

## 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 2019/20 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.

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| <b>Background Papers:</b>       | None.  |
| <b>Reporting Person:</b>        | Ray Morgan, Chief Executive<br>Ext. 3333, E Mail: ray.morga@woking.gov.uk                    |
| <b>Contact Person:</b>          | Frank Jeffrey, Democratic Services Manager<br>Email: frank.jeffrey@woking.gov.uk, Extn: 3012 |
| <b>Portfolio Holder:</b>        | Councillor Ayesha Azad<br>Email: ayesha.azad@woking.gov.uk                                   |
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| <b>Date Published:</b>          | 22 July 2020   |

## **Annual Report by Council Representatives on Outside Bodies**

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### 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 2019/20 are set out in Appendix 1 to this report.

### 2.0 The Reports

- 2.1 In February 2020 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 received:
  - Basingstoke Canal Joint Management Committee – Councillor Kevin Davis (Appendix 2)
  - Fair Oaks Airport Consultative Committee – Councillor Ken Howard (Appendix 3)
  - Woking Community Transport – Councillor Deborah Hughes and Councillor Gary Elson (Appendix 4)
  - Woking ShopMobility – Councillor Will Forster (Appendix 5)
  - Surrey Police and Crime Panel – Councillor Will Forster (Appendix 6)
  - Woking Access Group – Councillor Rob Leach (Appendix 7)
  - Ashford & St Peters – Councillor Deborah Hughes (Appendix 8)
- 2.2 In considering the reports, it should be noted that the comments in the reports set out in Appendix 2 to Appendix 8 have been made by the Councillors appointed to the Outside Bodies and do not necessarily reflect the views of the Council.

### 3.0 Implications

#### Financial

- 3.1 There are no financial implications arising from this report.

#### Human Resource/Training and Development

- 3.2 There are no human resource or training and development implications arising from this report.

#### Community Safety

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

#### Risk Management

- 3.4 There are no risk management implications arising from this report.

#### Sustainability

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

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### Equalities

3.6 There are no equalities implications arising from this report.

### Safeguarding

3.7 There are no safeguarding implications arising from this report.

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Appendix 1

### Ad Hoc Authorities and Committees

#### Ashford & St Peters Hospital NHS Trust

(One representative appointed every 3 years)

Councillor Deborah Hughes (Retires May 2022)

#### Basingstoke Canal Joint Management Committee

(Two representatives appointed annually plus substitute)

Councillor Kevin Davis  
(Sub: Vacancy)

Councillor Rob Leach  
(Sub: Vacancy)

#### Corporate Trustee – Woking Palace

(One representative appointed for one year)

Councillor Amanda Boote

#### Countryside Partnership Board

(One representative appointed annually plus substitute)

Councillor Kevin Davis  
(Sub: Vacancy)

#### Fairoaks Airport Consultative Committee

(One representative appointed annually plus substitute)

Councillor Ken Howard  
(Sub: Vacancy)

#### Maybury Centre

(Two nominated trustee appointed for 4 years)

Councillor Rashid Mohammed (2022)

Councillor M Ilyas Raja (2023)

#### National Parking Adjudications Service Joint Committee

(One representative appointed every two years plus substitute)

Councillor Colin Kemp  
(Sub: Councillor David Bittleston)

#### Police and Crime Panel

(One representative appointed annually)

Councillor Will Forster

#### Shopmobility

(One representative appointed annually plus substitute)

Councillor Will Forster  
(Sub: Vacancy)

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| South East Employers  |
| (One representative appointed annually plus substitute)<br>Councillor Colin Kemp<br>(Sub: Vacancy)  |
| Sport Woking (formally Woking Sports Council)   |
| (Two representatives appointed annually)<br>Councillor Tahir Aziz<br>Councillor Ian Johnson   |
| Surrey County Playing Field Association   |
| (One representative appointed annually)<br>Councillor Colin Kemp  |
| Sutton Green Village Hall Management Committee  |
| (Two representatives appointed annually. Both must be Borough Councillors, one representative to be a local Ward Councillor)<br>Councillor Simon Ashall<br>Councillor Ayesha Azad |
| Woking Access Group   |
| (One representative appointed annually)<br>Councillor Rob Leach   |
| Woking Community Transport  |
| (Two observers appointed annually)<br>Councillor Gary Elson<br>Councillor Deborah Hughes  |
| Woking People of Faith Forum  |
| (One representative trustee appointed every 5 years)<br>Councillor Louise Morales (Retires 2021)  |
| Woking Youth Council  |
| (Two representative and substitute appointed annually)<br>Councillor Colin Kemp<br>Councillor Rob Leach<br>Councillor Ayesha Azad (Substitute)                                    |

## Annual Report by Council Representatives on Outside Bodies

Appendix 2

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| <b>Outside Body:</b>                | Basingstoke Canal Joint Management Committee  |
| <b>Councillor(s):</b>               | Kevin Davis & Rob Leach   |
| <b>Date Completed:</b>              | 24/02/20  |
| <b>Meetings Attended:</b>           | 26/06/19 and 21/11/19   |
| <b>Description of Outside Body:</b> | <p>The Basingstoke Canal Joint Management Committee (JMC) meets twice a year and has the following terms of reference:</p> <p>The Committee will exercise the functions of the Cabinet in relation to:</p> <ul style="list-style-type: none"> <li>· The oversight of the completion of the restoration of the Basingstoke Canal;</li> <li>· The management and maintenance of the Basingstoke Canal as an environmental navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee; and</li> <li>· The balancing of the interests of all users of the Basingstoke Canal and conservation of the natural environment.</li> </ul> <p>The Committee membership consists of eight County Councillors (four from Surrey and four from Hampshire), who represent divisions which include the Basingstoke Canal in their area. There are also Borough and District Councillors and representatives from special interest groups on the Committee.</p> |
| <b>Update on Recent Activities</b>  | <p>26/06/19 - We agreed the financial results of the previous year which showed balanced books. £100k had been transferred to reserves. It is expected that some of these reserves would be utilised during the course of this year.</p> <p>A planning note was agreed and would help local planning authorities with guidance when dealing with developments near the canal.</p> <p>The Woking wharf was opened and judged a success in May.</p> <p>21/11/19 – The annual risk register was approved.</p> <p>Lots of positive work by the Basingstoke Canal Society volunteers especially the new permanent boat moorings in Aldershot.</p> <p>Discovery work is underway to replace Kitty in Woking with an electric boat as well as provide electric hook ups for visiting boats. This will improve pollution issues as boats need to run</p>  |

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|                                    | diesel engines to generate the electricity they require when moored.   |
| <b>Future Activities:</b>          | Continue to keep the canal navigable.<br>Continue the cyclical maintenance.<br>Make the canal safe to use for all forms of traffic.<br>Keep looking for ways to improve the financial viability. |
| <b>Matters of Note or Concern:</b> | Budget is tight and there is little room for unplanned urgent maintenance works.   |

REPORT ENDS



## Annual Report by Council Representatives on Outside Bodies

Appendix 3

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| <b>Outside Body:</b>                | Fairoaks Airport Consultative Committee  |
| <b>Councillor(s):</b>               | Ken Howard   |
| <b>Date Completed:</b>              | 24/02/20   |
| <b>Meetings Attended:</b>           | 4 meetings since May 2019  |
| <b>Description of Outside Body:</b> | A committee comprised of airport management and local stakeholders for the examination of any factors that may affect the operation of the airport, airport activities that may affect the local or wider community and received complaints.   |
| <b>Update on Recent Activities</b>  | <p>Generally, there have been very few complaints from the public. Those that have been received have concerned persistent noise and low overflying. All complaint have been answered and investigated where necessary.</p> <p>Conversation has largely centred around the proposed “Garden Village”</p> <p>It was noted that Woking had lodged objections.</p> <p>There is some unease regarding aircraft safety and the proposed height of Woking’s developments in the town centre.</p> |
| <b>Future Activities:</b>           | <p>Depends very much on the outcome of the “Garden Village” planning application at Surrey Heath Council, the creation of which would certainly have a profound impact on demands being made upon Woking’s infrastructure.</p> <p>NB. It is my understanding that since the last meeting, the last planning application for the “Fairoaks Garden Village” has been withdrawn. KH.</p>  |
| <b>Matters of Note or Concern:</b>  | <p>The proposed development of the “Fairoaks Garden Village” and closure of the airport.</p> <p>Changes to Heathrow flight paths.</p> <p>At the time of writing Woking has not appointed a Deputy.</p>   |

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## **Annual Report by Council Representatives on Outside Bodies**

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Appendix 4

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| <b>Outside Body:</b>                | Woking Community Transport  |
| <b>Councillor(s):</b>               | Gary Elson; Deborah Hughes  |
| <b>Date Completed:</b>              | 16.3.20   |
| <b>Meetings Attended:</b>           | There were 4 meetings this year including the combined one with the AGM. Councillor representation was present at every meeting.  |
| <b>Description of Outside Body:</b> | <p>Woking Community Transport (WCT) is a registered charity based at the Moorcroft Centre in Westfield. It has a diverse membership which increases year on year. A large revalidation of members has been conducted according to GDPR and over 3000 people are on the active membership; primarily older people for its Council sponsored Dial a Ride (DAR) service. The number of journeys undertaken for Woking residents on the DAR service is anticipated to be circa 18,000 by the end of March. The numbers of journeys on the Hub transport is expected to exceed 11,000, a huge increase from the 9,000 last year.</p> <p>It provides several services;</p> <ul style="list-style-type: none"> <li>• Dial a Ride (DAR).</li> <li>• Town Centre Buggy.</li> <li>• Group Hire.</li> <li>• Contracts with SCC, for Home to school; Social Care; and the Library.</li> <li>• Contracts with NW Surrey CCG for patient transport services to the Bedser Hub, the Woking and Ashford hub.</li> </ul> |
| <b>Update on Recent Activities</b>  | <p>A new contract for this year is their second SEND school contract.</p> <p>Seymours is the second community sponsor following the SpecSavers sponsorship of the town centre buggy. WCT were successful in their WBC grant application this year which provides essential support to the DAR service and to the town centre buggy.</p> <p>Green agenda;</p> <p>They have been proactive in sourcing electric vehicles for their fleet and have aspirations to move to an all-electric service in future. However these vehicles are significantly more expensive than the conventional models.</p>   |

## Annual Report by Council Representatives on Outside Bodies

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|                                    | <p>Electric charging points have been fitted on site in March in readiness for the receipt of the first electric vehicles.</p> <p>WCT were successful in their WBC grant application this year which provides essential support to the DAR service and to the town centre buggy.</p>   |
| <b>Future Activities:</b>          | <p>To work increasingly with the Council officers for Independent Living to maximise the opportunities for external group visits for care home residents.</p> <p>Receive their first electric vehicles and gradually convert their fleet to electric.</p> <p>Secure a new location for their base if not at the Robin Hood Site.</p>   |
| <b>Matters of Note or Concern:</b> | <p>Update on their move.</p> <p>This is delayed post the fire at the Robin Hood Pub which was due for demolition, and queries over planning concerns. The proposed rebuilding with flats and a designated space for the WCT to use as their base was due to have been completed this year and at present are continuing to utilize the increasingly cramped space at Moorcroft.</p> <p>There remain high pressure on space to park the Bustler vehicles and also the staff cars. At present they have an arrangement with the E&amp;O restaurant, but this is only temporary as a planning change of use has been agreed for this site with a view to its becoming a convenience store.</p> <p>A plan to secure a permanent suitable home for this service is urgently required.</p> |

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## Annual Report by Council Representatives on Outside Bodies

Appendix 5

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| <b>Outside Body:</b>                | Shopmobility  |
| <b>Councillor(s):</b>               | Will Forster  |
| <b>Date Completed:</b>              | 15th March 2020   |
| <b>Meetings Attended:</b>           | 29th July 2019, 7th October 2019, 28th October 2019, 27th November and 27th January 2020.   |
| <b>Description of Outside Body:</b> | Woking ShopMobility is overseen by a group of trustees to ensure people with mobility impairments can hire scooters, powered and manual wheelchairs to enable access to Woking town centre.   |
| <b>Update on Recent Activities</b>  | <p>Shopmobility has helped about 900 users make around 3,600 visits to Woking town centre over the last year. Since opening in 1989, there have been over 80,000 visits.</p> <p>Shopmobility held another successful pancake race in Woking town centre, which raised money and its own profile - as well as promoting other charities and businesses.</p> <p>Shopmobility was granted £12,500 of funding from the Borough Council at the Executive meeting on 27th February 2020. This grant will enable Shopmobility to continue provide a regular service six days a week and maintain the wide range of equipment needed to meet the requirements of their clients.</p> |
| <b>Future Activities:</b>           | Ensuring fundraising is successful and reviewing how the Victoria Square development will impact Shopmobility.  |
| <b>Matters of Note or Concern:</b>  | How Novel Coronavirus (COVID-19) will impact Shopmobility's staff and clients.  |

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Appendix 6

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| <b>Outside Body:</b>                | Police and Crime Panel  |
| <b>Councillor(s):</b>               | Will Forster  |
| <b>Date Completed:</b>              | 15th March 2020   |
| <b>Meetings Attended:</b>           | 27th June 2019, 18th September 2019 and 7th February 2020   |
| <b>Description of Outside Body:</b> | <p>The Surrey Police and Crime Panel (the Panel) regularly meets at County Hall 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. It is important to note that the Panel does not directly scrutinise the Police, just the Commissioner.</p>  |
| <b>Update on Recent Activities</b>  | <p>The Panel scrutinised the Commissioner’s annual report at its first meeting in June. The Police Reform and Social Responsibility Act 2011 places a duty on PCC to produce an Annual Report, the Panel was able to request changes to the report prior to its formal publication.</p> <p>In February, the Panel approved the Commissioner’s proposed Council Tax precept rise. With a 3.84% increase for the policing element of the Council Tax, Surrey Police will be able to add around 100 police officer posts and 50 other staff roles to its establishment during 2020/21. This decision on Council Tax followed a public consultation on the Commissioner’s budget, during which 60% of those who responded were in support of a 5% increase with around 40% preferring the 2% rise. The Government later capped PCC’s Council Tax rises to below 5%.</p> <p>The Panel has scrutinised the Police and Crime Plan, reviewed complaints against the PCC, received updates on meetings between the Commissioner and Chief Constable, and on progress on changing the Police Estate.</p> <p>Finally, on top of the formal and public committee meetings, the Police and Crime Panel has undertaken private briefings, site visits and scrutiny of the Contact Centre at Mount Browne, how the Police respond to incidents, cyber crime and the local firearms unit.</p> |
| <b>Future Activities:</b>           | <p>The Panel will shortly be reviewing the work of the Victim and Witness Care Unit, which was established in April 2019. The Panel will continue to scrutinise the move from Mount Browne, Reigate and Woking Police Stations to a new headquarters in Leatherhead.</p>  |

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| <b>Matters of Note or Concern:</b> | Delivering the promised increase in Police numbers and ensuring the move to a new headquarters in Leatherhead is successful. |
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## Annual Report by Council Representatives on Outside Bodies

Appendix 7

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| <b>Outside Body:</b>                | Woking Access Group   |
| <b>Councillor(s):</b>               | Rob Leach   |
| <b>Date Completed:</b>              | 18 <sup>th</sup> March 2020   |
| <b>Meetings Attended:</b>           | 5 <sup>th</sup> September 2019 and 29 <sup>th</sup> January 2020  |
| <b>Description of Outside Body:</b> | Woking Access Forum is an organisation that supports Woking Borough Council, Surrey County Council, the NHS (Surrey Heartlands) and the voluntary sector to resolve any access issues. It works towards an inclusive, accessible environment, enabling disabled and non-disabled people to participate equally and lead the style of life which they choose.  |
| <b>Update on Recent Activities</b>  | <p>The Group welcomed the new 'AccessAble' app, an accessibility guide for Woking.</p> <p>First Aid and suicide prevention and accessibility training had been delivered by SWTrains. The pending upgrade of the station at Woking was preventing delivery of improved accessibility pro tem for both Woking and Brookwood stations.</p> <p>Updates on Victoria Square development had been given, highlighting provision for those with disability.</p>  |
| <b>Future Activities:</b>           | <p>Monitor town centre and sports centres' development, ensure that 'Changing Places' toilets are installed, and the needs of the disabled are fully taken into account in any plans.</p> <p>Monitor provision and use of disabled parking.</p>   |
| <b>Matters of Note or Concern:</b>  | <p>Lack of consultation with WAG from the Borough staff regarding town centre planning especially WC provision</p> <p>A debate around the 'shared use' of town centre area for cyclists which some view as a risk for disabled users</p> <p>The Victoria Arch pedestrian lights do not allow time for disabled users to cross.</p> <p>The difficulties some people with disability have accessing taxis.</p> <p>Parts of Woking where pavements do not have 'dropped kerbs' rendering them unusable for wheelchair users.</p> |

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Appendix 8

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| <b>Outside Body:</b>                     | Ashford and St Peters Council nominated Governor  |
| <b>Councillor(s):</b>                    | Deborah Hughes  |
| <b>Date Completed:</b>                   | 17.3.20   |
| <b>Meetings Attended: Since May '19.</b> | <p>121 with Chairman</p> <p>Council of Governors pre meet x 2</p> <p>Council of Governors meeting x2</p> <p>Council of Governors agenda setting x 3</p> <p>Education session for members on dementia</p> <p>Informal meetings with the CEO and Chair x2</p> <p>Annual membership meeting</p> <p>Annual report</p> <p>Governor and NED meeting</p> <p>Staff awards at Sandhurst</p> <p>Schwartz round</p> <p>Big Picture stakeholder group ( review of the WIC/ UTC) x 3</p> <p>Open evening for new Governors</p>                                   |
| <b>Description of Outside Body:</b>      | <p>ASPH is the local acute hospital trust which serves the Borough.</p> <p>The Council representative is a designated Governor on the Council of Governors</p>  |
| <b>Update on Recent Activities</b>       | <p>Attendance at the meetings above. The role of the Governor is broad and can involve a lot more than those listed above. Eg department visits such as the one I participated in to the Bradley unit.</p> <p>One of the most important areas for a Council representative is to promote understanding and integration within our complementary services. This ties in very well with the WBC Health and Well Being Task Group work.</p> <p>Overall the understanding of the role of local government in health and wellbeing needs explaining.</p> |

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| <b>Future Activities:</b> | <ol style="list-style-type: none"><li>1. The hospital is working with Lord Mawson on embedding the principles of Well North and becoming an Anchor Institution, thereby being more community facing.</li><li>2. They are undertaking a huge redevelopment of both hospital sites utilising money secured from the sale of land. Whilst some of this will go for housing and will be sold, there will be provision for additional staff accommodation. In addition a new urgent care facility is to be built which includes the UTC. An enhanced facility for staff well-being is envisaged as it is recognised that keeping staff well, mentally and physically is crucial to retention and staff who are happy at work. There will also be a new multi-storey car park which is already in progress.</li><li>3. An increasing amount of out- patient appointments are being conducted remotely, so that patients do not have to travel to attend appointments.</li><li>4. A contract has been signed for a new integrated IT system with Cerner, this will enable patient records to be across both sites, plus eventually E Surrey and with access to GP/ Ambulance etc records at a later stage. This is hoped to go live within 2 years.</li></ol> |
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| <b>Matters of Note or Concern:</b> | <ol style="list-style-type: none"><li>1. The normal 'winter pressures' on beds has continued throughout the whole year with no let up on the numbers attending A&amp;E despite an increase in GP access and the implementation of the LIVI app. As a result a new ward has been developed from within the old therapy area, and more therapies are being provided off site. These ties in with plans to provide a PT location and maternity hub within our town centre.</li><li>2. Corona Virus will be a significant challenge to all health care provision.</li><li>3. Staffing continues to be a challenge, but the Trust has had some successful recruitment drives in the Caribbean recently and this has improved.</li><li>4. Governors can only be re-elected for a maximum of 3 terms of 3 years. As it is now 9 years since ASPH became a Foundation trust some original governors have had to step down. We have recently had an election of new governors with 3 new ones elected to represent our Borough's residents. <b>I suggest that when we have the annual visit with the ASPH CEO and Chair that these 3 new Governors be invited?</b></li></ol> |
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REPORT END