

Surrey Heath Borough Council

Executive

30 May 2023

Appointment of Executive Working Groups 2023/24

Portfolio Holder:	Leader
Head of Service	Gavin Ramtohal – Head of Legal & Democratic Services
Report Author:	Rachel Whillis – Democratic Services Manager
Key Decision:	No
Date Portfolio Holder signed off the report	19 May 2023
Wards Affected:	n/a

Summary and purpose

To appoint working groups of the Executive, to determine the allocation of seats to these bodies and to endorse the Terms of Reference.

Recommendation

The Executive is advised to RESOLVE to

- (i) establish Executive Working Groups for the Municipal Year 2023/24 as considered appropriate;
- (ii) determine the number of seats and the allocation of those seats;
- (iii) appoint members and substitute members to the working groups on the nomination of the Group Leaders; and
- (iv) adopt Terms of Reference for each of the Working Groups.

1. Background and Supporting Information

1.1 It is proposed that the following Working Groups be established for 2023/24

Group	No of Seats
Climate Change Working Group	9
Engaging Communities Working Group	9
Improving Places Working Group	9
Local Plan Working Group	9

Group	No of Seats
Property Working Group	6

- 2.1 The Executive is asked to agree the establishment of the above Working Groups, the number and allocation of seats and the appointment of substitutes in accordance with Substitution Rules at Part 4 of the Constitution.
- 3.1 The proposed Terms of Reference for the Working Groups are attached at Annex A.
- 4.1 The nominations of the Group Leaders to these working groups will be laid on the table at the meeting if available.

2. Proposal and Alternative Options

- 2.1 It is proposed that the Executive considers which Working Groups to appoint for 2023/24, reviews the Terms of Reference and agrees them with or without any changes, as considered appropriate.

3. Resource Implications

- 3.1 Resource implications principally relate to the staff resource required for preparing and attending Working Group meetings. The Executive is therefore asked to consider how to best direct corporate resource when considering which Executive Working Groups it should appoint.

4. Section 151 Officer Comments:

- 4.1 No matters arising

5. Legal and Governance Issues

- 5.1 As working groups of the Executive there is no legal requirement for these groups to be politically balanced, although in the past they have been so.

6. Monitoring Officer Comments:

- 6.1 No matters arising.

Annexes

- Annex A – Proposed Terms of Reference
- Annex B – Nominations from Group Leaders

Background Papers

None