

# Public Document Pack



**EPSOM & EWELL BOROUGH COUNCIL**

**TOWN HALL**

**EPSOM**

**Link for public online access to this meeting:**

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07 April 2022

SIR OR MADAM

I hereby summon you to attend a meeting of the Council of the Borough of Epsom and Ewell which will be held at the Council Chamber, Epsom Town Hall, Epsom on **TUESDAY, 19TH APRIL, 2022** at **7.30 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf. A link to the meeting is provided above.

Prayers will be said by the Mayor's Chaplain prior to the start of the meeting.



Chief Executive

## Public information

### **Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet**

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000.

Information about the membership of the Council is available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Council are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at [Democraticservices@epsom-ewell.gov.uk](mailto:Democraticservices@epsom-ewell.gov.uk).

### **Exclusion of the Press and the Public**

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the below items or should the Mayor agree to discuss any other such matters on the grounds of urgency, the Council will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

### **Questions from the Public**

Questions from the public are not permitted at meetings of the Council. [Part 4 of the Council's Constitution](#) sets out which Committees are able to receive public questions, and the procedure for doing so.

## **COUNCIL**

**Tuesday 19 April 2022**

**7.30 pm**

**Council Chamber - Epsom Town Hall,  
<https://attendee.gotowebinar.com/register/3009886015472574735>**

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

## **AGENDA**

### **1. DECLARATIONS OF INTEREST**

To receive declarations of the existence and nature of any Disclosable Pecuniary Interests from Members in respect of any item to be considered at the meeting.

### **2. MINUTES** (Pages 5 - 12)

To confirm the Minutes of the Meeting of the Council held on 15 February 2022.

### **3. MAYORAL COMMUNICATIONS/BUSINESS**

To receive such communications or deal with such business as the Mayor may decide to lay before the Council.

### **4. CHAIRS' STATEMENTS** (Pages 13 - 18)

To receive statements from the Chairs of the Council's Policy Committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

### **5. CONSTITUTION WORKING GROUP PAPER** (Pages 19 - 28)

This is the first report from the Constitution Working Group to keep members informed and to propose changes for agreement by the Council.

### **6. MOTIONS** (Pages 29 - 36)

This report sets out notices of motions ruled in order.

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**EPSOM AND EWELL****Minutes of the Meeting of the COUNCIL of the BOROUGH OF EPSOM AND EWELL held at the Council Chamber, Epsom Town Hall on 15 February 2022**

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**PRESENT -**

The Mayor (Councillor Peter O'Donovan); Councillors Arthur Abdulin, John Beckett, Steve Bridger, Kate Chinn, Christine Cleveland, Monica Coleman, Alex Coley, Nigel Collin, Neil Dallen, Hannah Dalton, Chris Frost, Liz Frost, Bernice Froud, Rob Geleit, Luke Giles, David Gulland, Previn Jagutpal, Colin Keane, Eber Kington, Jan Mason, Steven McCormick, Debbie Monksfield, Julie Morris, Barry Nash, Phil Neale, David Reeve, Guy Robbins, Clive Smitheram, Alan Sursham and Chris Webb

Absent: The Deputy Mayor (Councillor Clive Woodbridge), Councillors Christine Howells, Graham Jones, Lucie McIntyre, Bernie Muir, Humphrey Reynolds and Peter Webb

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The Meeting was preceded by prayers led by the Mayor's Chaplain

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**36 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors regarding items on the agenda.

**37 MINUTES**

The Minutes of the Meeting of the Council held on 7 December 2021 were agreed as a true record and the Mayor was authorised to sign them.

**38 MAYORAL COMMUNICATIONS/BUSINESS**

The Mayor made a number of announcements relating to noteworthy virtual and in-person events which he had attended over the past 3 months.

**39 BUDGET REPORT 2022 - 2023**

The Council gave consideration to its 2022/23 budget, comprising both revenue and capital expenditure plans and Council Tax amounts for each band of dwelling. The report took account of the recommendations of the Community & Wellbeing, Environment & Safe Communities and Strategy & Resources Committees (appertaining to fees and charges, the revenue budget and capital programme).

In moving the recommendations of the Chief Finance Officer, the Chairman of the Strategy and Resources Committee, Councillor Colin Keane, made a statement to the Council on the budget for 2022/23 to which Councillors Kate Chinn and David Gulland responded.

Upon being put the motion to agree the recommendations of the report was **CARRIED**, there being 26 members in favour, 3 against and 2 abstaining as detailed below.

Accordingly, it was resolved:

- (1) That it be noted that, under delegated powers, the Chief Finance Officer calculated the amount of the Council Tax Base as 33,251.43 (Band 'D' equivalent properties) for the year 2022/23, in accordance with the Local Government Finance Act 1992, as amended (the "Act").**
- (2) That the following estimates recommended by the Policy Committees be approved:-**
  - a. The revised revenue estimates for the year 2021/22 and the revenue estimates for 2022/23.**
  - b. The capital programme for 2022/23 and the provisional programme for 2024 to 2027, as summarised in the capital strategy statement.**
- (3) That the fees and charges recommended by the Policy Committees be approved for 2022/23.**
- (4) That the Council Tax Requirement for the Council's own purposes for 2022/23 is £7,089,537.**

- (5) That the Council receives the budget risk assessment at Appendix 6 to the report and notes the conclusion of the Chief Finance Officer that these budget proposals are robust and sustainable as concluded in this report.
- (6) That the Council receives the Chief Finance Officer Statement on the Reserves as attached at Appendix 8 to the report.
- (7) That the Council agrees the Prudential Indicators and Authorised Limits for 2022/23 as set out in Appendix 11 to the report including:-
- a. Affordability Prudential Indicators.
  - b. The actual and estimated Capital Financing Requirement.
  - c. The estimated levels of borrowing and investment.
  - d. The authorised and operational limits for external debt.
  - e. The treasury management prudential indicators.
- (8) That the following amounts be calculated for the year 2022/23 in accordance with sections 31 to 36 of the Act:
- a. £57,560,657 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.
  - b. £50,471,120 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.
  - c. £7,089,537 being the amount by which the aggregate at 8(a) above exceeds the aggregate at 8(b) above, calculated by the Council, in accordance with section 31A(4) of the Act, as its Council Tax requirement for the year.
  - d. £213.21 being the amount at 8(c) above divided by the amount at 1. above, calculated by the Council, in accordance with section 31(B) of the Act, as the basic amount of its Council Tax for the year.
- (9) To note that Surrey County Council and Surrey Police Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table below:-

**SURREY COUNTY COUNCIL**

Band:	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Amount	1,084.26	1,264.97	1,445.68	1,626.39	1,987.81	2,349.23	2,710.65	3,252.78

**SURREY POLICE AUTHORITY**

<b>Band:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
<b>Amount</b>	<b>197.05</b>	<b>229.89</b>	<b>262.73</b>	<b>295.57</b>	<b>361.25</b>	<b>426.93</b>	<b>492.62</b>	<b>591.14</b>

- (10) That the Council, in accordance with Section 30 to 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables below as the amounts of Council Tax for 2022/23 for each of the categories of dwellings.

**EPSOM AND EWELL BOROUGH COUNCIL**

<b>Band:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
<b>Amount</b>	<b>142.14</b>	<b>165.83</b>	<b>189.52</b>	<b>213.21</b>	<b>260.59</b>	<b>307.97</b>	<b>355.35</b>	<b>426.42</b>

**AGGREGATE OF COUNCIL TAX REQUIREMENTS**

<b>Band:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
	£	£	£	£	£	£	£	£
<b>Amount</b>	<b>1,423.45</b>	<b>1,660.69</b>	<b>1,897.93</b>	<b>2,135.17</b>	<b>2,609.65</b>	<b>3,084.13</b>	<b>3,558.62</b>	<b>4,270.34</b>

Voting record:

<b>Budget Report 2022 - 2023 (Budget decision)</b>	
Councillor Peter O'Donovan	For
Councillor Arthur Abdulin	For
Councillor John Beckett	For
Councillor Steve Bridger	For
Councillor Kate Chinn	Against
Councillor Christine Cleveland	For
Councillor Monica Coleman	For
Councillor Alex Coley	For
Councillor Nigel Collin	For
Councillor Neil Dallen	For
Councillor Hannah Dalton	For
Councillor Chris Frost BSc	For
Councillor Liz Frost MSc	For
Councillor Bernice Froud	For
Councillor Rob Geleit	Against
Councillor Luke Giles	For
Councillor David Gulland	Abstain

Councillor Previn Jagutpal	For
Councillor Colin Keane	For
Councillor Eber Kington BA Cert Ed	For
Councillor Jan Mason	For
Councillor Steven McCormick	For
Councillor Debbie Monksfield	Against
Councillor Julie Morris	Abstain
Councillor Barry Nash	For
Councillor Phil Neale	For
Councillor David Reeve	For
Councillor Guy Robbins	For
Councillor Clive Smitheram	For
Councillor Alan Sursham	For
Councillor Chris Webb	For
<b>Carried</b>	

#### 40 EXTERNAL AUDIT UPDATE

Council received a report presents Grant Thornton's 2020/21 Annual Report to members.

Councillor Colin Keane MOVED the recommendations in the report.

Upon being put the recommendations were **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) **Receive the Auditor's Annual Report;**
- (2) **Note the management responses to the auditor's recommendations at Appendix 1 to the report.**

#### 41 APPOINTMENT OF EXTERNAL AUDITOR FROM 2023/24

Council received a report setting out proposals for appointing the external auditor to the Council for the accounts for the five-year period from 2023/24.

Councillor Colin Keane MOVED the recommendations in the report.

Upon being put the recommendations were **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) **Agree with the recommendation, from both Audit, Crime & Disorder and Scrutiny Committee and Strategy & Resources Committee, that EEBC should accept Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government bodies for five financial years from 1 April 2023.**

**42** EEBC PAY POLICY STATEMENT 2022-23

Council received a report seeking approval of the draft Epsom & Ewell Borough Council Pay Policy Statement 2022/23.

Councillor Colin Keane MOVED the recommendations in the report.

Upon being put the recommendations were **CARRIED** by a majority vote in favour, with 28 Members voting for and 3 Members abstaining.

Accordingly, it was resolved to:

- (1) Approve the Pay Policy Statement for 2022/23

**43** ANNUAL PLAN 2022-2023

Council received a report setting out the Annual Plan 2022-2023 outlining the key objectives to support the delivery of the Council's Four Year Plan 2020-2024. The plan had been approved by Strategy & Resources Committee on 27 January 2022.

Councillor Colin Keane MOVED the recommendations in the report.

During debate a Member raised a query regarding the date for key deliverable number 25 (Tree Planting Strategy) of the Annual Plan, and it was noted that the Chair of Environment and Safe Communities Committee would provide a response following the meeting.

Upon being put the recommendations were **CARRIED** by a majority vote in favour, with 29 Members voting for and 2 Members abstaining.

Accordingly, it was resolved to:

- (1) **Approve the draft key objectives and deliverables identified within the Annual Plan for 2022-2023**

**44** FINANCIAL REGULATIONS REVIEW

Council received a report presenting a review of the Council's financial decision-making procedures and recommending changes to the Financial Regulations.

Councillor Colin Keane MOVED the recommendations in the report.

Upon being put the recommendations were **CARRIED** unanimously.

Accordingly, it was resolved to:

- (1) Agree with Strategy and Resources Committee's recommendation to approve the proposed changes to Financial Policy Panel's responsibilities and to the Financial Regulations as set-out in the report, with effect from 1 April 2022.**

#### **45 COMMITTEE TERMS OF REFERENCE**

Council received a report presenting amended Terms of Reference for Committees for approval.

Councillor Colin Keane MOVED the recommendations in the report.

Upon being put the recommendations were CARRIED by a majority vote in favour, with 30 Members voting for and 1 Member abstaining.

Accordingly, it was resolved to:

- (1) Agree the amended Committee Terms of Reference.**

The meeting began at 7.30 pm, ended at 8.57 pm and was adjourned between 8.25 pm and 8.35 pm.

COUNCILLOR PETER O'DONOVAN  
MAYOR

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## CHAIRS' STATEMENTS

<b>Head of Service:</b>	Gillian McTaggart, Head of Corporate Assurance
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 –Statement from Committee Chair

### Summary

To receive statements from the Chairs of the Council's Policy Committees, briefing Members on current events and issues relating to the relevant Committee's area of work.

### Recommendation (s)

#### The Council is asked to:

- (1) consider the Statements from the Chairs of the Policy Committees in accordance with Standing Orders.**

## 1 Reason for Recommendation

- 1.1 Part 4 of the Council's Constitution (Rules of Procedure, FCR 11) sets out that the Chair/Chairman of each of the Policy Committees is able to submit a statement to be included as a standard item on the agenda for each meeting (excluding the Annual meeting and budget meeting). The statement will brief members on the current events and issues relating to the relevant committee's area of work.

## 2 Background

- 2.1 The following statement has been submitted for inclusion on the agenda for this meeting, and is attached at Appendix 1:
  - 2.1.1 Chair of the Strategy and Resources Committee, Councillor Colin Keane
- 2.2 The procedure of questions on Chairs/Chairmen's Statements is as follows:
  - 2.2.1 Each Chair/Chairman in the order listed on the agenda presents their Statements to the meeting;

- 2.2.2 At the conclusion of all the Chairs/ Chairmen's statements, 15 minutes will be set aside for Members to ask questions on the statement of any Chair/ Chairman.

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

- 3.1.1 No comments are provided on Chairs/Chairmen's Statements.

#### 3.2 Crime & Disorder

- 3.2.1 No comments are provided on Chairs/Chairmen's Statements.

#### 3.3 Safeguarding

- 3.3.1 No comments are provided on Chairs/Chairmen's Statements.

#### 3.4 Dependencies

- 3.4.1 No comments are provided on Chairs/Chairmen's Statements.

#### 3.5 Other

- 3.5.1 No comments are provided on Chairs/Chairmen's Statements.

### 4 Financial Implications

- 4.1 No comments are provided on Chairs/Chairmen's Statements.

- 4.2 **Section 151 Officer's comments:** No comments are provided on Chairs/Chairmen's Statements.

### 5 Legal Implications

- 5.1 No comments are provided on Chairs/Chairmen's Statements.

- 5.2 **Legal Officer's comments:** No comments are provided on Chairs/Chairmen's Statements.

### 6 Policies, Plans & Partnerships

- 6.1 **Council's Key Priorities:** No comments are provided on Chairs/Chairmen's Statements.

- 6.2 **Service Plans:** No comments are provided on Chairs/Chairmen's Statements.

- 6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Chairs/Chairmen's Statements.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Chairs/Chairmen's Statements.

6.5 **Partnerships:** No comments are provided on Chairs/Chairmen's Statements.

## 7 **Background papers**

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

### **Previous reports:**

- None

### **Other papers:**

- None

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**CHAIR'S STATEMENTS TO COUNCIL**

**Councillor Colin Keane**  
**Chair of the Strategy & Resources Committee**

**I have pleasure in highlighting to Council the items below which were amongst those on the agenda approved by the S&R Committee on 29 March 2022.**

**The Wells**

It was unanimously agreed to grant a long lease to the Epsom Wells Community Association (EWCA) to support its proposal for community use of the site. The proposal/business case included: renting out rooms for community use, a café and, charging a membership fee to local residents. EWCA will need to fund itself through the external funding available, benefactors, and fundraising events/activities.

The first two years of the lease will have a rent-free period, thereafter the rent will be agreed as a percentage of operating profits. If after two years the Centre were to become financially unviable or closes for a continuous period of 6 months the lease would terminate and the site would revert to the Council. It is hoped EWCA will make a success of the venture in line with its business case.

**Ewell Court House**

The award of a 10-year service contract to a specialist wedding and event business (Bovingdons Catering Ltd) which also has a contract with EEBC at Nonsuch Mansion was approved. The service contract will make a positive contribution to Council finances and allow Ewell Court House to enhance its offer to customers and the community.

**Commercial Tenant Update**

The committee approved an extension to the lease held by the operator of the Ashley Centre in a transaction beneficial to EEBC. In addition, improvements will be made by the Ashley Centre to make it more attractive to tenants and ensure its future viability and success as a shopping and entertainment centre.

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## CONSTITUTION WORKING GROUP PAPER

<b>Head of Service:</b>	Jackie King, Director of Corporate Services
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – HR and HLP Terms of Reference Appendix 2 - Member Champion Profile

### Summary

This is the first report from the Constitution Working Group to keep members informed and to propose changes for agreement by the Council.

### Recommendation (s)

#### The Council is asked to:

- (1) **Agree to the Terms of Reference for the Health Liaison Panel and Human Resources Panel as set out in Appendix 1, for inclusion in Part 3 of the Constitution.**
- (2) **Agree that the Crime and disorder Sub-Committee will be politically proportionate, with 5 members as set out in paragraph 1.4.1 of this report.**
- (3) **Agree that the Member Champion profile (Appendix 2) be included in Part 2 of the Constitution as a revision to Article 17.**

## 1 Reasons for Recommendations

1.1 At its meeting of 29 March 2022 the Strategy and Resources Committee agreed to recommend the following changes to the Constitution to the Council:

1.1.1 Revised Terms of Reference for the Health Liaison Panel and Human Resources Panel.

1.1.2 The number of members of the Crime and Disorder Committee:

1.1.3 A Member Champion profile.

- 1.2 The Terms of Reference for the Human Resources Panel have been amended as follows:
  - 1.2.1 The content of HR Policies is an operational function and best practice is part of the professional remit of the officers employed in that area and as such this does not fall within the Terms of Reference of a member committee or sub-committee so has been removed.
  - 1.2.2 The HR function remains within the scope of the Strategy and Resources Committee, and it is appropriate for the Committee to receive key workforce information as required, through the Panel.

The remit of the Human Resources Panel will continue to be reviewed during 2022/23 and any revisions proposed for the 2023/24 Municipal year.

- 1.3 The Terms of Reference for the Health Liaison Panel have not been amended but will be reviewed during 2022/23 and revisions proposed for the 2023/24 Municipal year in the light of significant changes to wider healthcare provision, particularly health inequalities, which are subject to ongoing discussions between key partner agencies at this time.
- 1.4 The introduction of a sub-committee (of Environment & Safe Communities committee) to deal with Crime and Disorder matters was approved at the Strategy and Resources meeting in January 2022, with the membership to be discussed and proposed by the Working Group.
  - 1.4.1 In order to ensure that the sub-committee co-ordinates both the Prevent and Protect strategies and also other matters which require close working between both the Environment and Safe Communities committee and the Community and Wellbeing committee the following is proposed for Member agreement:

**Crime and Disorder Committee (politically proportionate with 5 Members, including 1 co-opted member of the Surrey Crime Police Panel)**

- Chair/Vice of Environment and Safe Communities Committee
  - Chair/Vice Chair of Community and Wellbeing Committee (co-opted)
  - 1 RA Councillor (Environment and Safe Communities Committee)
  - 1 Opposition Councillor (by party nomination)
  - 1 member of Surrey Crime Police Panel (co-opted)
- 1.5 Council is asked to support the above proposals.

## **2 Background**

- 2.1 It was agreed that the Constitution would be reviewed and updated in 2021/2022 and this work was started but was put on hold due to the impact of COVID and the lead officer for the work leaving the council.
- 2.2 At the Strategy and Resources meeting in January 2022 it was agreed that a Constitution Working Group would be established to complete this work for the 22/23 Municipal year.
- 2.3 It was agreed that the Working group would initially review membership, representation and numbers on each Committee, Sub-committee and Advisory Panels and whether they need to be updated. Also, to review the remit of the Advisory Panels to ascertain whether they need to be amended or updated in light of the changes made to the main Committees Terms of Reference.

That progress of that work is summarised in this report.

## **3 Next Steps**

- 3.1 Now that the Committee Terms of Reference phase of the work is complete, the Working Group will be moving on to the update of the rest of the Constitution and associated documents.
- 3.2 A workplan with priorities and target dates will be prepared, with a view to completion in time for presentation to the July 2022 Council meeting.
- 3.3 As previously confirmed, this will include the Standing Orders around speaking at public meetings and will incorporate the extensive input from members previously to that piece of work.

## **4 Risk Assessment**

Legal or other duties

- 4.1 Equality Impact Assessment
  - 4.1.1 No specific concerns in this report
- 4.2 Crime & Disorder
  - 4.2.1 No specific concerns in this report
- 4.3 Safeguarding
  - 4.3.1 No specific concerns in this report
- 4.4 Dependencies
  - 4.4.1 No specific concerns in this report

4.5 Other

4.5.1 No specific concerns in this report

**5 Financial Implications**

5.1 No specific implications arising from the contents of this report.

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

**6 Legal Implications**

6.1 The involvement of the Monitoring Officer in this work will ensure that any Constitutional amendments are made in accordance with regulations and legal requirements.

6.2 **Legal Officer's comments:** None arising from the content 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 included within the current Service Delivery Plan.

7.2 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

7.3 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

7.4 **Partnerships:** None arising from the contents of this report.

**8 Background papers**

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

**Previous reports:**

- [Report to Strategy and Resources Committee, 29 March 2022](#)
- [Report to Strategy and Resources Committee 27 January 2022](#)
- [Minutes of the Strategy and Resources Committee 27 January 2022](#)

**Other papers:**

- None

## Human Resources Panel

Frequency: Twice annually (if required)

Membership: 6 members

The ToR below have been amended as indicated but will be further reviewed throughout the 22/23 Municipal year to ensure they are fit for purpose.

### **1. TERMS OF REFERENCE**

1. To provide the Strategy and Resources Committee with:
  - Key points of the annual workforce report
2. The Panel is able to invite the Chair of the Staff Consultative Group to attend the Panel for specific items as and when required.

## Health Liaison Panel

Frequency: 3 meetings annually

Membership: 7 members

The ToR below have not been amended but will be reviewed throughout the 23/24 Municipal year in the light of significant changes to wider healthcare provision, particularly health inequalities, which are subject to ongoing discussions at this time.

### **1. TERMS OF REFERENCE**

To advise the Community & Wellbeing Committee on:

1. Preparing, promoting and monitoring the Council's Health Strategy in association with National Health Service bodies, Social Services and the voluntary sector;
2. Providing leadership and liaising with NHS bodies, the County Council and other agencies to promote the effective use of all resources and the delivery of best value Health and Social Services to the community.
3. Working in partnership with a Member from each of the following – Elmbridge Borough Council, Mole Valley District Council, Reigate & Banstead District Council and officers from these local authorities on:

## Agenda Item 5 Appendix 1

1. Promoting the interests of the local residents in any decisions concerning health services;
2. Developing a shared vision for the nature, location and quality of local NHS services;
3. Facilitating partnership working and the sharing of information and to co-ordinate input into the NHS decision-making processes;
4. Providing a focus for the Councillor-lead meetings and interaction with local NHS representatives.
5. Furthering the local democratic legitimacy of NHS bodies and their local public accountability.

## **Member Champions - Role Description**

### **1. Purpose of Member Champions**

1.1. The main purpose of Member Champions is to:

- 1.1.1. promote the cause for which they are a champion;
- 1.1.2. support the work of Epsom and Ewell Borough Council.

1.2. Member Champions achieve this through:

- 1.2.1. being outward-facing, enthusiastic, and focused on raising the profile of the area they champion;
- 1.2.2. developing in-depth knowledge and understanding of the issue(s) they Champion. using that knowledge to support the relevant Committee Chair(s) and Vice Chair(s);
- 1.2.3. represent their area both within and outside the Council in line with Council policy;
- 1.2.4. engaging relevant stakeholders to include them in the Council's work;
- 1.2.5. acting as an advocate or spokesperson for the Council's business and activities;
- 1.2.6. providing positive support and on occasions constructive challenge to officers in driving forward the Council agenda on relevant issues;
- 1.2.7. acting as the Council's representative on relevant external bodies where appointed to by the Council;
- 1.2.8. encouraging communications and positive action over the issue(s) they represent.

### **2. Role of Member Champions**

2.1. All Member Champions will have an allocated area of responsibility agreed at the Annual meeting.

2.2. Member Champions are aligned to the themes of the Future 40 Vision:

- Green & Vibrant
- Safe & well

- Opportunity & Prosperity
- Smart & Connected
- Cultural & Creative
- Effective Council

2.3 All Member Champions must act reasonably in their role and recognise and work to the agreed priorities and working practices adopted by the Council. As such the Member Champion must work with and communicate regularly with the relevant Committee Chair(s).

2.4 A Member Champion cannot make decisions and must not commit the Council in any way or in a manner that could be interpreted as being contrary to established policy and practice. They may however confirm a position as stated in a published policy.

### **3. Conditions of being a Member Champion**

3.1. A Member Champion can be any member of the Council who is not a Committee Chair.

3.2. If a Member Champion is a member of the Audit and Scrutiny Committee and it conducts a review of the area they champion, they must declare a non-pecuniary interest.

3.3. A Member Champion may be called to provide information to the Audit and Scrutiny Committee and would be expected to attend as requested.

### **4. Committee Chairs**

4.1. The Chair of Committees will:

- 4.1.1. acknowledge the right of Member Champions to be consulted on matters relating to their area of interest;
- 4.1.2. take full account of any views offered by the Member Champions prior to making decisions relating to their area of interest;

- 4.1.3. co-operate with Member Champions in the formulation of action plans that have been developed with lead officers;
- 4.1.4. consider nominating Champions to represent the Council at relevant conferences/seminar on the subject matter of the Member's interest in accordance with 2.1 above.

## **5. Allowances**

- 5.1. Member Champions are not entitled to receive a Special Responsibility Allowances.
- 5.2. Any change to this position would require recommendation by an Independent Remuneration Panel and the approval of Full Council.

## **6. Term**

- 6.1. A Member Champion will normally be expected to serve for a minimum 2-year term. This may be extended at the discretion of the Chair of the Majority Group and relevant Policy Committee Chair.
- 6.2. In year changes and additions (where necessary, and after consultation with the Chair of the Majority Group and relevant Policy Committee Chair) to be appointed at the next available relevant policy committee.

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## MOTIONS

<b>Head of Service:</b>	Gillian McTaggart, Head of Corporate Assurance
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 - Motion 1 Appendix 2 – Motions Flowchart

### Summary

This report sets out notices of motions ruled in order.

### Recommendation (s)

#### The Council is asked to:

**(1) consider the Motion in accordance with Standing Orders.**

#### 1 Reason for Recommendation

1.1 The rules regarding the submission of motions to Council are set out in Part 4 of the Council's Constitution (Rules of Procedure). Motions ruled in order must be listed on the agenda.

#### 2 Background

2.1 The table below set out the Motions ruled in order:

<b>Motion Number</b>	<b>Title</b>	<b>Proposer &amp; Secunder</b>	<b>Committee</b>	<b>Responding Chairman</b>
1	<b>Stand Together with Ukraine</b>	Cllr A Coley (P) Cllr C Cleveland (S)	Community & Wellbeing	Cllr A Coley

2.2 Each Motion will be taken in the order listed, with the proposer moving the motion and the seunder, seconding and confirming when they wish to exercise their right to speak.

- 2.3 Once a motion as been put, the Mayor will invite Members to decide how the motion should be dealt with. The Mayor will ask for a vote without debate, on whether the motion should be referred to an appropriate Committee for consideration (FCR 16.7). This will be on the basis of a simple majority.
- 2.4 All amendments must be in writing, proposed and seconded. The mover of the original motion will be asked if they wish to accept the proposed amendments. Those which are accepted in full or in part will result in the original motion being amended accordingly. If they are not accepted, then the amendments will be debated in accordance with Standing Orders (FCR16.10-16.12).
- 2.5 FCR 14.1 sets 90 minutes to deal with all motions including amendments.
- 2.6 The process for debate is summarised in in the Motions Flowchart, Appendix 2.

### **3 Risk Assessment**

#### Legal or other duties

- 3.1 Equality Impact Assessment
  - 3.1.1 No comments are provided on Motions.
- 3.2 Crime & Disorder
  - 3.2.1 No comments are provided on Motions.
- 3.3 Safeguarding
  - 3.3.1 No comments are provided on Motions.
- 3.4 Dependencies
  - 3.4.1 No comments are provided on Motions.
- 3.5 Other
  - 3.5.1 No comments are provided on Motions.

### **4 Financial Implications**

- 4.1 No comments are provided on Motions.
- 4.2 **Section 151 Officer's comments:** No comments are provided on Motions.

### **5 Legal Implications**

- 5.1 No comments are provided on Motions.

5.2 **Legal Officer's comments:** No comments are provided on Motions.

## 6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** No comments are provided on Motions.

6.2 **Service Plans:** No comments are provided on Motions.

6.3 **Climate & Environmental Impact of recommendations:** No comments are provided on Motions.

6.4 **Sustainability Policy & Community Safety Implications:** No comments are provided on Motions.

6.5 **Partnerships:** No comments are provided on Motions.

## 7 Background papers

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

### **Previous reports:**

- None

### **Other papers:**

- Epsom and Ewell Borough Council's Constitution

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**Motions to Council Request Form**

For all requests for Motions to be added to an agenda, this pro-forma must be fully completed. You will need to set out the title you wish your motion to be referred to, the proposer, the seconder and the relevant committee and Committee chair.

If you are making more than one motion, each request for a motion must be on a separate proforma. The order for motions will be put in order of receipt on the agenda and will be numbered and titled in the agenda papers.

Please send or email this form to Democratic Services, email address [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk)

Please complete all boxes	
<b>Proposed Title of Motion</b>	Stand Together with Ukraine
<b>Proposer</b>	Cllr Alex Coley
<b>Seconder</b>	Cllr Christine Cleveland
<p><b>Motion</b></p> <p>Set out motion in full</p>	<p><b>This Council notes:</b></p> <p>That the recent attack on Ukraine by Russia is more than an attack on Ukraine’s territorial integrity and sovereignty, it is an attack on democracy and freedom, and we condemn these acts of aggression by Russia.</p> <p>We deplore the use of violence against the civilian population of Ukraine, and sexual violence as a weapon of war. We support the International Criminal Court's announcement of an investigation into alleged war crimes and crimes against humanity.</p> <p>We stand in solidarity with Ukraine and the Ukrainian people.</p>

	<p><b>This Council resolves to:</b></p> <ol style="list-style-type: none"> <li>1. Note the commitments already made by the Government to house displaced Ukraine families.</li> <li>2. Utilise the support funding provided by the Government to meet the welfare and care needs of Ukrainian families arriving in the borough via the Homes for Ukraine scheme.</li> <li>3. Signpost those residents who house people displaced by this act of aggression to the information and support they are seeking.</li> </ol>
<p><b>Relevant Committee(s) Motion would relate to</b></p>	<p>Community &amp; Wellbeing</p>
<p><b>Name of the Chairman of such Committee</b></p>	<p>Cllr Alex Coley</p>

## Motions Flowchart

### 1. Recommendations from Committees

(each recommendation arising out of a Committee's minutes deemed a separate motion. The Chairman of the Committee or in their absence any other member can move. Each recommendation is open to debate).

Once moved, the Mayor will ask the Meeting whether to refer a motion on to a Committee, the vote is by simple majority. **FCR16.7**

### 2. Process for all Motions including Recommendations from Committees – FCR 16.13

<b>Mover of motion</b> once moved his /her motion, speak	<b>7 mins</b>
<b>Secunder to motion</b> once seconded, to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u> )	<b>5 mins</b>
<b>Any other Member</b> who wishes to speak in the debate (except mover of original motion or relevant Chairman)	<b>3 mins</b>
<b>Secunder must have spoken</b>	
<b>Committee Chairman</b> to reply to motion	<b>5 mins</b>
<b>Summing up by original mover</b> of the motion (if not chairman)	<b>5 mins</b>



**Proceed to the vote on the motion**

### 3. Process for Amendments (Original Mover to be asked if they accept (FCR 16.10 -16.12) (amendments to be in writing FCR 16.13)

<b>Mover of amendment</b> moves amendment and identifies seconder and speaks to the amendment	<b>5 mins</b>
<b>Secunder of amendment</b> to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u> )	<b>3 mins</b>
<b>Any other Member</b> who wishes to speak in the debate (except mover of original motion or relevant Chairman)	<b>3 mins</b>
<b>Secunder must have spoken</b>	
<b>Committee Chairman</b> to reply to reply	<b>5 mins</b>
<b>Mover of the original motion</b> may reply to the amendment	<b>3 mins</b>



**Proceed to the vote on the amendment**

If the amendment is agreed it **then becomes the substantive motion before Council, which the Mayor will read out to confirm. The motion will then be debated in accordance with 2 above.**

Any further amendments on the same item to be moved and dealt with as above

**Rules of debate – FCR 16**

- Members when speaking shall stand and address the Mayor.
- When Points of Order and Personal Explanation are being raised, all other members will remain.
- Only one member shall speak at any one time. All other members shall remain seated, unless rising to make a point of order/personal explanation.
- If a member stands to raise a point of order or point of personal explanation, the Member shall be heard immediately, and any member then speaking shall give way.

**Points of Order – FCR 16.4**

- A Member may raise a point of order at any time.
- The Mayor will hear them immediately.
- A point of order may only relate to an alleged breach of Standing Orders or the law.
- The Member must identify the Standing Order or rule of law being breached before the Member sets out their reasoning in which he/she considers it has been broken.
- The ruling of the Mayor on a point of order will be final.

**Personal Explanation – FCR 16.5**

- A Member may make a personal explanation at any time.
- A personal explanation may only relate to some material part of the earlier speech by the member (made at the meeting), which may appear to have been misunderstood in the present debate.
- The member raising the point shall specify what the Member said earlier and how they feel this has been misunderstood.
- The ruling of the Mayor on the admissibility of a personal explanation will be final.