



**To: All Members of the Council**

Dear Councillor,

**COUNCIL - TUESDAY, 23RD MAY, 2023 , Council Chamber - Epsom Town Hall,  
<https://www.youtube.com/@epsomandewellBC/playlists>**

Please find attached the following document(s) for the meeting of the Council to be held on Tuesday, 23rd May, 2023.

6. **APPOINTMENT OF COMMITTEES 2023-24** (Pages 3 - 12)

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panel and the appointments of Chairs and Vice Chairs to such.

7. **REPRESENTATION ON EXTERNAL BODIES** (Pages 13 - 22)

This report seeks appointments to representation on external bodies.

8. **APPOINTMENT OF INDEPENDENT PERSONS** (Pages 23 - 28)

Following a recruitment exercise carried out with six other surrey borough councils, to seek the formal appointment of the council's statutory independent persons for a four year term expiring in May 2027.

For further information, please contact Democratic Services, [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sing', written over a circular flourish.

Chief Executive

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## **APPOINTMENT OF COMMITTEES 2023-24**

<b>Head of Service:</b>	Jackie King, Chief Executive
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1: Nominations to Committees

### **Summary**

To note the allocation of seats on Committees and Advisory Panels, approve the appointments to Committees and Advisory Panel and the appointments of Chairs and Vice Chairs to such.

### **Recommendation (s)**

#### **The Council is asked to:**

- (1) Note the allocation of seats based on political balance and proportionality;**
- (2) Allocate seats on the Committees and Advisory Panels in accordance with the wishes of the political groups set out in Appendix 1;**
- (3) Appoint Chairs and Vice Chairs in light of the nominations received as set out in Appendix 1.**
- (4) Appoint all members of council as substitutes for their group members on committees, where the group member is unable to attend a meeting.**

## **1 Reason for Recommendation**

- 1.1 Full Council Procedure Rule 6, Appendix 4 of the Constitution requires the Council to appoint its committees, sub committees, advisory panels and other bodies at its Annual Meeting.

## **2 Background**

- 2.1 The statutory provisions contain detailed provisions as to when the Council or Committee must review the allocation of seats. Broadly this is at the Annual Meeting, after elections, or where new political groups are constituted or where members change groups.
- 2.1 Following the recent Borough Council Elections, the make-up of the council membership is as follows:

	<b>Total seats for Council</b>	<b>Residents Association</b>	<b>Liberal Democrats</b>	<b>Labour</b>	<b>Conservative</b>
<b>Members</b>	<b>35</b>	<b>26</b>	<b>4</b>	<b>3</b>	<b>2</b>

2.3 The political composition of the Council is therefore:

	<b>Council</b>	<b>Residents Association</b>	<b>Liberal Democrats</b>	<b>Labour</b>	<b>Conservative</b>
<b>Members</b>	<b>35</b>	<b>26</b>	<b>4</b>	<b>3</b>	<b>2</b>
<b>%</b>		<b>74.3%</b>	<b>11.4%</b>	<b>8.6%</b>	<b>5.7%</b>

2.2 The Council is asked to note that for the purposes of Regulations made under the Local Government and Housing Act 1989, Members of the Council have formed themselves into Political Groups: Residents Association (26 seats), Liberal Democrats (4 Seats), Labour (3 seats) and Conservative (2 seats). Under the Regulations, the sizes of the Groups are used as the basis for determining Group entitlements to seats on Committees.

2.3 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the Authority.

2.4 The Council has a duty to make appointments to its Committees giving effect to the wishes of the political group.

2.5 When determining the allocation of seats, Section 15(4) Local Government & Housing Act 1989 sets out 4 rules, and requires authorities to apply them in descending order of priority:

Rule 1: where some or all of the Members of an authority have formed into two or more political groups, then no Committee may comprise just members from one political group.

Rule 2: where a majority of Members of Council are Members of one political group, that political group must have a majority of the seats on each Committee.

Rule 3: without being inconsistent with the first two rules, the number of seats allocated to each political group on all the Committees taken together be as near as possible proportionate to their strength on Council.

Rule 4: so far as is consistent with Rules 1 to 3, each political party must be allocated that number of seats on each Committee taken individually as is proportionate to their strength on the

Council. However, as set out above, this is subject to the need to give the majority a majority on each Committee.

- 2.6 The Council's overriding duty to comply with 1 and 2 above, takes precedence over achieving a mathematically balanced distribution of Committee seats as described in 3 and 4. Applying those rules the table at paragraph 3.1 below sets out the allocation of seats.
- 2.7 The Council can only depart from these rules by passing a nem con resolution; i.e with no Member voting against the resolution.
- 2.8 The political proportionality rules also apply to those outside bodies dealing with local government matters to which the council appoints three or more representatives.
- 2.9 Whilst the number of allocated seats on each committee is the number of seats to which they nominate, it is up to the group to nominate the members they choose; as the law does not prescribe that all nominations to their allocated seats have to be from their own political group.

### 3 Allocation of seats on Ordinary Committees

- 3.1 Taking into account the principles set out above, the following allocation of seats result:

Committees					Number
	RA	LD	LAB	CON	Committee size
Audit & Scrutiny	6	1	1	-	8
Community & Wellbeing	6	1	1	-	8
Environment	6	1	-	1	8
Licensing & Planning Policy	6	1	-	1	8
Planning Committee	7	1	1	1	10
Strategy & Resources	6	1	1	-	8
Financial Policy Panel	5	1	-	-	6
Health Liaison Panel	4	-	1	1	6
HR Panel	4	-	1	1	6

Standards and Constitution	4	1	1	-	6
Crime & Disorder Committee	4	1	-	-	5
Licensing (Hearings)	No political balance required.				
Licensing (General)					
Shareholder Sub-Committee	Appointed by Strategy and Resources Committee				5

#### 4 Allocation of seats on Joint Arrangements

- 4.1 The Council appoints to two joint arrangements: Surrey Police & Crime Panel and Nonsuch Joint Management Committee.
- 4.2 There is one seat on the Surrey Police Crime Panel, to which a nomination has been received.
- 4.3 The Council jointly manages Nonsuch Park with the London Borough of Sutton through the Nonsuch Park Joint Management Committee. Applying the principles, the of allocation of seats to this Council is as follows:

Committee	Number				
	RA	LD	LAB	CON	Total
Nonsuch Park Joint Management Committee	2	1	0	0	3

#### 5 Individual Membership of Committees and Appointment of Chairs and Vice Chairs

- 5.1 In accordance with the 1989 Act and the Council's Rules of Procedure, it is necessary to make appointments to each Committee so as to give effect to the wishes of the relevant Groups.
- 5.2 The final wishes of the Groups are set out in **Appendix 1** to this report.
- 5.3 After the composition of each Committee has been agreed, the Council will need to appoint the Chairs and Vice Chairs from amongst the Committee's membership.

## 6 Substitute Members

- 6.1 To formalise the process of substitutes, Council is asked to appoint all members of council as substitutes for their group members on committees, where the group member is unable to attend a meeting. A substitute may attend, speak and vote at that meeting, but may only be appointed for the whole of a meeting and not for specific items on the agenda.
- 6.2 Members may only serve as substitutes where they have undertaken the necessary training required of members; and where notice of the proposed substitution has been given in accordance with CPR 16 of the Constitution.

## 7 Risk Assessment

Legal or other duties

### 7.1 Equality Impact Assessment

7.1.1 None.

### 7.2 Crime & Disorder

7.2.1 None.

### 7.3 Safeguarding

7.3.1 None.

### 7.4 Dependencies

7.4.1 None.

### 7.5 Other

7.5.1 None.

## 8 Financial Implications

- 8.1 There are no financial or manpower implications for the purposes of this report.
- 8.2 **Section 151 Officer's comments:** None arising from the contents of this report.

## 9 Legal Implications

- 9.1 These are contained within the body of the report.
- 9.2 **Legal Officer's comments:** None arising from the contents of this report.

## 10 Policies, Plans & Partnerships

10.1 **Council's Key Priorities:** The following Key Priorities are engaged:  
Effective Council.

10.2 **Service Plans:** This matter is not included within the current Service  
Delivery Plan.

10.3 **Climate & Environmental Impact of recommendations:** None.

10.4 **Sustainability Policy & Community Safety Implications:** None.

10.5 **Partnerships:** None.

## 11 Background papers

11.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- None.

### **Other papers:**

- [Constitution of Epsom and Ewell Borough Council](#)
- Local Government & Housing Act 1989
- Local Government (Committees and Political Groups) Regulations 1990 (as amended)



**Audit and Scrutiny Committee (8)**

Steve <b>Bridger</b>	(Chair)
Robert <b>Leach</b>	(Vice Chair)
Chris <b>Ames</b>	
Rachel <b>King</b>	
James <b>Lawrence</b>	
Jan <b>Mason</b>	
Phil <b>Neale</b>	
Chris <b>Watson</b>	

**Community and Wellbeing Committee (8)**

Clive <b>Woodbridge</b>	(Chair)
Bernice <b>Froud</b>	(Vice Chair)
Kate <b>Chinn</b>	
Shanice <b>Goldman</b>	
Alison <b>Kelly</b>	
Rachel <b>King</b>	
Lucie <b>McIntyre</b>	
Darren <b>Talbot</b>	

**Environment (8)**

John <b>Beckett</b>	(Chair)
Liz <b>Frost</b>	(Vice Chair)
Arthur <b>Abdulin</b>	
Tony <b>Froud</b>	
Steven <b>McCormick</b>	
Julie <b>Morris</b>	
Kieran <b>Persand</b>	
Kim <b>Spickett</b>	

**Crime and Disorder (5)**

Alex <b>Coley</b>	(Chair)
Shanice <b>Goldman</b>	
James <b>Lawrence</b>	
Darren <b>Talbot</b>	
Alan <b>Williamson</b>	

**Licensing and Planning Policy Committee (8)**

Steven **McCormick**                      (Chair)  
Peter **O'Donovan**                      (Vice Chair)  
Steve **Bridger**  
Shanice **Goldman**  
Julie **Morris**  
Phil **Neale**  
Kieran **Persand**  
Clive **Woodbridge**

**Licensing Sub Committee Panel**

Steven **McCormick**  
Peter **O'Donovan**  
Steve **Bridger**  
Neil **Dallen**  
Julian **Freeman**  
Shanice **Goldman**  
Keiran **Persand**  
Phil **Neale**

**Planning Committee (10)**

Humphrey **Reynolds**                      (Chair)  
Steven **McCormick**                      (Vice Chair)  
Kate **Chinn**  
Neil **Dallen**  
Julian **Freeman**  
Jan **Mason**  
Bernie **Muir**  
Phil **Neale**  
Peter **O'Donovan**  
Clive **Woodbridge**

**Strategy and Resources Committee (8)**

Neil **Dallen**                                      (Chair)  
Hannah **Dalton**                              (Vice Chair)

Chris **Ames**  
Shanice **Goldman**  
Graham **Jones**  
Alison **Kelly**  
Robert **Leach**  
Alan **Williamson**

**Shareholder Sub-Committee (5)**

To be appointed by the Strategy and Resources Committee.

**Standards and Constitution Committee (6)**

Liz **Frost** (Chair)  
Hannah **Dalton** (Vice Chair)  
Chris **Ames**  
James **Lawrence**  
Robert **Leach**  
Chris **Watson**

**Financial Policy Panel (6)**

Neil **Dallen** (Chair)  
John **Beckett**  
Hannah **Dalton**  
Alison **Kelly**  
Steven **McCormick**  
Clive **Woodbridge**

**Health Liaison Panel (6)**

Christine **Cleveland**            (Chair)  
Chris **Ames**  
Liz **Frost**  
Bernice **Froud**  
Bernie **Muir**  
Kim **Spickett**

**Human Resources Panel (6)**

Christine **Cleveland**            (Chair)  
Chris **Ames**  
Neil **Dallen**  
Robert **Leach**  
Phil **Neale**  
Kieran **Persand**

**Nonsuch Park Joint Management Committee (3)**

Julian **Freeman**  
Christine **Howells**  
Tony **Froud**

**Surrey Police and Crime Panel (1)**

Alex **Coley**

## REPRESENTATION ON EXTERNAL BODIES

<b>Head of Service:</b>	Jackie King, Chief Executive
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 - Schedule of existing and recommended appointments to External Bodies, Officer/Member Working Groups and Inter-Authority Partnerships & Champions

### Summary

This report seeks appointments to representation on external bodies.

### Recommendation (s)

#### The Council is asked to:

- (1) Appoint representatives to
  - (i) the external bodies
  - (ii) inter authority partnershipslisted in Appendix 1;
- (2) Appoint the Member Champions listed in Appendix 1 ;
- (3) Note the Officer/Member Working Groups appointed by Committees.

## 1 Reason for Recommendation

- 1.1 Full Council Procedure Rule 2.1 sets out that the Council will appoint representatives to external bodies at its Annual Meeting.

## 2 Background

- 2.1 The Council is asked to approve the appointments and nominations to external bodies as set out in Appendix 1.
- 2.2 The names of the bodies concerned and the proposed representatives are set out in a numbered schedule in the Appendix to this report. Those marked with an asterisk are those where the number of nominations exceeds the number of places and a ballot will take place at the meeting.

### **3 Member Champions**

- 3.1 At its discretion, Council may from time to time designate Champions from amongst its Members to explore and represent the interests of specific issues and groups. Their role and function is set out in section 8 of [Annex 2.1 of the Council's Operating Framework](#) ("Further Information on Councillors"). It is proposed to appoint Champions as set out in Appendix 1.

### **4 Officer/Member Working Groups and Inter-Authority Partnerships**

- 4.1 There are a number of Officer/Member Working Groups that have been established by Committees of this Council. The Council is also a party to a number of inter-authority partnerships. These are set out in Appendix 1.

### **5 Outside Bodies**

- 5.1 The Council also nominates Members to a number of external bodies, these are set out in Appendix 1.

### **6 Risk Assessment**

Legal or other duties

- 6.1 Equality Impact Assessment

6.1.1 None.

- 6.2 Crime & Disorder

6.2.1 None.

- 6.3 Safeguarding

6.3.1 None.

- 6.4 Dependencies

6.4.1 None.

- 6.5 Other

6.5.1 There are risks for individuals depending on the nature of the appointment being sought. For example, where Councillors are asked to become trustees of a charity, they need to ensure that they understand the personal duties that trustees owe to the charity concerned.

6.5.2 Any Councillors unsure of their status and obligations should ask the outside body for information and advice and/or seek advice from the Council's Monitoring Officer.

## 7 Financial Implications

- 7.1 None arising from the contents of this report.
- 7.2 **Section 151 Officer's comments:** None arising from the contents of this report.

## 8 Legal Implications

- 8.1 None arising from the contents of this report.
- 8.2 **Legal Officer's comments:** None arising from the contents of this report.

## 9 Policies, Plans & Partnerships

- 9.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 9.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 9.3 **Climate & Environmental Impact of recommendations:** None.
- 9.4 **Sustainability Policy & Community Safety Implications:**
- 9.5 **Partnerships:** The Council works in a number of different ways with a number of outside bodies, who undertake a wide range of activities for the benefit of the Borough and its residents and businesses. Active and engaged representatives appointed by the Council can help to build and sustain good relationships, and further that good work.

## 10 Background papers

- 10.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- None.

### **Other papers:**

- [The Constitution of Epsom and Ewell Borough Council](#)
- [Council's Operating Framework](#)

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**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2023/24**

\* indicates that the number of proposed representatives exceeds the number of vacancies

<b>Outside bodies</b>			
<b>Body on which Represented</b>	<b>Responsible Policy Committee</b>	<b>No of Reps</b>	<b>Proposed Representative (s)</b>
Age Concern (Epsom and Ewell) – General Committee	C & W	2*	Councillor Arthur Abdulin Councillor Steven McCormick Councillor Bernie Muir
Central Surrey Community Action	C & W	1*	Councillor Steven McCormick Councillor Bernie Muir
Committee of Management of Local Citizens Advice Bureau	C & W	2*	Councillor Robert Leach Councillor Steven McCormick Councillor Bernie Muir
Epsom and Ewell Town Twinning Association Management Committee	S & R	2	Councillor Rachel King Councillor Clive Woodbridge
Epsom Common Association	C & W	1	Councillor Steve Bridger
Ewell Parochial Trusts	C & W	3	Councillor Christine Cleveland Councillor Humphrey Reynolds

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2023/24**

Outside bodies			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
			Councillor Clive Woodbridge
Friends of Epsom and Ewell Parks	C & W	1	Councillor Steven McCormick
Local Government Association	S & R	1	Councillor Hannah Dalton

Joint Committees / Arrangements			
Body on which Represented	Responsible Policy Committee	No of Reps	Proposed Representative (s)
Coast to Capital Joint Committee	S & R	1	Chair of RA Group
Epsom and Ewell Community Safety Partnership	E & SC	1	Chair of Environment and Safe Communities Committee
Epsom and Walton Downs Conservators  <b>Already appointed to a Term of Office (4 years, 2023 – 2027)</b>	C & W	6*	Councillor Christine Cleveland  Councillor Liz Frost  Councillor Bernice Froud  Councillor Steven McCormick  Councillor Kieran Persand

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2023/24**

<b>Joint Committees / Arrangements</b>			
<b>Body on which Represented</b>	<b>Responsible Policy Committee</b>	<b>No of Reps</b>	<b>Proposed Representative (s)</b>
			Councillor Kim Spickett Councillor Clive Woodbridge
Epsom and Walton Downs Consultative Committee	C & W	1 (+ Chairman of the Epsom and Walton Downs Conservators)	Councillor Bernice Froud
Epsom and Walton Downs Training Grounds Management Board	C & W	2	Councillor Neil Dallen
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL)	E & S C	1  + Sub	Chair of Environment & Safe Communities Committee  Vice Chair of Environment & Safe Communities Committee
South East England Councils (SEEC)	S & R	1	Councillor Hannah Dalton
Surrey Environment Partnership	E & SC	1*	Councillor John Beckett Councillor Kieran Persand

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2023/24**

<b>Joint Committees / Arrangements</b>			
<b>Body on which Represented</b>	<b>Responsible Policy Committee</b>	<b>No of Reps</b>	<b>Proposed Representative (s)</b>
Surrey Climate Change Partnership	E & SC	1	Chair of Environment & Safe Communities Committee
Surrey Leaders Group	S&R	1	Councillor Hannah Dalton

<b>Member Champions</b>	
	<b>Champion</b>
Armed Forces	Councillor Graham Jones
Alternative Transport	Councillor Tony Froud
Heritage	Councillor Kim Spickett
Mental Health	Councillor Darren Talbot

<b>Officer/Member Working Groups appointed by Committees</b>		
<b>Body on which Represented</b>	<b>Responsible Committee</b>	<b>Proposed Representative (s)</b>
Capital Member Group	S & R	Appointed by Strategy & Resources Committee
Investment Property Group	S & R	Appointed by Strategy & Resources Committee
CIL Panel	S & R	Appointed by Strategy & Resources Committee

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2023/24**

<b>Officer/Member Working Groups appointed by Committees</b>		
<b>Body on which Represented</b>	<b>Responsible Committee</b>	<b>Proposed Representative (s)</b>
Car Park Working Group	E & SC	Appointed by the Environment & Safe Communities Committee
Environment and Sustainability Working Group	E & SC	Appointed by the Environment & Safe Communities Committee
Local Plan Member Working Group	L & PP	Appointed by the Chair of the Licensing and Planning Policy Committee in accordance with the Terms of Reference agreed by Licensing and Planning Policy Committee on 15 July 2021.

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## **APPOINTMENT OF INDEPENDENT PERSONS**

**Head of Service:** Olwen Brown, Monitoring Officer  
**Wards affected:** (All Wards);  
**Appendices (attached):** None

### **Summary**

Following a recruitment exercise carried out with six other Surrey borough councils, to seek the formal appointment of the council's statutory independent persons for a four year term expiring in May 2027.

### **Recommendation (s)**

#### **The Council is asked to:**

- (1) Appoint the following as Independent Persons for a four-year term of office expiring in May 2027:**
  - i) Andrea Armstrong**
  - ii) Vivienne Cameron**
  - iii) Jane Clarke**
  - iv) Bill Donnelly**
  - v) John Smith**

### **1 Reason for Recommendation**

- 1.1 The council is required by the Localism Act 2011 to appoint at least one Independent Person who must be appointed by Council. The open appointment exercise, carried out on behalf of seven Surrey Borough Councils, including Epsom and Ewell Borough Council, shows the council's commitment to being open and accountable to residents and provides a panel of Independent Persons available to be called upon if required.

## **2 Background**

- 2.1 The Localism Act 2011 introduced a new ethical standards regime for local government, which took effect from July 2012. Part of the changes it introduced was the requirement to appointment at least one Independent Person, whose views must be sought and taken into account before the authority makes a decision on an allegation of misconduct by a councillor which it has decided to investigate; and whose views may be sought by the authority or by the relevant member, in relation to allegations at other stages of a code of Conduct complaint. At Epsom and Ewell BC the Monitoring Officer can decide, after consultation with the Independent Person as appropriate, whether a complaint merits a formal investigation.
- 2.2 Since 2015, two Independent Persons must also be involved if the authority is considering dismissing one of its statutory officers; namedly the Head of Paid Service, monitoring Officer or s151 Officer, when the views of at least two Independent Persons must be sought and taken into account. The Independent Person's views may also be sought by the Council at any other stage in a misconduct complaint.
- 2.3 As a part of wider partnership working, we have worked with six other Surrey Borough Councils to arrange a Panel of Independent Persons, to call on if required. A panel of Independent Persons, all of whom can be called upon if required, ensures that an Independent Person should always be available, with two available when required, and that any potential conflict of interest can be avoided.
- 2.4 The following Councils have all agreed to the appointment of a Panel of Independent Persons:
  - Epsom & Ewell
  - Guildford
  - Mole Valley
  - Reigate & Banstead
  - Spelthorne
  - Surrey Heath
  - Waverley

## **3 Recommendations of interview panel.**

- 3.1 The work to establish arrangements for the appointment of Independent Persons and process the applications with participating Surrey Council's Monitoring Officers has been led by Guildford Borough Council.
- 3.2 The vacancy for Independent Persons was advertised in January 2023 with a deadline date of 24 February 2023 for receipt of applications. The advert, with a person profile, was featured on each of the participating councils' websites.



- 3.3 Ten applications were received in total, from candidates with a wide variety of experience. Three of these applications were from serving Independent Persons. Two new candidates were invited for interview by a Panel of four Monitoring Officers representing the councils. Interviews took place on 9th March and both of the new candidates interviewed, Andrea Armstrong and Jane Clarke, are recommended for appointment as it was felt that they both evidenced the necessary skills of independence, analysis and fairness.
- 3.4 It was agreed with all the participating Councils, that serving Independent Persons, who re-applied should not have to be interviewed again. Instead, the three who applied were all asked them to submit up to date CVs; all are recommended for appointment; that is Vivienne Cameron, Bill Donnelly and John Smith.
- 3.5 The role of Independent Person at Epsom & Ewell carries with it an allowance of a daily rate of £250.00 (inclusive of expenses) payable only when the post is required by the Council to perform the duties of the Independent Person. This was agreed by Council on the 12 December 2017 following a report from the Independent Remuneration Panel. No change is proposed to this arrangement pending a future meeting of the Independent Remuneration Panel when the rate will be reconsidered along with other allowances.

#### **4 Risk Assessment**

##### Legal or other duties

##### 4.1 Equality Impact Assessment

4.1.1 None.

##### 4.2 Crime & Disorder

4.2.1 None.

##### 4.3 Safeguarding

4.3.1 None.

##### 4.4 Dependencies

4.4.1 None.

##### 4.5 Other

4.5.1 The Council is required to have at least one Independent Person, however appointing a Panel mitigates the risk in the event of the current Independent Person not being available; when processes require the setup of a Panel of Independent Persons; and ensures that conflicts of interest can be avoided.

## 5 Financial Implications

- 5.1 The role of Independent Person at Epsom & Ewell carries with it an allowance of a daily rate of £250.00 (inclusive of expenses) payable only when the post is required by the Council to perform the duties of the Independent Person.
- 5.2 Should an Independent Person's services be required, funding will have to be identified from existing budgets.
- 5.3 **Section 151 Officer's comments:** none arising from the contents of this report.

## 6 Legal Implications

- 6.1 Public authorities are required to have due regard to the aims of the Public Sector Equality Duty (Equality Act 2010) when making decisions and setting policies. The recruitment process has sought to contact a wide range of local organisations in the public, private and voluntary sector to raise awareness of the vacancies. The recruitment process has sought to find a variety of candidates that whilst meeting the profile, offer a variety of different backgrounds and experiences.
- 6.2 The Localism Act s.28 prescribes the need for a Council to appoint at least one Independent Person, although no term of office is specified.
- 6.3 The proposed arrangements will now specify a term of office and by having access to a Panel, will offer a useful resource if needed.
- 6.4 **Legal Officer's comments:** none arising from the contents of this report.

## 7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.
- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None.
- 7.4 **Sustainability Policy & Community Safety Implications:** None.
- 7.5 **Partnerships:** The Council is working in partnership with six other Surrey Councils in terms of securing panel arrangements.

## 8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- Appointment of Independent Persons, Council, 30 April 2019

**Other papers:**

- Advertisement and Information Pack for Candidates; CVs for Candidates

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