

# Public Document Pack



**EPSOM & EWELL**

**TOWN HALL**

**EPSOM**

17 May 2021

SIR OR MADAM

I hereby summon you to attend a meeting of the Annual Council of the Borough of Epsom and Ewell which will be held at the Epsom Playhouse, Ashley Avenue, Epsom on **TUESDAY, 18TH MAY, 2021** 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 18 May 2021**

**7.00 pm**

## **Main Hall, Epsom Playhouse**

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

### **EMERGENCY EVACUATION PRECAUTIONS**

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Global House if leaving via the front of the building, or in the Delivery Yard if leaving via the Backstage area, and await further instructions;
- Do not re-enter the building until told that it is safe to do so.

### **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, 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**

- e) 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 - 6)**

To confirm the Minutes of the Meeting of the Council held on 20 April 2021.

**5. EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION (Pages 7 - 10)**

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

**6. APPOINTMENT OF COMMITTEES 2021-22 (Pages 11 - 20)**

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

**7. REPRESENTATION ON EXTERNAL BODIES (Pages 21 - 30)**

This report seeks appointments to representation on external bodies.

**8. CALENDAR OF MEETINGS 2021-2022 (Pages 31 - 36)**

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 virtually on 20 April 2021.

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#### PRESENT -

The Mayor (Councillor Humphrey Reynolds); The Deputy 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, Robert Foote, Chris Frost, Liz Frost, Rob Geleit, Luke Giles, David Gulland, Christine Howells, Previn Jagutpal, Colin Keane, Eber Kington, Jan Mason, Steven McCormick, Lucie McIntyre, Debbie Monksfield, Julie Morris, Bernie Muir, Barry Nash, Phil Neale, David Reeve, Guy Robbins, Clive Smitheram, Alan Sursham, Chris Webb, Peter Webb and Clive Woodbridge

Absent: Councillor Bernice Froud

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

#### 30 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding Items on the Agenda.

#### 31 MINUTES

The Minutes of the Meeting of the Council held on 16 February and the Extraordinary Meeting of the Council held on 25 March were agreed as a true record and the Mayor was authorised to sign them.

#### 32 MAYORAL COMMUNICATIONS/BUSINESS

The Mayor announced the sad passing of Prince Philip, Duke of Edinburgh, and announced his presence at the recent Thanksgiving Service for the life of His Royal Highness. The Council observed a minute's silence in remembrance.

The Mayor welcomed Canon Margaret Marsh, who said the prayers at the Meeting, and announced that the Mayor's Chaplain, Rev. Russell Dewhurst had recently held his last church service before beginning his studies for a Master's Degree in Canon Law in Sussex.

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

### **33 QUESTIONS**

One question had been addressed to the Chairman of the Strategy and Resources Committee, to which a written answer had been provided and published.

One supplementary question was asked at the meeting and an answer was given by the Chairman of the Strategy and Resources Committee.

### **34 CHAIRS/CHAIRMEN'S STATEMENTS**

Council received written statements from the Chairman/Chair of the Community & Wellbeing Committee, Environment & Safe Communities Committee and Strategy & Resources Committee.

Five questions were asked relating to the statements and responded to by the Committee Chairman/Chair.

The meeting began at 7.30 pm and ended at 7.58 pm

COUNCILLOR HUMPHREY REYNOLDS  
MAYOR

## EPSOM AND EWELL BOROUGH COUNCIL'S CONSTITUTION

<b>Head of Service:</b>	Amardip Healy, Chief Legal Officer
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	None

### Summary

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

### Recommendation (s)

#### The Council is asked to:

- (1) **Approve the Constitution.**

### 1 Reason for Recommendation

- 1.1 The Council's Rules of Procedure, FCR 2, set out in Part 4 of the Constitution, require approval of the Constitution, with or without changes at the annual meeting.

### 2 Background

- 2.1 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.
- 2.2 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.
- 2.3 The Council last amended the Constitution at its meeting on 18 December 2019, approving revisions to Parts 1, 2 and 4.

### 3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

**4 Financial Implications**

4.1 None.

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

**5 Legal Implications**

5.1 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:** None arising from the contents of this report.

**6 Policies, Plans & Partnerships**

6.1 **Council's Key Priorities:** Good Corporate Governance underpins delivering all the Council's Key Priorities.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

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

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

6.5 **Partnerships:** None.

**7 Background papers**

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

**Previous reports:**

- None.

**Other papers:**

- [Constitution of Epsom and Ewell Borough Council](#)

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## **APPOINTMENT OF COMMITTEES 2021-22**

**Head of Service:** Kathryn Beldon, Chief Executive  
**Wards affected:** (All Wards);  
**Appendices (attached):** **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 Chairmen/ Chairs and Vice Chairmen/ 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 Chairman/Chairs and Vice Chairman/Chairs in light of the nominations received as set out in Appendix 1.**

### **1 Reason for Recommendation**

- 1.1 Full Council Procedure Rule 6, Part 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. The Local Elections took place in 2019 and there have been no changes to the political groups since then.
- 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 remain in the following 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.

- 2.3 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 para 3.1 below sets out the allocation of seats.
- 2.7 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, the 1 Conservative does not therefore constitute a political group. The Council can only depart from these rules by passing a resolution with no Member voting against the resolution. There are no unallocated seats.
- 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.

### **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	LAB	LD	Committee size
Audit, Crime & Disorder & Scrutiny	8	1	1	10
Community & Wellbeing	8	1	1	10
Environment & Safe Community	8	1	1	10
Licensing & Planning Policy	8	1	1	10
Planning Committee	11	1	1	13
Strategy & Resources	8	1	1	10
Financial Policy Panel	7	1	0	8
Health Liaison Panel	6	1	0	7
HR Panel	6	0	0	6
Shareholder Sub	4	1	0	5
Standards	8	1	0	9
Licensing (Hearings)	No political balance required.			
Licensing (General)				

#### 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	LAB	LD	Total
Nonsuch Park Joint Management Committee	2	1	0	3

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

- 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/Chairmen and Vice Chairs/ Vice Chairmen from amongst the Committee's membership.

## 6 Risk Assessment

Legal or other duties

### 6.1 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 None.

## 7 Financial Implications

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

## 8 Legal Implications

- 8.1 These are contained within the body of the report.
- 8.2 **Monitoring 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:** This 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:** None.

9.5 **Partnerships:** None.

## 10 Background papers

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

### Previous reports:

- Constitution of, allocation of seats on and appointment of Committees, Sub Committees and Advisory Panels; Appointment of Chairmen and Vice Chairmen, Council 21 May 2019

<https://democracy.epsom-ewell.gov.uk/documents/s12679/Constitution%20of%20allocation%20of%20seats%20on%20and%20appointment%20of%20Committees%20Sub%20Committees%20and%20Advisory%20P.pdf>

### Other papers:

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

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**Audit, Crime & Disorder and Scrutiny Committee (10)**

Steve **Bridger** (Chair)  
Nigel **Collin** (Vice Chair)  
Arthur **Abdulin**  
Liz **Frost**  
Rob **Geleit**  
David **Gulland**  
Previn **Jagutpal**  
Phil **Neale**  
Alan **Sursham**  
Chris **Webb**

**Community and Wellbeing Committee (10)**

Alex **Coley** (Chair)  
Luke **Giles** (Vice Chair)  
Christine **Cleveland**  
Bernice **Froud**  
Debbie **Monksfield**  
Julie **Morris**  
Phil **Neale**  
Guy **Robbins**  
Clive **Smitheram**  
Peter **Webb**

**Environment & Safe Communities Committee (10)**

Neil **Dallen** (Chair)  
John **Beckett** (Vice Chair)  
Steve **Bridger**  
Chris **Frost**  
Rob **Geleit**  
Christine **Howells**  
Lucie **McIntyre**  
Julie **Morris**  
Barry **Nash**  
Humphrey **Reynolds**

**Planning Committee (13)**

Monica **Coleman** (Chair)  
Steven **McCormick** (Vice Chair)  
Kate **Chinn**  
Nigel **Collin**  
Neil **Dallen**  
David **Gulland**  
Previn **Jagutpal**  
Jan **Mason**  
Lucie **McIntyre**  
Phil **Neale**  
Humphrey **Reynolds**  
Clive **Smitheram**  
Clive **Woodbridge**

**Strategy and Resources Committee (10)**

Colin **Keane** (Chair)  
Hannah **Dalton** (Vice Chair)  
Kate **Chinn**  
Bernice **Froud**  
Robert **Foote**  
David **Gulland**  
Eber **Kington**  
Lucie **McIntyre**  
Clive **Smitheram**  
Clive **Woodbridge**

**Licensing and Planning Policy Committee (10)**

David **Reeve** (Chair)  
Steven **McCormick** (Vice Chair)  
Steve **Bridger**  
Monica **Coleman**  
Neil **Dallen**  
Chris **Frost**  
Rob **Geleit**  
Julie **Morris**  
Phil **Neale**  
Clive **Woodbridge**

**Licensing Sub Committee Pool**

Steve **Bridger**  
Neil **Dallen**  
Robert **Foote**  
Liz **Frost**  
Rob **Geleit**  
Steven **McCormick**  
Julie **Morris**  
Phil **Neale**  
David **Reeve**  
Clive **Woodbridge**

**Shareholder Sub-Committee (5)**

Colin **Keane**  
Hannah **Dalton**  
Neil **Dallen**  
Christine **Cleveland**  
Kate **Chinn**

**Standards Committee (9)**

Liz **Frost** (Chair)  
Alex **Coley** (Vice Chair)  
Hannah **Dalton**  
Kate **Chinn**  
Robert **Foote**  
Christine **Howells**  
Previn **Jagutpal**  
Eber **Kington**  
David **Reeve**

**Financial Policy Panel (8)**

Colin Keane (Chair)  
John **Beckett**  
Alex **Coley**  
Kate **Chinn**  
Nigel **Collin**  
Neil **Dallen**  
Jan **Mason**  
Clive **Woodbridge**

**Health Liaison Panel (7)**

**Barry Nash** (Chair)  
**Christine Cleveland**  
**Liz Frost**  
**Bernice Froud**  
**Deborah Monksfield**  
**Chris Webb**  
**Peter Webb**

**Human Resources Panel (6)**

**Peter Webb** (Chair)  
**Christine Cleveland**  
**Bernice Froud**  
**Robert Foote**  
**Christine Howells**  
**Guy Robbins**

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

**Kate Chinn**  
**Chris Frost**  
**David Reeve**

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

**David Reeve**

## REPRESENTATION ON EXTERNAL BODIES

<b>Head of Service:</b>	Kathryn Beldon, Chief Executive
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	<b>Appendix 1</b> - 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 partnerships****listed in Appendix 1;**
- (2) **Appoint the Member Champions listed in Appendix 1 ;**
- (3) **Recommend the nominations of Borough Councillors as substitutes to the Epsom and Ewell Local Committee listed in Appendix 1;**
- (4) **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.

**3 Substitute Members on Surrey County Council's Local Committee**

- 3.1 The appointment of Council's nominated substitutes to the Local Committee is dependent on the Local Committee agreeing to such appointments. The first meeting of the Local Committee is after the Annual meeting of this Council, hence the need to put approve nominated substitutes.

**4 Member Champions**

- 4.1 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 Article 17, Part 2 of the Constitution. It is proposed to appoint Champions as set out in Appendix 1.

**5 Officer/Member Working Groups and Inter-Authority Partnerships**

- 5.1 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.

**6 Outside Bodies**

- 6.1 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 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 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.

6.5.2 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.

## 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 **Monitoring 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:** None.

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:**

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

**Other papers:**

- None

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 202/22**

<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 Christine Cleveland Councillor Guy Robbins
Central Surrey Community Action (formerly Voluntary Action Mid-Surrey)	C & W	1	Councillor Barry Nash
Committee of Management of Local Citizens Advice Bureau	C & W	2	Councillor Liz Frost Councillor Nigel Collin
Epsom and Ewell Town Twinning Association Management Committee	S & R	2	Councillor Nigel Collin Councillor Barry Nash
Epsom Common Association	C & W	1	Councillor Steve Bridger
Ewell Parochial Trusts	C & W	2	Councillor Humphrey Reynolds Councillor Clive Woodbridge
Friends of Epsom and Ewell Parks	C & W	1	Councillor Peter Webb
Local Government Association	S & R	1	Councillor Clive Woodbridge



**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 2021/22**

<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>
Epsom and Walton Downs Conservators  <b>Already appointed to a Term of Office (4 years, 2019 – 2023)</b>	C & W	6	Councillor Liz Frost  Councillor Bernice Froud  Councillor Jan Mason  Councillor Steven McCormick  Councillor Lucie McIntyre  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 Councillor Steven McCormick
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

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 202/22**

<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>
South East England Councils (SEEC)	S & R	1 +Sub	Councillor Hannah Dalton Councillor Colin Keane
Surrey Environment Partnership (formerly Surrey Waste Partnership)	E & SC	1	Chair of Environment & Safe Communities Committee
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>Role</b>	<b>Champion (s)</b>
Armed Forces	To raise awareness of the profile and needs of the Armed Forces community (serving personnel, both regular and reserve, their families and veterans), within the Council and the Borough with particular reference to the Council's obligations undertaken through the Armed Forces Covenant and the Community Covenant.	Councillor Steven McCormick
Cycling	To increase awareness of the benefits of cycling and promote cycling in the interests residents, visitors and business users in the Borough.	Councillor Steven McCormick
Heritage		Councillor Nigel Collin
Mental Health	To increase awareness of mental health in the borough and to promote good mental wellbeing.	Councillor Luke Giles

**REPRESENTATION ON EXTERNAL BODIES, OFFICER/MEMBER WORKING GROUPS  
& INTER-AUTHORITY PARTNERSHIPS FOR 202/22**

<b>Officer/Member Working Groups appointed by Committees</b>			
<b>Body on which Represented</b>	<b>Responsible Committee</b>	<b>No of Reps</b>	<b>Proposed Representative (s)</b>
Capital Member Group	S & R	5	Appointed by Strategy & Resources Committee
Investment Property Group	S & R	2	Appointed by Strategy & Resources Committee
CIL Panel	S & R	3  + 3 subs	Appointed by Strategy & Resources Committee
Car Park Working Group	E & SC	6 <small>(4 year term, 2019-2023)</small>	Appointed by the Environment & Safe Communities Committee
Electoral Review Task and Finish Group	S & R	8	Appointed by the Strategy & Resources Committee
Standards Committee Working Group	Standards	5	Appointed by the Standards Committee

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## CALENDAR OF MEETINGS 2021-2022

<b>Head of Service:</b>	Amardip Healy, Chief Legal Officer
<b>Wards affected:</b>	(All Wards);
<b>Appendices (attached):</b>	Appendix 1 – Calendar of meetings 2021-22

### Summary

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

### Recommendation (s)

#### The Council is asked to:

**Approve a programme of ordinary meetings for the year.**

### 1 Reason for Recommendation

- 1.1 In accordance with its Rule 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 at its annual meeting.

### 2 Background

- 2.1 A draft programme of meetings for 2021-22 was agreed by Council at its meeting of 8 December 2020. The final calendar attached to this report, Appendix 1, includes one amendment, the meeting of the Planning Committee on 20 May 2021 has been removed with the agreement of the Chairman of that Committee.
- 2.2 To enable clearer forward-planning, the Calendar is extended beyond the end of the Municipal year, to July 2022.
- 2.3 Dates cannot be scheduled for the Licensing Sub Committee meetings as these will need to be convened when needed to be able to respond to applications.
- 2.4 In drawing up the Calendar of Meetings for 2021-2022 (Appendix 1), the main considerations have been the need to retain certain reporting chains as far as practicable and the timing of fiscal requirements. Consideration has also been given as far as practicable to school holidays.

### 3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

**4 Financial 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 to try and manage peaks in workload.

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

**5 Legal Implications**

5.1 None arising from the contents of this report.

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

**6 Policies, Plans & Partnerships**

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

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

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

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

- 6.5 **Partnerships:** 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.

## 7 Background papers

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

### **Previous reports:**

- Calendar of meetings 2021-22, 8 December 2020

<https://democracy.epsom-ewell.gov.uk/documents/s18134/Calendar%20of%20Meetings%202021-2022.pdf>

### **Other papers:**

- None

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Meetings open to the public (start time as stated, unless otherwise amended on agenda papers)	MEETINGS OF THE COUNCIL AND COMMITTEES – MAY 2021 TO JULY 2022																	
	Normal Time	2021								2022								
		May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
COUNCIL	19.30 hrs	18a		20					7		15b		19	17a		19		
AUDIT, CRIME & DISORDER & SCRUTINY COMMITTEE	19.30 hrs		15					18			3		7		14			
COMMUNITY & WELLBEING COMMITTEE	19.30 hrs		10					5		18		17			9			
ENVIRONMENT & SAFE COMMUNITIES COMMITTEE	19.30 hrs		1					19		25		22		24				
EPSOM & WALTON DOWNS CONSERVATORS	18:00 hrs		21					8		TBA					TBA			
EPSOM & WALTON DOWNS CONSULTATIVE COMMITTEE	18:00 hrs							13				TBA						
FINANCIAL POLICY PANEL	18.00 hrs		24					7		30		1			23			
HEALTH LIAISON PANEL	19.00 hrs			1					9			8				5		
HUMAN RESOURCES PANEL	17.00 hrs			8						14						7		
LICENSING & PLANNING POLICY COMMITTEE ( <i>Note: LICENSING SUB COMMITTEES arranged as required</i> )	19.00 hrs	27		15				9	21	11	2	20		3	26	26	14	
NONSUCH PARK JMC	Nonsuch Mansion House at 10:00 hrs		21						18			24			25		20	
PLANNING COMMITTEE	19.30 hrs		17	22				2	7	4	9	13	10	10	21	19	16	21
SHAREHOLDERS SUB COMMITTEE	18.30 hrs								23			24						
STANDARDS COMMITTEE	19.00 hrs		8						2							7		
STRATEGY & RESOURCES COMMITTEE	19.00 hrs			27				21		16		27		29				26
<i>SURREY COUNTY COUNCIL EPSOM &amp; EWELL LOCAL COMMITTEE (all at 19.00 hrs except December meeting at 14.00hrs – venues various)</i>	all at 19.00 hrs except December meeting at 14.00 hrs		14						8				28			TBA		
<b>NOT open to the public</b>																		
Briefing Evenings		24	29	12				16	18	15	13	11	14	24	28	16	30	11

a	Annual Meeting (Mayor Making) at 19.00 hrs
b	Budget meeting (determination of Council Tax)

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