

## SURREY HEATH BOROUGH COUNCIL

Camberley 707100

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

To: The members of the Surrey Heath  
Borough Council

7 May 2013

Dear Councillor,

You are hereby SUMMONED to attend the ANNUAL MEETING of the Council of the Borough of Surrey Heath to be held in the Council Chamber at Surrey Heath House on Wednesday, 15 May 2013 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.**

### AGENDA

**1. Mayor**

To elect the Mayor for the ensuing year.

**2. Deputy Mayor**

To elect the Deputy Mayor for the ensuing year.

**3. Minutes**

To approve as a correct record the minutes of the meeting of the Council held on 17 April 2013 - attached.

**4. Apologies**

To report apologies for absence.

**5. Mayor's Announcements**

The Mayor to make his/her announcements.

**6. Interests**

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

**7. 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.

**8. Establishment of Committees and Review of Political Proportionality**

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).

**9. Appointment of Members to Committees**

In accordance with the allocation of seats as determined at item 8 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 2013/14 municipal year:

- (a) Planning Applications Committee
- (b) Licensing Committee
- (c) Community Services Scrutiny Committee
- (d) External Partnerships Select Committee
- (e) Performance and Audit Scrutiny Committee
- (f) Standards Hearing and Determination Committee
- (g) Appointments Committee
- (h) Selection Committee

**10. Appointment of Chairmen and Vice Chairmen**

To appoint the Chairmen and Vice-Chairmen of the above committees and the Appeals Committee.

**11. Joint Committee**

To appoint a member to the Police and Crime Panel for the 2013/14 municipal year on the nomination of the Leader of the Conservative Group.

**12. Working Groups and Other Bodies**

For the 2013/14 municipal year, to appoint the following working groups of Council, to appoint the membership thereof having regard to the nominations of the political groups:

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

**13. Responsibility for Functions**

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

**14. Appointment of Independent Persons**

To consider the extension of the appointment of Mr David Ray as Independent Person under Section 28 of the Localism Act 2011 until May 2015.

**15. Questions**

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

Yours sincerely

Karen Whelan

Chief Executive