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.

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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 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 Fairoaks 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.

<u>Legal</u>

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.

Appointments to Outside Bodies 2022/23

Appointments to Outside Bodies 2022/20		
Ad Hoc Authorities and	Committees	
Ashford & St Peters Hosp	oital NHS Trust	
Councillor Ellen Nicholson (R	Retires May 2025)	
Basingstoke Canal Joint Mana	gement Committee	
Councillor Kevin Davis (Sub: Councillor Colin Kemp)	Councillor Rob Leach (Sub: Councillor Tom Spenser)	
Corporate Trustee – Wo	oking Palace	
Councillor Ann-Mari	e Barker	
Countryside Partners	hip Board	
Councillor Rob L (Sub: Councillor Josl		
Fairoaks Airport Consultat	ive Committee	
Councillor John M (Sub: Councillor Steve		
Farnborough Aerodrome Cons	sultative Committee	
Councillor Ann-Mari (Sub: Councillor Coli		
Maybury Cent	tre	
Councillor Tahir Aziz (2023)	Councillor Peter Graves (2026)	
National Parking Adjudications Service Joint Committee		
Councillor Steve E (Sub: Councillor Ann-M		
Police and Crim	ne Panel	
Councillor Ellen N	Nicholson	
Shopmobil	lity	
Councillor Ann-Ma (Sub: Councillor Melar		

So	uth E	ast	Emp	olo	yer	S	

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 Tom Spenser

Councillor Rob Leach (Substitute)

Appendix 2

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	

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.

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

Chief Constable Appointment

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.

Estate

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.

Budget

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.

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.

Inspection of Surrey Police - PEEL report

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

offenders, proactive monitoring technology and safeguarding issues. The force has since changed its process to manage safeguarding backlogs.

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.

Policing Recruitment and Retention

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.

Continuing recruitment and retention of officers and PCSO's

Future Activities:	At its next meeting in April, the Panel will continue to review police and crime commissioner complaints, police recruitment and workforce planning.

REPORT ENDS

Matters of Note or Concern:

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:	Chairman of the Council of Governors meetings
	Council of Governors meetings
	Governors Away Day
	NHS Providers governor training
	Council of Governors agenda setting
	Extraordinary Council of Governors meeting
	Informal meetings with the CEO and Chair Governor
	Non-Executive Director Meetings
	Modern Health Care subcommittee
	North West Surrey Alliance and Surrey Heartlands meetings
	Surrey Health and Care System Expo

Description of Outside Body:

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).

There are currently 24 members of the Council of Governors, public governors, staff governor's and appointed governors from the local councils and universities.

Governors have two main duties:

- 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.

Update on Recent Activities

Attendance at the meetings above. Meeting are both in person and online, adopting a workable hybrid approach.

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.

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.

Surrey Safer Care

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.

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.

Surrey Elective care Hub (Ashford Hospital)

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

Woking Community Hospital Diagnostic Centre

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.

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.

Care Quality Commission (CQC)

There was a CQC visit focusing on Maternity services in January 2023.

The draft report has been circulated internally and commented on factual accuracy, the hospital are currently awaiting the final report.

Performance

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.

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.

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.

A new Mental Health pathway has been introduced for patients with a decision to admit.

Trust Strategy

ASPH Trust undertook a detailed stakeholder programme to discuss the strategy refresh with members, including Governors, the strategy refresh has now been launched.

Future Activities:

The forthcoming CQC report publication into maternity services

Upcoming work and planning for the Woking Community Hospital Diagnostic Centre

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.

Sight of the forthcoming Hewitt review and any recommendations, when complete, into the statutory role of the integrated care systems.

Matters of Note or Concern:

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.

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:	All UK airports are required by law to have a consultative committee. The Civil Aviation Authority describes the purpose of the committee: The role of the Consultative Committee is to help provide
	a forum for discussing airport-related issues with all those who may be affected.
	The committee is made up of representatives from the airport management, local residents' groups and local councillors from Woking, Surrey Heath and Runnymede.
Update on Recent Activities	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.
	Airport Director Chris Hobbs completed 50 years working at Fairoaks Airport. The committee thanked him for his service to the local community.
	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.
	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.
	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.
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.

Matters of Note or Concern:

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:	The Surrey Playing Fields Association is an independent charity which operates in the administrative county of Surrey. 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.
Update on Recent Activities	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.
Future Activities:	None.
Matters of Note or Concern:	None.

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
Date Completed.	13.3.2020
Meetings Attended:	2 (There are only 2 meetings per year)
Description of Outside Body:	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.
	Participants include:-
	Local Councillors + 2 others
	Woking BC asset management team
	Friends of Woking Palace
	Surrey Archaeological Society,
	Woking History Society
	Immediate Neighbouring property owner
	Also invited but not attended this year are:-
	o The Lightbox
	Surrey Wildlife Trust
	○ Woking village society

Update on Recent Activities	Planned works include regular maintenance of the site –	
	Significant repairs to the masonry around the doors and windows were finally completed using Chicksgrove 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.	
	Further capping of the walls was finished off to protect remaining walls from further erosion by the weather.	
	Regular Weed control & strimming of meadow area,	
	Regular pollarding of willows around moat and coppicing of hazel in the coppice.	
	Replacing soil washed away by recent weather events.	
	Historic England visited and said that due to many local residents using the area for dog walking etc. they did not yet	

need to put the palace on its Heritage at risk register. Future plans are needed to ensure vandalism does not cause any further damage.

The friends maintain a website of information about the history as well as their future and past events http://www.woking-palace.org/

Future Activities:

There are a full program of open days planned this year to ensure that the palace is seem by the maximum number of local residents.

Routine maintenance or 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.

Matters of Note or Concern:

There is a possibility that due to continuous decline in the condition of the site due to regular vandalism.

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.

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.

Appendix 9

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

Outside Body:	Woking People of Faith	
Councillor(s):	Cllr Louise Morales	
Date Completed:	19/3/2023	
Meetings Attended:	5	

Description of Outside Body:

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.

Their aims are to:-

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;

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

Update on Recent Activities

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

may be looking for speakers of different faiths to help diversify religious input for various parts of the national curriculum religious education programs.

The group maintains an active website https://wpof.org.uk/ and facebook page with weekly thought for the week from many different faiths helps reach others from outside of the faith communities.

Future Activities:

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.

Visits to different faith institutions including the Buddhist Temple and Orthodox ministry in Brookwood are being organised.

Future activities beyond that may be curtailed by restrictions on finances

Matters of Note or Concern:

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.

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.