



EPSOM & EWELL

TOWN HALL

EPSOM

14 May 2019

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 Town Hall, The Parade, Epsom on **TUESDAY, 21 MAY, 2019** at **7.00 pm**. The business to be transacted at the Meeting is set out on the Agenda overleaf.

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

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

COUNCIL

Tuesday 21 May 2019

7.00 pm

The Town Hall, The Parade, Epsom

For further information, please contact Democratic Services, tel: 01372 732122 or
democraticservices@epsom-ewell.gov.uk

FIRE PRECAUTIONS

No fire drill is planned to take place during the meeting. If an alarm sounds, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate. Do not use the lifts.

On leaving the building, please make your way to the Fire Assembly point
on Dullshot Green.

AGENDA

1. TO ELECT THE MAYOR

2. TO ELECT THE DEPUTY MAYOR

- a) Vote of Thanks to the retiring Mayor
- b) Presentation of badge to the retiring Mayor and gift to the Mayoress
- c) Retiring Mayor's retiring address

The retiring Mayor will vacate the Chair and, with the consent of the Council, he will leave the Chamber with the Dias Party and the Deputy Mayor and Deputy Mayoress elect

On returning to the Chamber, the newly elected Mayor will take the Chair

- d) Declaration of Acceptance of Office by the newly elected Mayor and Deputy Mayor

3. 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.

4. MINUTES (Pages 5 - 12)

To confirm the Minutes of the Meeting of the Council held on 30 April 2019

5. EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION (Pages 13 - 14)

The purpose of this report is to seek the Council's approval of the Constitution.

6. CONSTITUTION OF, ALLOCATION OF SEATS ON AND APPOINTMENT OF COMMITTEES, SUB COMMITTEES AND ADVISORY PANELS; APPOINTMENT OF CHAIRMEN AND VICE CHAIRMEN (Pages 15 - 20)

To seek approval of the allocation of seats on Committees and Advisory Panels; the appointments to Committees and Advisory Panels and the appointment of Chairmen and Vice-Chairmen.

7. REPRESENTATION ON EXTERNAL BODIES AND NOMINATIONS TO EXTERNAL BODIES AS A REPRESENTATIVE OF THE SURREY LEADERS' GROUP (Pages 21 - 26)

This report seeks appointments to representation on external bodies and nominations to external bodies as a representative of the Surrey Leaders' Group.

8. CALENDAR OF MEETINGS 2019-2020 (Pages 27 - 30)

To approve a programme of ordinary meetings of the Council for the year.

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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 30 April 2019

PRESENT -

The Mayor (Councillor Neil Dallen); The Deputy Mayor (Councillor John Beckett); Councillors Michael Arthur MBE, Steve Bridger, Kate Chinn, Alex Coley, Hannah Dalton, Graham Dudley, Robert Foote, Chris Frost, Liz Frost, Rob Geleit, Colin Keane, Eber Kington, Omer Kokou-Tchri, Jan Mason, Tina Mountain, Barry Nash, Peter O'Donovan, Martin Olney, Jane Race, David Reeve, Humphrey Reynolds, Guy Robbins, Vince Romagnuolo, Clive Smitheram, Jean Steer MBE, Alan Sursham, Mike Teasdale, Peter Webb and Tella Wormington

Absent: Councillors Tony Axelrod, Richard Baker, Rekha Bansil, Alex Clarke, George Crawford, Lucie Dallen and Clive Woodbridge

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

39 DECLARATIONS OF INTEREST

In the interests of openness and transparency the following declarations were made:

Questions from Councillors

Councillor Liz Frost MSc FCOptom, Other Interest: Declared she was employed by the NHS. However it was noted that the Council's Standards Committee had granted a dispensation to speak on matters related to health.

Appointment of Independent Persons

Councillor Chris Frost BSc, Other Interest: Declared he was known to Liz Lawrence, one of the proposed Independent Panel Members through their association with the Epsom & Ewell Community Fund.

40 MINUTES

The Minutes of the meeting of the Council held on 19 February 2019 were agreed as a true record and signed by the Mayor.

41 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor thanked and paid tribute to Councillors who were not standing in the forthcoming Borough Elections on 2 May, namely; Councillors Michael Arthur, Jean Steer, Graham Dudley, George Crawford, Mike Teasdale, Vince Romagnuolo who had served for eight year or more and Tella Wormington Tony Axelrod, who had served for four years.

The Mayor also made a number of announcements relating to noteworthy events over the past two months and to forthcoming charity events.

42 QUESTIONS FROM COUNCILLORS

Two questions had been addressed to Committee Chairmen to which written answers had been provided and published.

Two supplementary questions were asked at the meeting and answers given by the relevant Committee Chairmen.

A question was addressed to the Chairman of Strategy and Resources Committee at the meeting under FCR 12.12 on the grounds that it related to an issue of importance that had come to light after the notice period for questions from Members of the Council (given in FCR 12.2).

The question was put by Councillor John Beckett and a verbal response was given by Councillor Eber Kington, Chairman of Strategy & Resources as follows:

Question:

'Will the Chairman of Strategy & Resources please update this Council on the action taken by the Council's Emergency Planning Team following notification of the fire at Rembrandt Court'

Response:

'Firstly, I would like to express our shared concern for the families living at Rembrandt Court who have been impacted so suddenly and terribly by the fire that raged through their homes on Saturday night. We all know the risks associated with fires in residential premises, and therefore I know that we all share in the sense of relief that, on this occasion, everyone got out safely. However, it must have still been a terrifying and deeply upsetting experience for those involved. It will also inevitably take some time before the lives of these families can return to some kind of normality.'

I also want to pay tribute to the Emergency Services including the Fire, Ambulance and Police Service who did everything possible to deal with unfolding emergency and deal with the immediate risks to life and property. The fact that

there were 8 fire crews on the site, gives an indication of how serious the incident was.

I would also like to thank the Epsom and Ewell Borough Council Officers who co-ordinated the Council's response that evening and who also work hard to ensure that we are always ready to respond to any emergency. This includes the Council's Head of Policy, Performance and Governance, and the Council's Emergency Planning Officer and the Head of Operational Services and two of his Patrol Rangers who attended at the scene in the role of Incident Liaison Officers and who ensured that everyone had somewhere safe to stay that night. They also provided the Council's eyes and ears on the ground so that the Council knew what was happening in case other action was needed. The Head of Planning also ensured that professional expertise was available on site that night and in the early hours to assess the structural integrity of the buildings so that the Fire Service could access all parts of the building to prevent the fire getting hold again and to start their investigations. In addition the Head of HR and OD and her Communications Officers who contributed to the Council's wider communications.

Initial notification of the fire was through the Head of Operational Services from the Rangers who were on duty on Saturday. The Rangers then remained on scene during the evening. They liaised with the Fire Services and the occupants of the nearby houses. The early intervention and attendance of our officers was commended by the Area Commander from the Surrey Fire Rescue Service.

In line with the Council's emergency plans, the Leadership Team were alerted through the cascade system. The Council's Rangers were able to confirm that the church hall had opened to provide shelter while other arrangements were being made for the families. The Council also checked if there were any vulnerable people affected who might need additional immediate support.

Please can I also take this opportunity to thank those local residents who came out on Saturday night to help, including those kind people from the local church who opened their church hall. I'd also like to thank the Ward Councillors who also made themselves available and contributed to the solidarity of support.

Can I also thank the leadership of St John's Church in Stoneleigh Park Road who found 8 to 10 volunteers who, along with the Minister provided refreshments, warmth and friendship to distressed residents. In addition the Church allowed public donations of clothing, toiletries etc. to be handed into the Church Hall on Sunday morning.

Finally can I thank the Stoneleigh Ward Councillors who also made themselves available and contributed to the support given to the families and who publicised the appeal for items to assist the families who lost many, if not most, of their possessions. I know that their actions on the night and the day after have been greatly appreciated by those affected by the incident.

A supplementary question was also asked and responded to at the meeting.

43 CHAIRMEN'S STATEMENTS

The Council received written statements from the Chairmen of Strategy & Resources, Licensing and Planning Policy and Chairman of the Environment & Safe Communities Committee.

Three questions were asked relating to the statements and responded to by the relevant Committee Chairman.

44 PAY POLICY STATEMENT 2019/20

Council received a report from the Head of HR and Organisational Development regarding the approval of the draft Epsom & Ewell Borough Council Pay Policy statement for 2019/20.

Councillor Eber Kington **MOVED** the recommendation in the report.

Upon being put, the recommendation was **CARRIED** there being 29 in favour and 1 abstention.

Accordingly, it was resolved that:

That the Council approves the Pay Policy Statement for 2019/20.

45 AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE: ANNUAL REPORT

Council received a report from the Head of Policy, Performance & Governance regarding the approval of the annual report of the Audit, Crime, Disorder and Scrutiny Committee 2018/19, in accordance with Article 6 of Part 2 of the Council's Constitution, the Audit, Crime & Disorder and Scrutiny Committee.

Councillor David Reeve **MOVED** the recommendation in the report.

Upon being put, the recommendation was **CARRIED**, there being 29 in favour and 1 abstention.

Accordingly it was resolved that:

The Council received the Annual Report 2018/19 of the Audit, Crime & Disorder and Scrutiny Committee.

46 REVISIONS TO PART 5 OF THE CONSTITUTION

Council received a report from the Chief Legal Officer that set out the recommendations of the Standards Committee regarding proposed changes to Part 5 of the Council's Constitution.

Councillor Mike Teasdale **MOVED** the recommendation in the report

Councillor Clive Smitheram **SECONDED** the recommendation in the report

Upon being put the recommendation was **CARRIED**, 29 being in favour and 1 against.

Accordingly it was resolved that:

Council approved:

- (1) **The new Code of Conduct for Members at section 1 of Part 5 of the Constitution as set out at Annex 1;**
- (2) **Revisions to sections 4, 5, 6, 7 of Part 5 of the Constitution set out at Annex 1;**
- (3) **That authority be delegated to the Monitoring Officer to make any further changes as may be necessary arising out of this report in consultation with the Chairman of the Standards Committee;**

Council noted:

- (4) **That in accordance with authority already delegated to the Monitoring Officer, changes will be made to job titles in the remainder of Part 5 to update references in line with the management structure.**

47 CALENDAR OF MEETINGS 2019-2020

Council received a report seeking approval of the Calendar of Meetings for 2019-2020.

Councillor Eber Kington **MOVED** the recommendation in the report

Councillor Clive Smitheram **SECONDED** the recommendation in the report

Upon being put the recommendation was **CARRIED**, there being 29 in favour and 1 abstention

Accordingly it was resolved that:

The Council approved the Calendar of Meetings for 2019-2020

48 APPOINTMENT OF INDEPENDENT PERSONS

Following a recruitment process undertaken jointly with Surrey Borough Councils, the Chief Legal Officer presented a report seeking approval for the formal appointment of the Council's statutory Independent Persons for a four year term of office expiring in May 2023.

Councillor Mike Teasdale **MOVED** the recommendation in the report

Councillor Clive Smitheram **SECONDED** the recommendation in the report

Upon being put, the recommendation was **CARRIED** there being 29 in favour and 1 abstention

Accordingly, it was resolved that:

That the following persons be appointed as Independent Persons for a four-year term of office expiring in May 2023:

- **John Smith**
- **Vivienne Cameron**
- **Roger Pett**
- **Bill Donnelly**
- **Bernard Quoroll**
- **Paul Eaves**
- **Liz Lawrence**

49 EPSOM BUSINESS IMPROVEMENT DISTRICT OPERATING & BASELINE AGREEMENT

Council received a report from the Chief Legal Officer seeking authority to approve and complete a services agreement in relation to the Epsom Business District with Epsom BID Limited.

Councillor Eber Kington **MOVED** the recommendation in the report

Clive Smitheram **SECONDED** the recommendation in the report.

Upon being put, the recommendation was **CARRIED** without division

Accordingly, it was resolved that:

Authority be delegated to the Chief Executive in consultation with the Chairman and Vice Chairman of Strategy & Resources Committee to approve and complete an Operating and Baseline Agreement in relation to Epsom Business Improvement District with Epsom BID Limited.

50 TRIBUTES

Councillor Eber Kington thanked retiring Councillors for their important contributions namely; Michael Arthur, Jean Steer, Vince Romagnuolo, Graham Dudley and Mike Teasdale.

Councillor Tina Mountain thanked the Mayor, and Council Officers and wished happiness for all retiring Councillors.

The meeting began at 7.30 pm and ended at 8.30 pm

COUNCILLOR NEIL DALLEN
MAYOR

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Epsom and Ewell Borough Council's Constitution

Head of Service/Contact: Amardip Healy, Chief Legal Officer

Annexes/Appendices (attached): None

Other available papers (not attached): Constitution

Report summary

The purpose of this report is to seek the Council's approval of the Constitution.

Recommendation (s)

That the Council approves the Constitution.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 Good Corporate Governance underpins delivering the Council's Key Priorities.

2 Background

- 2.1 A comprehensive review of the current Constitution is currently underway to ensure that it complies with all relevant statutory requirements, and its processes and procedures meet the needs for organisational efficiency and achieve good governance.
- 2.2 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure business is conducted in an efficient, transparent, and accountable manner. Some of the content of the Constitution is required by law; the remainder is for the Council itself to determine.
- 2.3 The Monitoring Officer has a duty to keep the Constitution under review and has delegated authority to amend the Constitution where there has been a change in law, job title, and structure, rearrangement of job responsibilities or for general administrative convenience. All extensive changes to the Constitution, however, must be approved by Full Council.

- 2.4 Work started on Part 3 and on the Protocol for Managing Member/Officer relations (in Part 5), which Council approved at the meeting on the 17 July 2018. Changes to Part 4 were approved by Council in December 2018. As a result of changes to Part 4, an additional Protocol was added to Part 5 (the Protocol and Guidance on recording, photography & use of social media). Further changes were agreed to Part 5 by Council at the meeting on 30 April 2019.
- 2.5 The Council's Rules of Procedure, FCR 2, set out in Part 4, require approval of the Constitution, with or without changes at the annual meeting.

3 Proposals

- 3.1 That the Council approves the Constitution.

4 Financial and Manpower Implications

- 4.1 There are no financial implications for the purposes of this report.
- 4.2 **Chief Finance Officer's comments:** *None for the purposes of this report*

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Section 37 of the Local Government Act 2000 and the guidance issued under it requires the Council to keep the Constitution up to date and regularly review it and the Council's Rules of Procedure require approval of the Constitution, with or without changes at the annual meeting.
- 5.2 **Monitoring Officer's comments:** It is important to note that the Local Government Act 2000 requires the Council to have and maintain a Constitution.

6 Sustainability Policy and Community Safety Implications; Partnerships

- 6.1 There are no implications for the purposes of this report.

7 Risk Assessment, Conclusion and Recommendations

- 7.1 The Council needs a sound Constitution that is kept up-to date and fit for purpose. By adhering to the rules and guidance set out in the Constitution, Officers and Members alike protect themselves from risk of challenge.
- 7.2 The changes to the Constitution are being taken in sections and a further review of the whole document will be undertaken when all parts have been individually reviewed. In accordance with the Council's Rules of Procedure, the Council is asked to approve the Constitution as it currently stands.

Ward(s) Affected: (All Wards);

Constitution of, allocation of seats on and appointment of committees, sub committees and advisory panels; appointment of chairmen and vice chairmen

Head of Service/Contact:	Kathryn Beldon, Chief Executive
Annexes/Appendices (attached):	Annexe 1: Schedule of Nominations to Committees (to follow)
Other available papers (not attached):	The Local Government and Housing Act 1989 Local Government (Committees and Political Groups) Regulations 1990 (as amended)

Report summary

To seek approval of the allocation of seats on Committees and Advisory Panels; the appointments to Committees and Advisory Panels and the appointment of Chairmen and Vice-Chairmen.

Recommendation (s)

That Council:

- (1) Notes 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 with the numbers of Members as shown in this report, and that under those Regulations, the sizes of the Groups are used as the basis for determining Group entitlements to seats on relevant Committees Agrees the allocation of seats as set out in paragraphs 3 and 4 of the report in order to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups represented on Council;**
- (2) Allocates seats on the Committees, Sub Committees and Advisory Panels in accordance with the wishes of the political groups set out in the Annexe to this report;**
- (3) Agrees the allocation of seat(s) to the member not part of a political group proposed in Annexe 1;**
- (4) Appoints the Chairmen and Vice Chairmen in the light of nominations received as set out in the Annex to the report.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 There are no direct implications for the above matters arising from this report.

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.
- 2.2 Following the recent Borough Elections, the make of the Council Membership is as follows:

	Total seats for Council	Residents Association	Labour	Liberal Democrats	Conservative
Members	38	32	3	2	1

- 2.3 The political composition of the Council is therefore:

	Council	Residents Association	Labour	Liberal Democrats	Conservative (Ungrouped)
Members	38	32	3	2	1
%		84.21%	7.89%	5.26%	2.63%

- 2.4 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 (32 seats) Labour (3 seats) and the Liberal Democrats (2 Seats). Under the Regulations, the sizes of the Groups are used as the basis for determining Group entitlements to seats on Committees.
- 2.5 Local Government Committee and Political Group Regulations 1990 (as amended) provides that there must be at least two members to form a group. A group ceases to be a group if numbers fall below 2.
- 2.6 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.
- 2.7 Subsequent to allocating seats, the Council has a duty to make appointments to the specified committees giving effect to the wishes of the political group allocated the seats.

- 2.8 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.

- 2.9 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 below, sets out the allocation of seats.

- 2.10 Any seats left unallocated go by default to any members who are not members of any political group. A political group must comprise at least 2 members. Therefore working on what appears to be the current position, the 1 Conservative does not constitute a political group. The Council can only depart from these rules by passing a resolution with no member voting against the resolution.

- 2.11 The political proportionality rules also apply to those outside bodies dealing with local government matters to which the council appoints three or more representatives.

3 Allocation of seats on Ordinary Committees

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

Committees	Number				
	RA	LAB	LD	Committee size	Valid group members
Standards	8	1		9	9
Standards Hearings Sub	2	1		3	3
Audit, Crime & Disorder & Scrutiny	8	1	1	10	10
Community & Wellbeing	8	1	1	10	10
Health Liaison Panel	6	1		7	7
Environment & Safe Community	8	1	1	10	10
Strategy & Resources	8	1	1	10	10
HR Panel	6			6	6
Fin Policy Panel	6	1	1	8	8
Shareholder Sub	4			5	4
Planning Committee	12	1		13	13
Licensing & PI Policy	8	1	1	10	10
Licensing Sub	11	1	1	13	
Licensing (Hearings)	2	1		3	
Licensing (General)	3	1		3	
				0	0
Totals	100	13	7	120	120

4 Allocation of seats on other committee and panels

- 4.1 The Council jointly manages Nonsuch Park with the London Borough of Sutton. Applying the principles, of the 3 Council seats, 2 are allocated to the RA with 1 to Minority Groups.

5 Individual Membership of Committees and Appointment of Chairmen and Vice Chairmen

- 5.1 Once the Council has approved the manner of constituting the main Committees, then, in accordance with the 1989 Act and the Council's Rules of Procedure, it is necessary to make appointments on 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 the Annex to this report (to follow) including the proposed allocation of seats to the Conservative member.

- 5.3 After the composition of each committee has been agreed, the Council will need to appoint the Chairman and Vice Chairman from amongst the committee's membership and the majority group nominations are also set out in the Annex to this report (to follow).

6 Financial and Manpower Implications

- 6.1 There are no financial or manpower implications for the purposes of this report.
- 6.2 **Chief Finance Officer's comments:** *None arising from the contents of this report*

7 Legal Implications (including implications for matters relating to equality)

- 7.1 These are contained within the body of the report.
- 7.2 **Monitoring Officer's comments:** *None arising from the contents of this report.*

8 Sustainability Policy and Community Safety Implications; Partnerships

- 8.1 There are no implications arising from this report.

9 Risk Assessment

- 9.1 Provided the Council allocates seats on committees, so far as reasonably practicable in accordance with the requirements of the 1989 Act, there are no significant risks arising from the report.

10 Conclusion and Recommendations

- 10.1 It is recommended that committees and panels be appointed as set out above, and seats on committees be allocated, and appointed, in accordance with the relevant legislation.

Ward(s) Affected: (All Wards);

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Representation on External Bodies and Nominations to Surrey Leaders' Group to Represent the District/Boroughs on Outside Bodies

Head of Service/Contact:

Kathryn Beldon, Chief Executive

Annexes/Appendices (attached):

Annex 1: Schedule of existing and recommended appointments to External Bodies, Officer/Member Working Groups and Inter-Authority Partnerships & Champions **(to follow)**

Other available papers (not attached): None

Report summary

This report seeks appointments to representation on external bodies and nominations to external bodies as a representative of the Surrey Leaders' Group.

Recommendation (s)

The Council is requested to:

- (1) **Appoint representatives to the external bodies listed in the Annex to this report;**
- (2) **Appoint the Member Champions listed in the Annex to this report;**
- (3) **Note that the appointment of Borough members who are nominated as substitutes on Surrey County Council's Local Committee will be subject to a decision by the Local Committee in June as to whether it wishes to have substitute members;**
- (4) **Delegate to the Chief Executive, in consultation with the Chairman of the Strategy and Resources Committee, the nomination of a councillor to the vacancy advised by the Surrey Leaders' Group should more than one candidate be put forward in relation to the particular vacancy;**
- (5) **Note the various Officer/Member Working Groups appointed by Committees or inter-authority partnerships upon which the Council has representation.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 There are no direct implications for the above matters arising from this report.

2 Representation on External Bodies

- 2.1 The Council is asked to approve the appointments and nominations to external bodies as set out in the Annexe to this report.

3 Substitute Members on Surrey County Council's Local Committee

- 3.1 No substitutes for the Council's co-opted members are permitted on the Local Committee the Local Committee agrees otherwise at its first meeting following the Annual Council meeting of this Council, and in relation to all meetings in the following year, that substitutes may be appointed.

4 Nominations to External Bodies as representatives of the Surrey Leaders Group

- 4.1 Currently, the Borough Council is requested annually to make nominations to a variety of external bodies as Surrey Leaders' Group (SLG) representatives. Nominations, which are made by all constituent authorities, are subsequently determined by the SLG at its annual meeting. It does not necessarily follow, therefore, that a nominee of this Council will be appointed to the Body concerned.
- 4.1 Appointments are usually for three years. As it currently stands, there are two positions to be filled this year which are:
- 4.1.1 **SCC Wellbeing and Health Scrutiny Board** - one position for three years
- 4.1.2 **Surrey and Borders Partnership NHS Foundation Trust (Mental Health Foundation Trust)** – one position for three years
- 4.2 Surrey County Council's Wellbeing and Health Scrutiny Board (formerly the Health Scrutiny Select Committee) performs a statutory function looking at the work of the Clinical Commissioning Groups (CCGs) and National Health Service (NHS) provider trusts. It acts as a 'critical friend' by suggesting ways that health related services might be improved.
- 4.3 The Board looks at the way the health service interacts with our social care services, the voluntary sector, independent providers and other council services to jointly provide better health services to meet the diverse needs of Surrey residents and improve their well-being. It is a scrutiny committee of the County Council.

- 4.4 **NOTE:** Nominees cannot be a Member of the Council's Executive (or equivalent) and should be members of the Council's Scrutiny (or equivalent) committee.
- 4.5 The Board sits during the day at County Hall and the number of meetings varies.
- 4.6 Surrey and Borders Partnership NHS Trust provides health and social care services for people with mental health illness, drug and alcohol addictions and learning disabilities across Surrey and North East Hampshire. As one of the largest mental health and learning disability Trusts in the country the Trust employs over 3,400 people who work across 127 sites serving 1.3 million people of all ages. The overall aspiration of the Surrey and Borders Partnership NHS Trust is to ensure that people living within its catchment area enjoy consistently good mental health and wellbeing.
- 4.7 Meetings take place during the afternoon at various venues around central Surrey.
- 4.8 **The deadline for receipt of nominations** by the SLG is **Friday 24 May 2018** and it is therefore proposed that, should more than one candidate, if any, be put forward, authority be delegated to the Chief Executive, in consultation with the Chairman of the Strategy and Resources Committee, to nominate a councillor to the vacancies advised by the Surrey Leaders' Group.
- 4.9 Any prospective nominees would have been expected to have completed the appropriate nomination for by the same date to be forwarded onto the SLG secretary.

5 Member Champions

- 5.1 A number of authorities across the country and in Surrey appoint Member Champions. These champions act as a focus at elected member level in respect of a specific area of interest designated by the Council to ensure that full consideration is given to the impact of Council activities and decisions in relation to the issue they represent.
- 5.2 It is proposed to appoint Champions as set out in the Annex to this report.

6 Officer/Member Working Groups and Inter-Authority Partnerships

- 6.1 There are a number of Officer/Member Working Groups that have been established by Committees of this Council or inter-authority partnerships upon which the Council has representation to assist in the formulation of policy or effective decision-making. For information, current member representation on these is set out in **Annex**.

- 6.1.1 **Capital Member Group:** Appointed by Strategy and Resources Committee, member representatives currently being the Chairman of the Strategy and Resources Committee, three other members usually but not necessarily policy committee Chairman and a minority group representative.
- 6.1.2 **Investment Property Group:** Appointed by Strategy and Resources Committee, member representatives being the Chairman of the Strategy and Resources Committee and the Vice Chairman of the Strategy and Resources Committee.
- 6.1.3 **CIL Panel:** Appointed by Strategy and Resources Committee, member representatives being the Chairman of Strategy and Resources Committee, the Chairman of Community and Wellbeing Committee, one other member drawn from the Strategy and Resources Committee and a substitute.
- 6.1.4 **Car Parking Working Group:** Appointed by the Environment & Safe Communities Committee, comprising five member representatives.
- 6.1.5 **Surrey Environment Partnership (formerly the Surrey Waste Partnership):** A collaborative group comprising Surrey County Council and all 11 Borough and District Councils.
- 6.1.6 **Surrey Countryside Partnership Board:** The governing body of the established county-wide countryside management service, comprising of three partnerships working under the Surrey Countryside Partnerships team umbrella. The relevant partnership for this Council is the Lower Mole Partnership, which covers North Surrey, spanning Cobham, Kingston, Epsom, Leatherhead and Dorking.

7 Financial and Manpower Implications

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

8 Legal Implications (including implications for matters relating to equality)

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

9 Sustainability Policy and Community Safety Implications

- 9.1 There are no direct sustainability or community safety implications arising from this report.

10 Partnerships

- 10.1 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.

11 Risk Assessment

- 11.1 There are risks for individuals depending on the nature of the appointment being sought. For example, where members 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.
- 11.2 Any members unsure of their status and obligations should ask the outside body for information and advice and/or seek advice from the Council's Chief Legal Officer.

12 Conclusion and Recommendations

- 12.1 In conclusion it is recommended that Council agree the recommendations so that the relevant appointments can be made.

Ward(s) Affected: (All Wards);

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Calendar of Meetings 2019-2020

Head of Service/Contact: Amardip Healy, Chief Legal Officer
Annexes/Appendices (attached): **Annex 1** – calendar of meetings 2019-20
Other available papers (not attached): None

Report summary

To approve a programme of ordinary meetings of the Council for the year

Recommendation (s)

That the Council approves a programme of ordinary meetings for the year.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 It is necessary to set dates for meetings of the Council, its Committees, Sub-Committees and Advisory Panels for the forthcoming year to enable their business to be efficiently processed.

2 Background

- 2.1 In accordance with its Rules of Procedure, FCR 2.1, set out in Part 4 of the Constitution, the Council is required to approve a programme of ordinary meetings for the year.

3 Proposals

- 3.1 That the Council approve the calendar of meetings attached at **Annex 1**

4 Financial and Manpower Implications

- 4.1 The need to preserve reporting lines and other constitutional considerations means that at certain times of the year policy committee meetings are bunched together. The timetable is challenging for officers at certain points of the year, and whilst not the overriding consideration, the calendar has been devised.

- 4.2 **Chief Finance Officer's comments:** *None arising from this report.*

5 Legal Implications (including implications for matters relating to equality)

5.1 Legislation requires Agendas are published five clear working days before a meeting.

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

6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

7 Partnerships

7.1 Dates of meetings of outside and joint bodies, such as the Epsom and Walton Downs Conservators and Nonsuch Park Joint Management Committee are agreed by those bodies, but included within the Council's calendar of meetings for reference.

8 Risk Assessment

8.1 An effective decision-making programme should enable all committees and the Council to process business with the minimum of delay. If a forward-looking calendar were not to be agreed, uncertainty over the Council's ability to complete its business would result.

9 Conclusion and Recommendations

9.1 The Council is asked to approve a programme of ordinary meetings for the year.

Ward(s) Affected: (All Wards);

MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2019 TO JULY 2020																
Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	Day	2019								2020						
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
COUNCIL (19.30 hrs)	Tues Thurs	21a		23					10		13b		14	12a		21
AUDIT, CRIME & DISORDER & SCRUTINY COMMITTEE (19.30 hrs)	Tues Thurs		25					21			6		9		16	
COMMUNITY & WELLBEING COMMITTEE (19.30 hrs)	Tues Thurs		20				10			21d		19			11	
ENVIRONMENT & SAFE COMMUNITIES COMMITTEE (19.30 hrs)	Mon Tues		10				22			28d		24			9	
EPSOM & WALTON DOWNS CONSERVATORS (18:00 hrs)	Mon		17				14			TBA			TBA		TBA	
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE (18:00 hrs)	Mon					16						TBA				
FINANCIAL POLICY PANEL (18.00 hrs)	Tues Wed Thurs		18			10			3	29					25	
HEALTH LIAISON PANEL (19.00 hrs)	Tues Thurs			9				12				10				2
HUMAN RESOURCES PANEL (17.00 hrs)	Tues Thurs			4					17							9
LICENSING & PLANNING POLICY COMMITTEE (19.00 hrs) (<i>Note: LICENSING SUB COMMITTEES arranged as required</i>)	Thurs Tues		13	18		12	24	14	5	23		5	23		4	16
NONSUCH PARK JMC (Nonsuch Mansion House at 10:00 hrs)	Mon		24				21			27			27		22	
PLANNING COMMITTEE (19.00 hrs)	Wed Thurs	30	27	25		5	3	7	12	16	12	12	16	21	18	23
SHAREHOLDERS SUB COMMITTEE (14.00 hrs)	Tues							19			18					
STANDARDS COMMITTEE (19.30 hrs)	Tues Wed		5												2	
STRATEGY & RESOURCES COMMITTEE (19.30 hrs)	Tues Thurs			30d		24t		26		30d		31				28
EPSOM & EWELL LOCAL COMMITTEE (<i>all at 19.00 hrs except December meeting at 14.00hrs – venues various</i>)	Mon		24			16			9			30			TBA	
NOT open to the public																
Briefing Evenings	Mon Tues Thurs			15		19	21	18	17	14	25	23	30	18	30	13

a	Annual Meeting (Mayor Making) at 19.00 hrs	d	Estimates	*	Joint Staff Committee not open to public
b	Budget meeting (determination of Council Tax)	t	To approve Budget Targets (all members invited)		

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