

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 10 May 2016

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 18 May 2016 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

1. Mayor

To elect the Mayor for the ensuing year.

2. Deputy Mayor

To elect the Deputy Mayor for the ensuing year.

3. Minutes (Pages 5 - 10)

To approve as a correct record, the minutes of the meeting of the Council held on 13 April 2016.

4. Apologies for Absence

To report apologies for absence.

5. Mayor's Announcements

6. Executive Arrangements

The Leader has responsibility for the discharge of all executive functions, for the appointment of councillors to the Executive and for the determination of the individual portfolios to be allocated to the Portfolio Holders.

The Leader can chose to delegate any/all of the executive functions to the Executive as a whole; a committee of the Executive; an individual member of the Executive; an officer; an area committee; joint arrangements; local Member in relation to their ward, or another local authority.

The Leader to advise the Council in relation to

- (a) the arrangements for the exercise of executive functions for the ensuing year;
- (b) the appointment of councillors to the Executive;
- (c) the individual portfolios to be allocated to the Portfolio Holders.

7. Establishment of Committees and Review of Political Proportionality
(Pages 11 - 14)

To appoint the committees of the Council for the ensuing year and to review the political proportionality of the committees. (Report of the Executive Head of Corporate attached).

8. Appointment of Members to Committees

In accordance with the allocation of seats as determined at item 7 above, and having regard to the nominations of the political groups (to be laid on the table), to appoint members to the following committees for the 2016/17 municipal year:

- (a) Planning Applications Committee
- (b) Licensing Committee
- (d) External Partnerships Select Committee
- (e) Performance and Finance Scrutiny Committee
- (f) Audit and Standards Committee
- (g) Appointments Committee

9. Appointment of Chairmen and Vice Chairmen

To appoint the Chairmen and Vice-Chairmen of the Committees established in Item 8 above. Nominations to these positions will be laid on the table.

10. Joint Committee

To appoint a member to the Police and Crime Panel for the 2016/17 municipal year on the nomination of the Leader of the Conservative Group.

11. To Appoint Working Groups and Other Bodies of the Council and the Membership thereof

For the 2016/17 municipal year, to appoint the following working groups of Council, to appoint the membership thereof having regard to the nominations of the political groups, as laid on the table:

<u>Working Group/Committee</u>	<u>Seats</u>
The Governance Working Group	5
Joint Staff Consultative Group	8
The Waste Contract Consultative Committee	5

12. Responsibility for Functions (Pages 15 - 24)

To consider the report of the Executive Head of Corporate in relation to the Scheme for Delegation of Functions (attached).

13. Governance Working Group (Pages 25 - 28)

To consider the report of the Governance Working Group and the recommendations contained therein.

14. Appointment of Pool of Independent Persons (Pages 29 - 30)

To consider the report of the Monitoring Officer in relation to the appointment of Independent Persons in accordance with the Localism Act 2011.