

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 19 July 2016

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 27 July 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. Apologies for Absence

To report apologies for absence.

2. Minutes

To approve as a correct record, the minutes of the meeting of the Council held on 18 May 2016.

3. Mayor's Announcements

- To make Long Service Presentations.

4. Leader's Announcements

- To present trophies for the Business Management Games.

5. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

6. Questions from Members of the Public

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules).

7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

8. Executive, Committees and Other Bodies

To receive the open minutes of the following bodies (minutes reproduced in the Minute Book) and to answer questions (if any) in accordance with Council Procedure Rule 11.5 to consider the recommendations as set out below:

(a) Executive – 19 April 2016, 7 June 2016 and 12 July 2016

12 July 2016 - Review of the Corporate Capital Programme 2015/16 and Report on Capital Prudential Indicators for 2015/16

Recommended that

- (i) the carry forward budget provision of £1.161 million from 2015/16 into 2016/17 be approved;
- (ii) the revised 2016/17 Capital Programme of £2.706 million be noted; and
- (iii) the final capital prudential indicators for 2016/17 be noted.

(b) Planning Applications Committee – 12 May 2016, 30 June 2016 and 21 July 2016 (to follow)

(c) External Partnerships Select Committee – 28 June

(d) Licensing Committee – 29 June 2016

(e) Performance and Finance Scrutiny Committee – 6 July 2016

To note the Notes of the Joint Staff Consultative Group – 14 July 2016 (Notes reproduced in the Minute Book).

9. Portfolio Holder's Question Time (Pages 5 - 6)

Councillor Colin Dougan, the Transformation Portfolio Holder to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Transformation Portfolio Holder are attached).

10. Urgent Action (Pages 7 - 12)

To receive a report on urgent action taken under the Scheme of Delegation of Functions to Officers.

11. Exclusion of Press and Public

The Mayor to move “That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 12 and 13 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Act.”

12. Council, Executive and Committees - Exempt (Pages 13 - 14)

To receive the exempt minutes (reproduced in the Council Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider any recommendations.

13. Review of Exempt Items

To review those items or parts thereof which can be released as information available to the public.

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EXECUTIVE PORTFOLIO – TRANSFORMATION PORTFOLIO

All the members of the Executive have collective responsibility for decisions taken by the Executive under its terms of reference and for decisions taken by officers in accordance with the Scheme of Delegation as it relates to the functions of the Executive. The responsibilities of the portfolio holders are set out Part 3 Section D of the Constitution.

The role of a Portfolio Holder is to

- (a) to be accountable for those services within the portfolio areas of responsibility, taking the lead publicly in relation to the Executive's activities in those areas, both inside and outside the Council;
- (b) to take the lead on discussions at Executive meetings for those matters falling within the portfolio responsibilities;
- (c) to present any Executive recommendations on matters falling within the portfolio responsibilities to Council; and
- (d) to respond to issues raised by the scrutiny committees relating to the portfolio responsibilities.

The areas of responsibility currently identified for the Transformation Portfolio are:

- Building Control
- Business and Community Development
- Corporate Property
- Corporate Support
- Data Protection
- Facilities
- FOI
- ICT
- Internal/ External Service Review
- Key Projects/ Partnerships
- Regeneration

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Urgent Action

Portfolio	N/A
Ward(s) Affected:	n/a

Purpose

To note urgent action taken under the Scheme of Delegation of Functions to Officers.

Background

1. The Scheme of Delegation of Functions to Officers provides for officers to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or being key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions which are council matters have to be reported to the next meeting of the Council.

Current Position

2. In accordance with the Scheme of Delegation of Functions to Officers, the Chief Executive, after consultation with the Mayor and the Leader, has authorised the implementation of a cloud based software solution for Building Control, Environmental Health, Licensing, Regulatory Services and Grant software. The software will be procured on a Government Framework.

Resource Implications

3. The resource implications are as set out in the attached exempt annex.

Recommendation

4. The Council is advised to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.

Attachments

Exempt Annex

Background Papers:

None

Report Author

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Service Head:

Richard Payne – Executive Head of Corporate

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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