arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest is such that speaking and voting are permissible.

In accordance with Officer Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, will declare an interest in any items under which the Thamesway Group of Companies is discussed, arising from their positions as Directors of the Thamesway Group of Companies. The interest is such that speaking is permissible.

In accordance with Officer Procedure Rules, the Deputy Chief Executive, Douglas Spinks, will declare an interest in any items under which Export House is discussed, arising from his position as a Director of Export House Limited. The interest is such that speaking is permissible.

In accordance with Officer Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, will declare an interest in any items under which Brookwood Cemetery is discussed, arising from their positions as Directors of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest is such that speaking is permissible.

In accordance with Officer Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, and the Finance Director, Leigh Clarke, will declare an interest in any items under which Dukes Court is discussed, arising from their positions as Directors of Dukes Court Owner T S a r l. The interest is such that speaking is permissible.

**6. PRESENTATION OF THE CHARTER AWARD FOR ELECTED MEMBER DEVELOPMENT.**

**7. PETITION - PROTECTION OF THE GREEN BELT IN BYFLEET AND WEST BYFLEET.**  
WBC19-001 (Pages 7 - 10)

**8. QUESTIONS.**

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

**9. COUNCIL TAX 2019-20.** (Report to follow) WBC19-002

**10. RECOMMENDATIONS OF THE EXECUTIVE.** WBC19-003 (Pages 11 - 16)

To receive and consider recommendations from the Executive.

10a. General Fund, Service Plans, Budgets and Prudential Indicators 2019-20 EXE19-001

10b. Housing Revenue Account Budgets 2019-20 EXE19-002

10c. Investment Programme 2018-19 to 2022-23 EXE19-003

10d. Capital, Investment and Treasury Management Strategies EXE19-005

10e. Petition - Ice-Cream Van in Woking Park EXE19-008

10f. Car Park Management System EXE19-026

**11. ANNUAL REPORT OF THE ELECTIONS AND ELECTORAL REGISTRATION REVIEW PANEL.** WBC19-005 (Pages 17 - 28)

**12. PAY POLICY STATEMENT 2019/20.** WBC19-006 (Pages 29 - 42)

**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.

AGENDA ENDS

Date Published - 5 February 2019

NOTE:

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

Councillors Mrs B Hunwicks (Deputy Mayor), S Ashall, T Aziz, A-M Barker, D Bittleston, J Bond, A Bowes, G Chrystie, D Harlow, D Hughes, I Johnson, L Lyons, R Mohammed, M I Raja and M Whitehand. Independent Co-Opted Member, Claire Storey, and Independent Person, Tim Stokes.



COUNCIL – 13 FEBRUARY 2019

## **PETITION – PROTECTION OF THE GREEN BELT IN BYFLEET AND WEST BYFLEET**

### **Executive Summary**

The Council has received a petition seeking the protection from development of the Green Belt in Byfleet and West Byfleet. In accordance with Woking Borough Council's arrangements for petitions, the matter has been referred for consideration by the Council

### **Recommendations**

The Council is requested to consider the petition and determine accordingly.

**Background Papers:** Petition.

**Reporting Person:** Douglas Spinks, Deputy Chief Executive  
Email: douglas.spinks@woking.gov.uk, Extn: 3012

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

**Date Published:** 5 February 2019





## **Petition – Protection of the Green Belt in Byfleet and West Byfleet**

### **1.0 Introduction**

- 1.1 A petition has been received seeking protection of the Green Belt in Byfleet and West Byfleet. The petition consists of both a paper submission and an online e-petition submitted through the Council's website. The petition as a whole contains 1,250 signatures, comprising 454 paper signatories and 796 electronic signatories.
- 1.2 The number of signatures exceeds the threshold required for a petition to be referred to a meeting of Full Council and accordingly the Petitioner or their nominee has been invited to present the petition at Council.
- 1.3 The petition has been submitted in the following terms:

"We the undersigned petition Woking Borough Council to Protect Byfleet and West Byfleet's Remaining Green Belt.

We believe that no land should be removed from the Green Belt for development unless there are very special circumstances and all other options including brown field sites have been exhausted.

It is also imperative that no major developments are implemented in Byfleet until the proposed Flood Alleviation Plan is implemented.

The Office for National Statistics has recently revised its household projections to show that less new housing is needed than previously thought.

This petition refers to the Site Allocations Development Plan Document, approved by Woking Borough Council on 18th October 2018, which has questionable long term forecasts and does not include recent developments.

It is important that people signing this petition should also visit <http://www.woking2027.info/allocations> and respond formally to the public consultation."

- 1.4 The on-line petition went live on 9 November 2018 and the Petitioner formally asked for it to be closed on 21 January 2019 (it was initially due to run to May 2019).

### **2.0 Petitions Scheme**

- 2.1 As the number of signatories exceeds 400, the petition falls to be debated at full Council. In accordance with the Council's scheme for dealing with petitions, the petitioner has been invited to attend the meeting and present the petition. The presentation of a petition is limited to not more than three minutes, and should be confined to reading out, or summarising, the purpose of the petition, indicating the number and description of signatories, and making supporting remarks relevant to the petition.
- 2.2 Following the presentation, Members will have the opportunity to ask questions of the petitioner. Thereafter, the Council will discuss the petition and determine what action, if any, is to be taken.

### **3.0 Officer Comments**

- 3.1 It is recommended that this petition should be taken into consideration as part of the review of the responses received in respect of the consultation on the Site Allocations Development Plan Document (DPD). The consultation by Woking Borough Council took place between 5 November and 17 December 2018.

**Petition – Protection of the Green Belt in Byfleet and West Byfleet**

- 3.2 The Council's intention is to submit the Site Allocations DPD to the Secretary of State by the end of July 2019. Anyone who feels that the Council has not taken their views into account will have the opportunity to submit their representation to the Secretary of State.

REPORT ENDS

COUNCIL – 13 FEBRUARY 2019

## RECOMMENDATIONS OF THE EXECUTIVE

### Executive Summary

The Council is invited to consider the recommendations from the meeting of the Executive held on 7 February 2019. The recommendations before the Executive at its meeting on 7 February 2019 are set out below; the draft minutes of the Executive will be tabled at the meeting.

### Procedure to be followed.

The Mayor will take the report on Council Tax 2019-20 (Agenda Item 10) first, together with the recommendations of the Executive meeting on 7 February 2019 relating to the following:

- a. General Fund, Service Plans, Budgets and Prudential Indicators 2019-20.
- b. Housing Revenue Account Budgets 2019-20.
- c. Investment Programme 2018-19 to 2022-23.
- d. Capital, Investment and Treasury Management Strategies.

The items above will be debated after the Leader of the Council's Budget Statement.

The relevant extracts from the minutes of the Executive on 7 February 2019 will be tabled at the meeting of Council.

The remaining recommendations from the meeting of the Executive, as set out below, will be considered once the Council Tax for 2019-20 has been agreed.

- e. Petition – Ice-Cream Van in Woking Park
- f. Car Park Management System



EXECUTIVE – 7 FEBRUARY 2019

**A. GENERAL FUND, SERVICE PLANS, BUDGETS AND PRUDENTIAL INDICATORS 2019-20**

**RECOMMEND TO COUNCIL That**

- (i) the Revenue Estimates and Human Resource requirements for 2019/20 be approved;
- (ii) a Band D Council Tax for the Borough of Woking for 2019/20 of £240.46 be approved;
- (iii) a long-term empty premium of 100% be added to the Council Tax payable for properties empty and substantially unfurnished for 2 years or more and the exemption available for unfurnished vacant properties be reduced to 7 days;
- (iv) the Prudential Indicators at Appendix 3 to the report be approved, subject to any changes arising from consideration of the Investment Programme, revenue budgets and Final Government Settlement;
- (v) the Surrey County Council element of the land charges fee be set at £38 plus VAT for Con29R and 19.20 plus VAT for Con29O from 1 April 2019;
- (vi) the Finance Director, in consultation with the Portfolio Holder, submit responses to the 'Business Rates Retention Reform' and 'Review of; Local Authorities' Relative Needs and Resources' funding consultations;
- (vii) the Service Plans for 2019/20 at Appendix 4 to the report be approved; and
- (viii) the Food Safety Plan and Health and Safety Plan at Appendix 4a and 4b to the report be approved.

**B. HOUSING REVENUE ACCOUNT BUDGETS 2019-20**

**RECOMMEND TO COUNCIL That**

- (i) the Housing Revenue Account budget for 2019/20 as set out in Appendix 1 to the report be approved; and
- (ii) with effect from 1 April 2019, rents be increased by 3.4% for Shared Ownership properties and be reduced by 1% for all other tenancies.

**C. INVESTMENT PROGRAMME 2018-19 TO 2022-23**

**RECOMMEND TO COUNCIL That**

- (i) the Investment Programme 2018/19 to 2022/23 be approved subject to reports on projects where appropriate;
- (ii) the proposed financing arrangements be approved; and

- (iii) capital and revenue grants for Brookwood Cemetery for 2019/20 and 2020/21 be approved.

**D. CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES**

**RECOMMEND TO COUNCIL That**

- (ii) the Capital and Investment Strategies for 2019/20 be approved;
- (iii) from 2018/19 the funding of Thamesway Housing Ltd to be amended from the existing combination of loan and shares with an equivalent margin of 1.5% to loan only at 1.5% margin over the Council's borrowing costs; and
- (iv) the Treasury Management Prudential Indicators set out in table 1 of Section 4 of the Treasury Management Strategy and the MRP policy set out in Appendix A be approved, subject to any changes arising from consideration of the Investment Programme, revenue budgets and Revenue Support Grant Settlement.

**E. PETITION – ICE-CREAM VAN IN WOKING PARK**

**RECOMMEND TO COUNCIL That**

- (i) Mr Bellanca be offered a licence to trade in Woking Park at the location identified near to the bandstand from 1 March – 31 October 2019 under the same terms as in previous years;
- (ii) Mr Bellanca be also offered a licence to trade in Goldsworth Park Recreation Ground from 1 April – 30 September 2019 under the same terms as in previous years; and
- (iii) Officers be authorised to review these licence terms and put in place a process for interested parties to express an interest in operating mobile food vans at suitable venues owned by the Council from 2020 onwards.

**F. CAR PARK MANAGEMENT SYSTEM**

**RECOMMEND TO COUNCIL That**

- (i) the proposal for new car park management systems be agreed with funding from the Council's Investment Programme; and
- (ii) the Assistant Director (Place) be delegated authority, in consultation with the Portfolio Holder, to procure car park management systems through competitive dialogue.

**Background Papers:**

None.

**Reporting Person:**

Douglas Spinks, Deputy Chief Executive  
Ext. 3440, E Mail: douglas.spinks@woking.gov.uk

**Contact Person:**

Frank Jeffrey, Democratic Services Manager  
Ext. 3012, E Mail: Frank.Jeffrey@woking.gov.uk

**Portfolio Holders:**

Cllr Ayesha Azad  
E Mail: cllrayesha.azad@woking.gov.uk

Cllr Colin Kemp  
E Mail: cllrcolin.kemp@woking.gov.uk

**Date Published:**

5 February 2019

REPORT ENDS





COUNCIL – 13 FEBRUARY 2019

## **ANNUAL REPORT OF THE ELECTIONS AND ELECTORAL REGISTRATION REVIEW PANEL**

### **Executive Summary**

Each year, the Council considers a report from the Elections and Electoral Registration Review Panel which sets out the previous year's election and electoral registration activities. The Annual Report sets out the work carried out by Electoral Services to maintain the integrity of the Electoral Register and the security of the electoral process in Woking.

In July 2018, the Council considered a report on the outcome of the Voter ID pilot in May 2018 which had required all electors who had voted at a polling station to bring photographic ID. As well as details of the pilot, the report set out the details of the elections held in May 2018. In view of this, the report now before the Council considers the activities over the period following July 2018, namely the 2018 annual canvass and the County Council By-Election held in December 2018.

The Annual Report was considered by the Elections and Electoral Registration Review Panel at its meeting on 23 January 2019 and is commended to the Council.

### **Recommendations**

The Council is requested to:

**RESOLVE That** the Annual Report of the Elections and Electoral Registration Review Panel be received.

The Council has the authority to determine the recommendation set out above.
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**Background Papers:** None.

**Reporting Person:** Claire Storey, Chair of the Elections and Electoral Registration Review Panel

Email: Claire.Storey@woking.gov.uk

**Contact Person:** Charlotte Griffiths, Electoral Services Manager  
Email: charlotte.griffiths@woking.gov.uk, Extn: 3215

Ray Morgan, Chief Executive

Email: ray.morgan@woking.gov.uk, Extn 3333

**Date Published:** 5 February 2019

REPORT ENDS





## **Elections and Electoral Registration Review Panel Annual Report 2018**

### **Electoral Registration**

Registration Activity	3
Maintenance of the Register	3
Polling District and Polling Place Review	4
Annual Canvass	4
Referrals to Surrey Police	7

### **Surrey County Council By-election – 6 December 2018**

Overview	9
Poll Cards	9
Postal Votes	9
Polling Stations	9
Verification and Count	9
Turnout	10
Candidates' Expenses	10



# Electoral Registration

## 1.0 Background

- 1.1 The revised Register was published on 1 December 2017. Publicity regarding electoral registration in the first half of 2018 was linked to the voter ID Pilots held on 3 May 2018. Details of the work carried out for these elections was reported to Council on 26 July 2018. As such, this section details the other activities carried out in 2018, including the Annual Canvass.

## 2.0 Registration Activity

- 2.1 In the week commencing 12 February 2018 letters were sent to all electors in the Borough and also to all properties with no registered electors, providing information about the forthcoming ID pilot in May 2018.
- 2.2 Although the number of new registrations in this period was less than when Household Notification Letters (HNLs) are issued, Officers viewed individual notification of the ID pilot to be the priority in February 2018 (332 new applications compared to 850 new applications in the same period in 2017). However, it should be noted that there was no discernible impact on the overall level of registrations before the election, rather the distribution of the registrations was more concentrated to nearer to the election.
- 2.3 The deadline to register for the Borough elections was Tuesday, 17 April 2018. Electors who had submitted their applications had until Tuesday, 24 April to be verified to be included on the election register. If any new applicants could not be verified automatically, they were contacted to provide supporting evidence during this period. There were no problems with the Government Digital Service (GDS) and the online registration system for these elections.

## 3.0 Maintenance of the Register

### Absent Vote Refresh

- 3.1 In January 2018, all absent voters with a personal identifier which was more than five years old were contacted to update their signature. Electors had six weeks to respond to the request, and if no response was received after six weeks, the absent vote for the elector was removed.
- 3.2 3,205 electors were contacted with a new absent vote application form to obtain updated details. After three weeks, a reminder was sent to 626 electors. 223 electors did not respond to either the initial request or the reminder and the postal vote for these electors was removed accordingly. These were electors were given the opportunity to re-apply for their postal vote when they were notified that the existing postal vote arrangement had been cancelled.

### Data Checking

- 3.3 The Electoral Registration Officer (ERO) uses Council sources to identify new electors to add to the Register. Regular updates from Council Tax are received, which lists the details of properties where the person liable for the Council Tax has changed. This information is cross referenced with the Electoral Register, and a Household Enquiry Form (HEF) is sent out, to encourage the new occupants to register and confirm which electors can be removed from the Register. Changes to tenancy arrangements for WBC owned properties is also used to maintain the Register.

- 3.4 The Electoral Register is updated regularly with property updates from the Local Land and Property Gazetteer (LLPG), and once it is verified that the new properties are occupied, HEFs are sent to obtain the new occupier details.

#### Electoral Reviews

- 3.5 The ERO reviews entries for electors where there is reason to believe that they are no longer resident at a property on a regular basis. Reasons for reviewing electors include notification of new residents at a property and post being returned from an elector as being undelivered.
- 3.6 Reviews are carried out when the ERO has received notification that an elector is no longer living at a property, but does not have secondary, collaborating information, such as Council Tax data, which is required to remove the elector from the Register.
- 3.7 Between 1 December 2017 and 1 September 2018, 1,360 electors were reviewed and removed from the Register

#### **4.0 Polling District and Polling Place Review**

- 4.1 A full review of the parliamentary polling districts and polling places review was carried out in October and November 2018. The Council agreed the new arrangements at its meeting on 6 December 2018.
- 4.2 The Council agreed that in most cases, the existing arrangements were still suitable for electors in the Borough. Once change was made to the polling district arrangements, to create a new polling district for Brockhill. This will enable the electors to vote at the Goldsworth Park Guides and Scouts Headquarters, based at the Generation Centre on Denton Way. An additional polling district was required as Brockhill is in a different Surrey County Council Electoral Division.
- 4.3 Unfortunately no suitable alternative to using the Oaktree Infant School could be identified therefore this will continue to be used as the polling place for St John's East in 2019. Officers are working with the school to determine the best arrangements to put in place for May 2019. Officers will be drawing up proposals for a permanent community facility in the area in 2019.

#### **5.0 Annual Canvass**

- 5.1 The normal canvass arrangements applied in 2018, following the email canvass pilot in 2017. All households were contacted in August 2018 with all households being sent a Household Enquiry Form (HEF). A reminder HEF was sent to non-responding properties in September 2018.
- 5.2 As a trial, non-responders properties in the Board School Road and Maybury polling districts received a personal visit at the first reminder stage, with a view to improving the response rate for those areas, whilst reducing postage/printing costs for the canvass. Whilst there was a good response from the personal visits, however, there was less of a response from the final mail out of the second reminder HEF.
- 5.3 25 canvassers carried out the second reminder, personal visit stage of the canvass in October 2018, visiting all other properties that had not responded to the previous correspondence (either by email or by post). In total, 13,651 properties were included in this stage (31.8%).
- 5.4 Electors from 18,963 properties used the automated response services. There was a reduction compared to 2017, which peaked at 22,634 (52.9%) however this can be attributed to the different methodology used as part of the email canvass pilot. Although

email reminders were sent through to non-responding electors, directing them to the automated responses, this was not as effective as in 2017. When compared to the 2016 canvass however, which followed the same method, there was an increase of 1.8% of electors using the automated responses.

5.5 A full breakdown of the responses is set out below.

	2016		2017		2018	
<b>Remote Service Use</b>	46.2%		57.5%		48.0%	
<b>Response Format</b>	<b>No of Properties</b>	<b>% of all responses</b>	<b>No of Properties</b>	<b>% of all responses</b>	<b>No of Properties</b>	<b>% of all responses</b>
Online	12,036	30.9	19,102	48.6	13,336	33.8
Telephone	3,144	8.1	1,551	3.9	3,122	7.9
SMS	2,406	6.2	1,981	5.0	2,505	6.3

5.6 The returned postal canvass forms were also sorted to identify those forms where no changes to the details had been made. Of the responses received, 78% did not change the details for the property.

5.7 Additional data matching exercises were carried out during the canvass. Data from Council Tax, Housing Benefits and Housing was used to identify empty properties and also to verify occupancy at a property, which enabled historic entries on the register to be removed.

5.8 The revised register was published on 1 December 2018, with an overall response rate was 91.9%. This was slightly lower than last year's response rate (although more properties responded overall).

5.9 A breakdown of the returns by polling district is set out below:

	Forms Received	% Received
<b>A1 - West Byfleet</b>	1,588	96.8
<b>A2 – Byfleet</b>	3,098	92.6
<b>B1 - Town Centre</b>	644	88.7
<b>B2 - Town Centre North</b>	280	86.4
<b>B3 - Walton Road</b>	736	85.1
<b>B4 – Sheerwater</b>	1,329	89.9
<b>B5 - Board School Road</b>	632	91.3
<b>B6 – Woodham</b>	500	95.2
<b>C1 - Goldsworth West</b>	1,972	92.7
<b>C2 - Goldsworth Central</b>	728	89.1
<b>C3 - Goldsworth East</b>	1,095	85.9
<b>D1 – Brookwood</b>	598	94.8
<b>D2 - Brookwood South</b>	203	95.3
<b>D3 – Mayford</b>	729	93.6
<b>D4 - Hook Heath</b>	1,078	95.9
<b>D5 – Barnsbury</b>	697	91.1
<b>D6 - Sutton Green</b>	169	100.0
<b>E1 – Westfield</b>	1,240	88.4

<b>E2 – Kingfield</b>	1,026	87.7
<b>E3 - Shackleford Road</b>	64	95.5
<b>E4 - Old Woking</b>	1,214	88.0
<b>E5 - Gresham Park</b>	47	97.9
<b>F1 - Horsell West</b>	2,014	96.0
<b>F2 - Horsell South</b>	532	96.9
<b>F3 - Horsell East</b>	1,022	96.1
<b>G1 - Knaphill West</b>	2,361	90.1
<b>G2 - Knaphill South</b>	177	92.2
<b>G3 - Knaphill East</b>	1,518	91.2
<b>G4 - Knaphill North</b>	16	100.0
<b>H1 - Mount Hermon West</b>	2,825	91.8
<b>H2 - Mount Hermon East</b>	1,826	88.6
<b>J1 – Maybury</b>	695	85.2
<b>J2 - Maybury South</b>	95	92.2
<b>J3 – Pyrford</b>	1,980	96.9
<b>J4 - Pyrford North</b>	856	96.7
<b>K1 - St John`s West</b>	1,811	92.5
<b>K2 - St John`s Central</b>	1,098	95.5
<b>K3 - St John`s East</b>	1,007	89.8

5.10 The following information is given as a comparison of the register as at 1 September 2018, (the last publication of the rolling registration updates before the canvass) and the register as published on 1 December 2018.

<b>Register</b>	<b>1 September 2018</b>	<b>1 December 2018</b>
<b>No. of Electors</b>	74,399	73,149
<b>Attainers (16 and 17 year olds)</b>	781 (of whom 669 were turning 18 before 30 November 2018)	521
<b>18 year olds</b>	not available	853
<b>Over 76s</b>	6,724	6,702
<b>Postal Voters</b>	13,531	13,209
<b>Opt-Out of Edited Register</b>	50,616	50,044

5.11 The number of electors fell during the canvass. However, this is a normal registration pattern, as the HEF sent to properties as part of the annual canvass does not register electors. Registration forms are sent to newly identified electors, who register separately. 634 electors registered between 23 November 2018 (deadline for 1 December register) and 11 December 2018 (deadline for the January register update), and, similarly, a further 606 electors registered before 10 January 2019 for the February register update.

5.12 Electors who turn 18 in the course of the year (1 December 2017 – 30 November 2018) are included in the attainer figures. Also included in the attainer figures are 16 year olds, who will turn 17 in the same period. Whilst the number of attainers dropped during the canvass, this will indicate that a large number of these electors turned 18, and therefore are no longer



classed as attainers. As the newly identified attainer electors complete their registrations, the attainer numbers will increase. At 1 February 2019, there are now 636 attainer electors.

## **6.0 Referrals to Surrey Police**

- 6.1 One elector was reported to Surrey Police under section 13D(1) and (6) of the Representation of the People Act 1983, providing false information to the Electoral Registration Officer.



# Surrey County Council By-election

## 6 December 2018

### 1.0 Overview

1.1 A by-election for The Byfleets County Electoral Division was held on Thursday 6 December 2018. The Division consisted of all electors in the West Byfleet (A1) Byfleet (A2) and Pyrford North (J4) polling districts. In total the electorate for the referendum was 10,028.

### 2.0 Poll Cards

2.1 The poll cards were issued on 9 November. No issues were reported with the poll card issue.

### 3.0 Postal Votes

3.1 1,762 postal votes were issued on 22 November. Several opening sessions were held prior to polling day.

3.2 A summary of the returned postal votes is set out below:

Area	Envelopes returned	Statements rejected at pre-scanning stage	Statements rejected at scanning stage	Ballot Papers rejected after the scanning stage	Total Ballot Papers included at the Count
<b>The Byfleets</b>	1,100	13	27	0	1,060

3.3 The table below sets out the details of the postal vote statements rejected at the scanning stage:

	Valid	Total Rejected	Rejected			% Rejected
			DOB and Sig	DOB	Sig	
<b>The Byfleets</b>	1,060	27	4	6	17	2.50

3.4 Overall, 40 postal vote statements were rejected, which equated to a 3.60% rejection rate.

### 4.0 Polling Stations

4.1 Six polling stations were used for the by-election; three at the St John's Cornerstone Centre and three at Byfleet Village Hall. A Deputy Returning Officer visited these polling stations on polling day, collecting any postal votes which had been handed in.

4.2 Eighteen people were employed to work in the polling stations. Staff attended a briefing session on Monday, 3 December 2018, which detailed the key issues for the election.

### 5.0 Verification and Count

5.1 The count was held following the close of polls in the Kemp Room at the HG Wells Conference and Events Centre.

5.2 34 people were employed to work at the count. There were two count teams, each composed of one count supervisor, one count assistant supervisor and 12 count assistants. Four count assistants on one count team were used to check the postal votes that were delivered with the Presiding Officers following the close of polls. Once these postal votes and statements had been checked, the ballot papers were allocated to a count team for verification and inclusion in the count.

## **6.0 Turnout**

6.1 The overall turnout for the election was 23%. The postal vote response rate was 60%.

## **7.0 Candidates' Expenses**

7.1 All the candidates for the election have submitted their election expenses returns.

COUNCIL – 13 FEBRUARY 2019

## PAY POLICY STATEMENT 2019/20

### GENDER PAY GAP DATA

#### 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.

### **Gender Pay Gap**

Woking Borough Council is required by law to publish annual gender pay gap data. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all employers with 250 or more employees to publish data based on the snap-shot date 31 March 2018. In addition the Council has to depict pay quartiles by gender whereby the workforce is divided into four equal-sized groups based on hourly pay rates, with the Upper Quartile covering the highest paid 25% and the lower quartile containing the lowest paid 25%. The data has to be published on the Council's website annually. The figures set out in the following report have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

These provisions add to the range of transparency obligations already placed upon the Council such as the Accounts and Audit Regulations 2011 which already require historic expenditure on chief officers within specified pay bands to be disclosed in the annual statement of accounts

### **Recommendations**

The Council is invited to approve the Pay Policy Statement for the financial year 2019/20 and in so doing comply with the provisions of the Localism Act 2011.

The Council is invited to note the gender pay gap data based on the snap-shot date of 31 March 2018 and in doing so comply with The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

The Council is requested to:

#### **RESOLVE That**

- (i) the Pay Policy Statement be approved for publication; and
- (ii) the Gender Pay Gap data be approved for publication.

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

<b>Background Papers:</b>	Sustainability Impact assessment Equalities Impact Assessment.
<b>Reporting Person:</b>	Ray Morgan, Chief Executive Email: ray.morgan@woking.gov.uk, Extn: 3333
<b>Contact Person:</b>	Amanda Jeffrey, Head of Human Resources Email: amanda.jeffrey@woking.gov.uk, Extn: 3904
<b>Date Published:</b>	5 February 2019

## 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 2019-20.

## 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 Definition

- 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
- Deputy Chief Executive
- 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 £16,881. 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 and that there is an accountable process for recommending the levels of top salaries. 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 behaviour, skill and performance following the outcome of an annual performance and development review (PDR). Each employee receives an overall grading which determines the amount of performance pay to be awarded. Payments are made against a pre-determined amount to ensure the scheme remains affordable.
- 4.6 Indexation is considered annually for all employees in consultation with UNISON.
- 4.7 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.
- 4.8 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 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 Remuneration Multiple (Ratio) Between Lowest and Highest 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 £70,602; the average (median) remuneration for employees other than the chief officers is £31,635. Therefore the ratio of average chief officer remuneration to the average remuneration of other employees is 2.2:1.
- 6.3 The ratio between the highest paid earner, the Chief Executive, to the average (median) remuneration of the whole workforce is 3.9:1.



## **7.0 Remuneration on Employment**

7.1 Our policy is to appoint at, or near, the bottom taking into account the relevant skills and experience of the person appointed. Progression through the grade is as outlined in section 4 above. 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 Officers**

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 Gender Pay Gap**

14.1 Woking Borough Council is now required by law to publish an annual gender pay gap data. The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 require all employers with 250 or more employees to publish data based on its figures on a snap-shot date of 31 March. This is our second report.

14.2 The data has to be published on the Council's website annually.

Definitions

14.3 For the purpose of the gender pay gap data gathering the following definitions will apply:

14.4 The mean gender pay gap is the difference between average hourly earnings of men and women.

14.5 The median gender pay gap is the difference between the mid-point in the range of hourly earnings of men and women, when arranged from the highest to lowest.

14.6 In addition the Council has to depict pay quartiles by gender. The workforce is divided into four equal-sized groups or quartiles based on hourly pay rates, with the upper quartile covering the highest paid 25% and the lower quartile containing the lowest paid 25%.

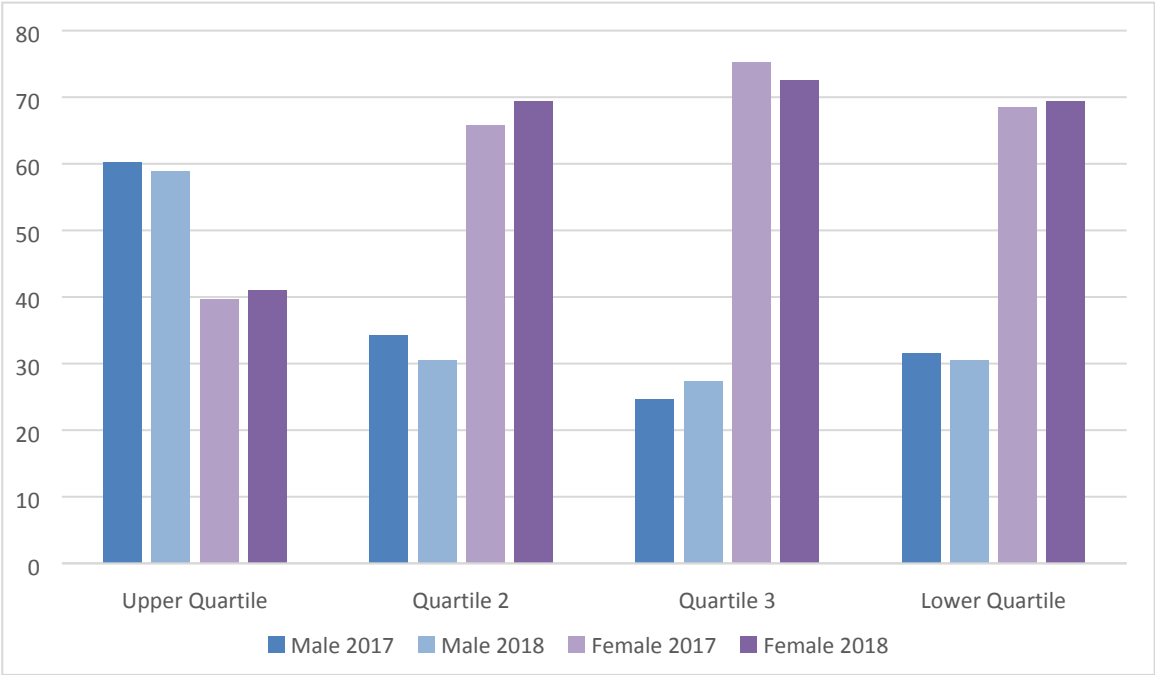
Pay Gap Data

14.7 The mean gender pay gap for the Council is 19.31%. The median gender pay gap for the Council is 16.20%. The tables below set out the relevant data for the Council.

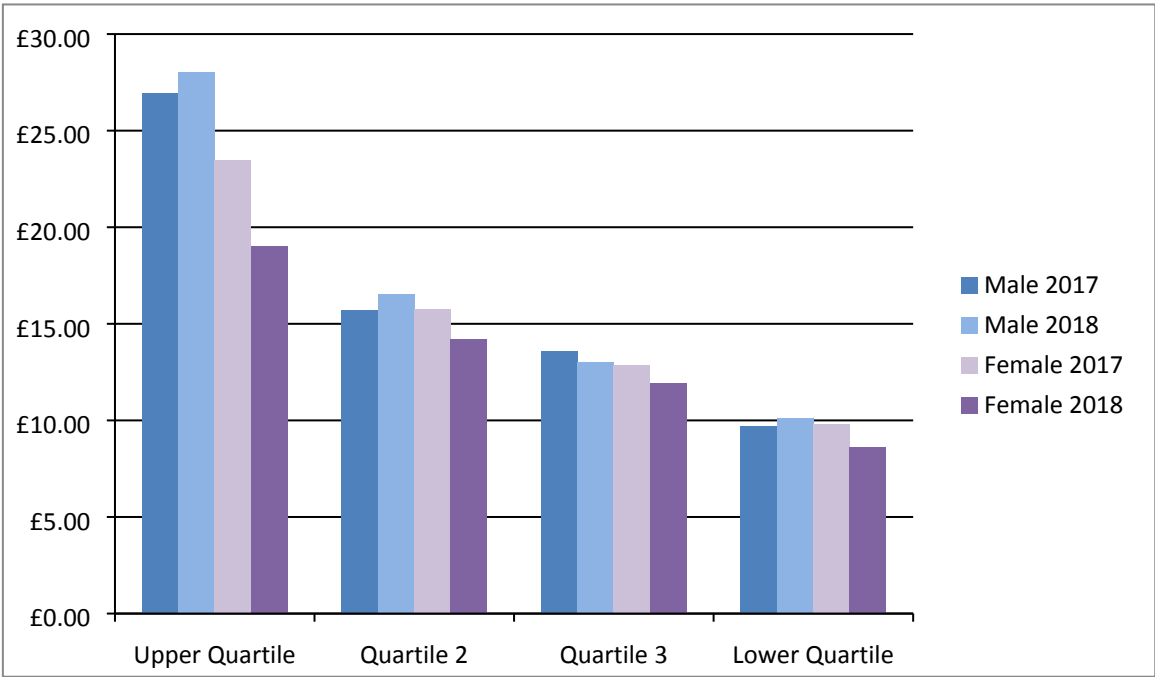
Pay Quartiles by Gender (figures for 2017 in brackets)

Quartile	Male	Female	Description
Upper	58.9% (60.3%)	41.1% (39.7%)	Includes all employees whose standard hourly rate places them above the upper quartile
Quartile 2	30.5% (34.2%)	69.5% (65.8%)	Includes all employees whose standard hourly rate places them above the median but at or below the upper quartile
Quartile 3	27.4% (24.7%)	72.6% (75.3%)	Includes all employees whose standard hourly rate places them above the lower quartile but at or below the median
Lower	30.5% (31.5%)	69.5% (68.5%)	Includes all employees whose standard hourly rate places them at or below the lower quartile

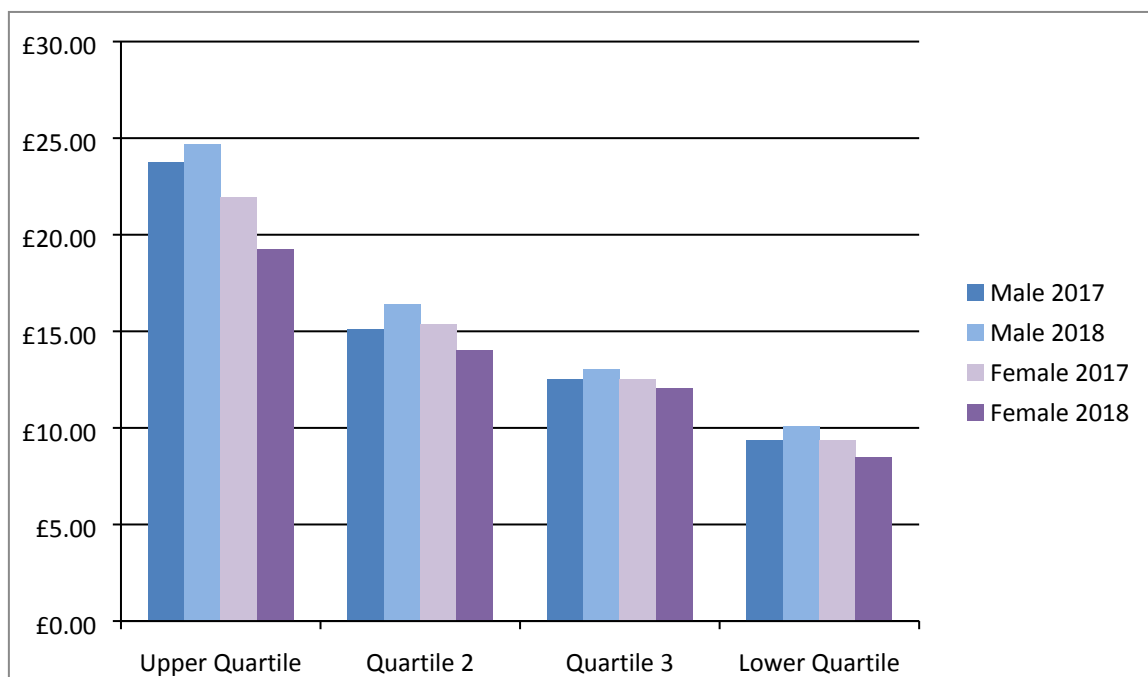
**Organisational make-up – quartiles**



**Mean hourly pay – quartiles**



Median hourly pay – quartiles



Difference between men and women

Quartile	Mean hourly rate - male	Mean hourly rate - female	Mean gender pay gap	Median hourly rate - male	Median hourly rate - female	Median gender pay gap
Upper	£28.03 (£26.96)	£19.03 (£23.50)	32.11% (12.8%)	£24.65 (£23.75)	£19.23 (£21.95)	21.99% (7.58%)
Quartile 2	£16.55 (£15.72)	£14.23 (£15.76)	14.02% (-0.2%)	£16.40 (£15.10)	£14.03 (£15.36)	14.45% (-1.72%)
Quartile 3	£13.01 (£13.57)	£11.95 (£12.87)	8.15% (5.2%)	£13.03 (£12.89)	£12.03 (£12.50)	7.67% (3.03%)
Lower	£10.11 (£9.72)	£8.63 (£9.80)	14.64% (-0.8%)	£10.05 (£8.97)	£8.46 (£9.36)	15.82% (-4.35%)

Data in context

14.8 The Council’s Pay structure and policies ensure all employees are paid equally for the same or equivalent work, regardless of their sex or any other characteristic protected under the Equality Act 2010. In light of the new legal requirement our analysis has shown that a gender pay gap exists and the Council is committed to reducing this. The main reason for this gap is an imbalance of male and female colleagues across the organisation, the roles in which men and women work within the organisation and the salaries that these roles attract.

14.9 Across the UK as a whole, men are more likely than women to be in senior roles, especially very senior roles at the top of organisations. This is true for the Council. Stability at senior management level has meant opportunities for women to progress into the upper quartile

have been limited. Generally women are more likely than men to be in front-line roles often paid at the lower end of pay scales. This is reflected in the picture for the Council. The Council's pay policy has focused on raising the level of pay for the lowest grades, to ensure that the roles are valued and paid the living wage, set by the Living Wage Foundation.

- 14.10 The upper quartile is 59% male. These are the most senior roles in the highest pay bands, hence the pay gap is larger.
- 14.11 The pattern from the UK economy as a whole is reflected in the figures found in our upper quartile where men are more likely to be in senior roles. Women are more likely to have had breaks from work which have affected their career progression, for example to bring up children.
- 14.12 The mean gender pay gap nationally is now 17.9% according to the October 2018 Office for National Statistics (ONS) Annual Survey of Hours and Earnings (ASHE) figures. The figure is 17.7% for public sector employees. The median gender pay gap for the public sector is 20%.

### Addressing the pay gap

- 14.13 Woking Borough Council is committed to reducing our gender pay gap. An Action Plan has been developed, covering 5 key areas, Pay and Performance, Recruitment and Promotion, Training and Development, Flexible and Part-time Working and General. This is attached (appendix 1) and was presented to the Executive in December 2018.
- 14.14 We will look to carry out detailed analysis of the salary structure to identify and explain any barriers to pay equality and inform priorities for action. This will ensure our pay arrangements are rational, fair and transparent. We will carry out analysis of recruitment statistics, applications for promotion, take-up of flexible working arrangements and analysis of pay reviews. We will also gather qualitative data through a consultation exercise across the organisation to identify the barriers (and the drivers) for women employees.
- 14.15 We aim to recruit from the widest possible talent pool. We will look at whether we can improve this, including looking at language used in adverts. Our application process is blind and has no personal details available for shortlisting. HR carry out spot-checks on shortlisting to ensure no bias is taking place. We will ensure that managers are trained on how to recruit using competency based interview techniques that aim to avoid unconscious bias. We will look at the possibility of running training in-house and ensuring all managers are competent in recruitment.
- 14.16 We offer our employees a range of flexible working options to enable them to effectively manage their work/life balance. These options include part-time working, condensed working weeks, job share, home working, agile working and a flexi-time scheme. In addition we offer an additional leave purchase scheme. We will look into the uptake of the various options across the organisation and continue to promote these to employees.
- 14.17 We are committed to offering advancement opportunities and training to all employees, including Management Development, coaching and mentoring for those moving into senior positions. We will look at the Performance Review process and ensure it is robust and fit for purpose and that we are able to identify from within our current workforce those employees who have the potential to grow into more senior roles. We will offer training, support and development opportunities to those employees including coaching and mentoring both within and outside of our organisation.

**15.0 Implications**

Financial

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

Human Resource/Training and Development

15.2 Ensure compliance with current legislation and brief managers appropriately.

Community Safety

15.3 There are no community safety implications arising from this report.

Risk Management

15.4 There are no risk management implications arising from this report.

Sustainability

15.5 There are no sustainability implications arising from this report.

Equalities

15.6 To ensure the Council continues to comply with Equal Pay legislation.

Safeguarding

15.7 This policy complies with Safeguarding requirements.

**16.0 Conclusions**

16.1 The Council is invited to approve the Pay Policy Statement for the financial year 2019/20 and in so doing comply with the provisions of the Localism Act 2011.

16.2 The Council is also invited note the gender pay gap data based on the snap-shot date of 31 March 2018 and in doing so comply with The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

REPORT ENDS

## Gender Pay Gap Action Plan 2018/20

PAY AND PERFORMANCE	TIMESCALE	RESPONSIBILITY	ACTION/PROGRESS
Undertake detailed analysis of salary structure.	May 2019	AJ/SR	To identify if any inconsistencies are occurring across job level, pay grade, full/part-time.
Analyse data on starting salaries of appointments and promoted posts.	May 2019	RB	Assess evidence of gender based differences.
Analyse PDR rating by gender.	May 2019	SR	Assess evidence of gender based differences.
RECRUITMENT AND PROMOTION			
Introduce recruitment and selection guidelines.	1 October 2019	SH	To cover good practice on shortlisting/HR involvement/gender balance on interview panel/gender neutral language in adverts & job descriptions.
Ensure employees involved in the recruitment process receive training, including non-discrimination & fair treatment in recruitment.	September 2019	All	Investigate e-learning provision Classroom based Induction for new recruiting managers
Assess suitability of each new role advertised for flexible working.	Ongoing	HR Managers CMG	Assess wording on adverts/website
Increase women's access to networking and informal development opportunities, e.g. in-house mentoring programme.	By end 2019	HR Managers	Undertake focus groups to assess requirements. The looking glass
Ask senior employee who works flexibly/part-time to become a flexible working champion/share story.	By March 2019	HR	For inclusion in employee communications.

Review employee survey questions to include a question on how well particular policies are implemented, e.g. flexible working/carers leave.	June 2019	HR	Review survey questions Next Employee Survey due February 2020
Review employee survey to see how responses could be analysed in a more meaningful way, e.g. by gender & teams.	For February 2020 survey release	SR	Review metrics requested.
Amalgamate family friendly policies into Parents at Work Policy. Communicate & promote the benefits to employees once approved.	December 2018	SH/LL CMG Unison	Updated policy to CMG (Dec '18) and then Unison for consultation
Evaluate the Working Forward Campaign	January 2019	SH/LL CMG	Designed to make the workplace the best it can be for pregnant women and new parents.
Review Harassment Policy, including sexual harassment, to ensure it is fit for purpose.	June 2019	RZ CMG Unison	Research best practice – ACAS.
Review exit interview process.	September 2019	LL	Assess why employees are leaving the organisation.
<b>TRAINING AND DEVELOPMENT</b>			
Continue to promote learning & development opportunities across the organisation. Look into introducing secondment opportunities.	Ongoing	SR/AJ	
Assess talent management programmes/women in leadership programmes to see if appropriate for organisation.	During 2019	SR/AJ	



Investigate a return to work programme.	During 2019	RZ	Designed to assist new/returning mothers with opportunities to enhance their skills.
<b>FLEXIBLE AND PART-TIME WORKING</b>			
Map what types of flexible working are used in the organisation and look at this by team & gender.	By September 2019	HR	Anonymous survey
Review how flexible working e-forma and guidelines are communicated to employees to ensure it is easily accessible & understood by everyone.	During 2019	HR	Change approach if required.
<b>GENERAL</b>			
Consultation exercise with employees (using Facilitation Network) re. gender pay & related areas.	During 2019	RZ	Seek views of employees and test assumptions.

