

**SURREY HEATH BOROUGH COUNCIL**

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

2 July 2013

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 at Surrey Heath House on Wednesday 10 July 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.**

Yours sincerely

Karen Whelan

Chief Executive

---

**1. Minutes**

To approve as a correct record, the minutes of the meeting of the Council held on 15 May 2013.

**2. Apologies for Absence**

**3. Mayor's Announcements**

**4. Leader's Announcements**

**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 attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Executive – 21 May, 11 June 2013, and recommendations from 9 July 2013

21 May 2013

### **3/E Capability Policy and Procedure**

**RECOMMENDED that that the revised Capability Policy, attached as Annex A to these minutes, be adopted.**

11 June 2013

### **11E Pay Settlement**

**RECOMMENDED to adopt the new salary scales for 2013/14, with a new spinal column point of £500 to be added to each of Grades SH1 to SH9.**

9 July 2013

The Executive at its meeting on 9 July will be invited to consider the recommendations set out below. Any amendments to these recommendations will be laid on the table and reported to the meeting.

### **14/E Anti – Fraud and Corruption Strategy**

**The Executive will be advised to recommend the adoption of the revised and updated Anti-Fraud and Corruption Strategy as set out at Annex A to the Executive report**

### **17/E Investors in People Action Plan**

**The Executive will be advised to recommend that the Investors in People Action Plan, as attached at Annex A to the Executive report, be implemented.**

### **18/E Sickness Absence Policy**

**The Executive will be advised to recommend that the Sickness Absence Policy and Procedure, as set out at Annex A to the Executive report, be adopted.**

### **20/E Community Infrastructure Levy: Regulation 123 List**

**The Executive will be advised to recommend that the publication of the 123 List as set out in Annex B to the Executive report and that the Executive Head of Regulatory be authorised to submit the draft 123 List to the Secretary of State for examination.**

## **21/E Community Infrastructure Levy - Draft Charging Schedule**

**The Executive will be advised to recommend that following consultation, the Executive Head of Regulatory be authorised to submit the Draft Charging Schedule and supporting documents including consultation responses to the Secretary of State for examination subject to no significant modifications arising from consultation.**

- (b) Planning Applications Committee – 7 May, 3 June and 1 July 2013
- (c) Selection Committee – 22 May 2013
- (d) Licensing Committee – 29 May 2013
- (e) Joint Staff Consultative Group – 6 June 2013
- (f) Performance and Audit Scrutiny Committee (Audit) – 19 June 2013
- (g) Performance and Audit Scrutiny Committee (Scrutiny) – 19 June 2013
- (h) Appointments Committee – 20 June 2013
- (i) Standards Hearing and Determination Committee – 24 June 2013
- (j) External Partnerships Select Committee – 25 June 2013
- (k) Community Services Scrutiny Committee – 27 June 2013

### **9. Motions**

Councillor Tim Dodds to move

"That this Council encourages and supports actions to record military heritage in the landscape in and close by the Borough of Surrey Heath."

### **10. Community Governance Review**

To consider the attached report of the Executive Head of Corporate in relation to conducting a Community Governance Review.

### **11. Urgent Action**

To consider the report of the Executive Head of Corporate in relation to the urgent action taken since the last meeting.

### **12. Portfolio Holder's Question Time**

The Regulatory Portfolio Holder, Councillor Keith Bush to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Regulatory Portfolio are attached).

**13. 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 14 and 15 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 1 & 3 of Part 1 of Schedule 12A of the Act.”

**14. Executive, Committees and Other Bodies – Exempt**

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

**15. Review of Exempt Items**