

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
23 July 2015**

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+ Cllr Joanne Potter (Mayor)  
+ Cllr John Winterton (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr Oliver Lewis
+ Cllr David Allen	+ Cllr Jonathan Lytle
+ Cllr Rodney Bates	+ Cllr Katia Malcaus Cooper
+ Cllr Richard Brooks	+ Cllr Bruce Mansell
+ Cllr Nick Chambers	+ Cllr David Mansfield
+ Cllr Bill Chapman	+ Cllr Alan McClafferty
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Ian Cullen	+ Cllr Max Nelson
+ Cllr Paul Deach	+ Cllr Adrian Page
+ Cllr Colin Dougan	+ Cllr Robin Perry
+ Cllr Craig Fennell	+ Cllr Chris Pitt
+ Cllr Surinder Gandhum	+ Cllr Nic Price
+ Cllr Moira Gibson	- Cllr Wynne Price
+ Cllr Edward Hawkins	+ Cllr Darryl Ratiram
+ Cllr Josephine Hawkins	- Cllr Ian Sams
+ Cllr Ruth Hutchinson	+ Cllr Conrad Sturt
- Cllr Paul Ilnicki	+ Cllr Pat Tedder
- Cllr Rebecca Jennings-Evans	+ Cllr Victoria Wheeler
+ Cllr David Lewis	+ Cllr Valerie White

+ Present  
- Apologies for absence presented

**14/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Paul Ilnicki, Rebecca Jennings-Evans, Wynne Price and Ian Sams.

**15/C Minutes**

It was moved by the Mayor, seconded by the Deputy Mayor, and

**Resolved that the minutes of the Annual meeting of the Council  
held on 20 May 2015 be approved as a correct record.**

**16/C Mayor's Announcements**

The Mayor informed Members that her Mayoral Year, so far, had been very busy and enjoyable. She had attended events at nursing homes, schools, public houses and many more. She had also attended 3 royal events.

## **17/C Leader's Announcements**

The Leader reported that she had recently attended the Local Government Association Annual Conference. Government speakers had emphasised devolution as a new theme for local government. However it was clear that, in order to be given devolved powers, local authorities would be expected to combine and to have a directly elected Mayor. Combined authorities were likely to be based on county authorities.

## **18/C Questions from Councillors**

Councillor Rodney Bates asked a question of the Leader relating to Individual Electoral Registration (IER) and received a written reply. It was noted that John Penrose MP, Minister for Constitutional Reform at the Cabinet Office, had announced in Parliament, on 16 July 2015, that he would be bringing forward the end date for the transition to Individual Electoral Registration from December 2016 to December 2015.

In response to a supplementary question from Councillor Bates the Leader agreed to ask Michael Gove MP, and the Local Government Association, to urge the government to change its recent decision so that the transition to IER would end in December 2016.

## **19/C Executive, Committees and Other Bodies**

(a) Executive – 26 May 2015, 16 June 2015 and 7 July 2015

It was moved by Councillor Moira Gibson, seconded by Councillor Richard Brooks, and

**Resolved that the minutes of the meetings of the Executive held on 26 May 2015, 16 June 2015 and 7 July 2015 be received and the recommendation therein be adopted as set out below:**

### **9/E Highways Bids to the Local Enterprise Partnership**

- (i) local contributions funding of up to £1,625,000 be agreed for the following highway bid schemes:**
  - **A30/A331 (Meadows Gyratory) in 2015/16 – 2016/17**
  - **London Road (A30) Camberley Town Centre Highway Improvements in 2016/17 – 2017/18**
- (ii) contributions be phased over 2015/16 and 2016/17, with payment to be made upon commencement of the works; and**
- (iii) any cost overruns on these two schemes would not be funded by the Council.**

- (b) Planning Applications Committee – 30 April 2015, 27 May 2015 and 22 June 2015

It was moved by Councillor Edward Hawkins, seconded by Councillor David Mansfield, and

**Resolved that the minutes of the meetings of the Planning Applications Committee held on 30 April 2015, 27 May 2015 and 22 June 2015 be received.**

- (c) Joint Staff Consultative Group – 4 June 2015

It was moved by Councillor Josephine Hawkins, seconded by Councillor Charlotte Morley and

**Resolved that the notes of the meeting of the Joint Staff Consultative Group held on 4 June 2015 be received.**

- (d) Performance and Finance Scrutiny Committee - 17 June 2015

It was moved by Councillor David Allen, seconded by Councillor Dan Adams, and

**Resolved that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 17 June 2015 be received.**

- (e) Licensing Committee – 24 June 2015

It was moved by Councillor Bill Chapman, seconded by Councillor Nick Chambers and

**Resolved that the minutes of the meeting of the Licensing Committee held on 24 June 2015 be received.**

- (f) External Partnerships Select Committee – 14 July 2015

It was moved by Councillor Paul Deach, seconded by Councillor Dan Adams and

**Resolved that the minutes of the meetings of the External Partnerships Select Committee held on 14 July 2015 be received.**

- (g) Audit and Standards Committee – 15 July 2015

It was moved by Councillor Valerie White, seconded by Councillor Edward Hawkins and

**Resolved that the minutes of the meeting of the Audit and Standards Committee held on 15 July 2015 be received.**

## **20/C Officer Employment Rules**

It was reported that the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 had come into force on 11 May 2015. The Regulations required local authorities to incorporate certain provisions in respect of disciplinary action relating to statutory officers into the Council's Standing Orders at the first ordinary meeting falling after 11 May 2015.

The Regulations set out changes to the statutory disciplinary and dismissal procedures applying to the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer. Under the new process, the dismissal of a statutory officer must be approved by way of a vote at a meeting of the authority who would be able to dismiss, provided they had taken into account the advice, views or recommendations of a Panel which must include at least two independent persons as defined under Section 28 of the Localism Act 2011. The Panel must also take into account the conclusions of any investigation and representations from the officer concerned.

**Resolved that the Officer Employment Rules at Part 4 Section J paragraph 7 of the Constitution be amended in accordance with the Schedule to the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 as set out at Annex A to these minutes.**

## **21/C Presentation to Brigadier Allan McLeod**

The Mayor, on behalf of the Council, presented Brigadier Allan McLeod, Commandant of the Defence College of Logistics, Policing and Administration in Deepcut, with a gift in recognition of his close relationship with the Council since 2012 and all his help and assistance in allowing use of the prestigious Officers' Mess as a venue for the annual civic dinner. The Mayor wished him every success for the future.

Mayor

**PART 4 - PROCEDURAL RULES**  
**SECTION J**  
**OFFICER EMPLOYMENT RULES**  
**EXTRACT**

**7. Disciplinary action**

**(a) Suspension**

The Head of Paid Service, Monitoring Officer and the Section 151 Officer may be suspended by the Council whilst an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than two months.

~~**(b) Independent person**~~

~~No other disciplinary action may be taken in respect of the Head of Paid Service, Monitoring Officer and the Section 151 Officer except in accordance with a recommendation in a report made by a designated independent person by the Secretary of State.~~

**(b) Independent Panel**

**No disciplinary action may be taken in respect of the Head of Paid Service, the Monitoring Officer or the Section 151 Officer, except the action described in (a) above, other than in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015. This includes the appointment of an Independent Panel and the decision maker having regard to**

- (i) any advice, views and recommendations of the Panel;**
- (ii) the conclusions of any investigation into the proposed dismissal; and**
- (iii) any representations from the relevant officer.**

**(c) Officers below Head of Service**

Councillors will not be involved in the disciplinary action against any officer below Head of Service level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.

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