

COUNCIL MEETING

27 October 2021

ADDENDUM TO THE COUNCIL MINUTE BOOK

- | | | |
|-----|---------------------------------------|----------------|
| 5. | Executive - 19 October 2021 | (Pages 3 - 8) |
| 12. | Employment Committee - 7 October 2021 | (Pages 9 - 12) |

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 19
October 2021**

+ Cllr Alan McClafferty (Chairman)

- | | |
|-------------------------------|------------------------|
| * Cllr Colin Dougan | + Cllr David Mansfield |
| + Cllr Shaun Garrett | + Cllr Adrian Page |
| - Cllr Rebecca Jennings-Evans | + Cllr Robin Perry |

+ Present

- Apologies for absence presented

* In attendance virtually but did not vote

In Attendance: Cllr Graham Alleway, Cllr Peter Barnett, Cllr Rodney Bates, Cllr Sharon Galliford, Cllr Edward Hawkins, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler and Cllr Valerie White

50/E Minutes

The minutes of the meeting held on 9 September 2021 were confirmed and signed by the Chairman.

51/E Five Year Strategy 2022 -2027

The Executive considered the draft Five Year Strategy 2022-2027. The Strategy had been developed following an extensive consultation, with a cross-party Task & Finish group steering its development. The overarching priorities for the Strategy, from which all the issues and objectives for the Strategy would then flow, were:

- Environment,
- Health & Quality of Life
- Economy
- Effective & Responsive Council

Members considered the actions and agreed to reword the seventh action point within the 'Environment' section to state: "Deliver actions that encourage and support steps being taken by local people within the community to tackle climate change."

The Executive was informed that the Strategy contained a new section on aspirations for the community, which referred to topics where the Council considered it had a duty to advocate on behalf of residents, to those who could contribute to borough residents' wellbeing. Members considered the issues identified and agreed to extend the reference to Bus Services to include the following wording at the end of the sentence: "...and deliver sufficient service for our residents." The Leader also undertook to write to the new Minister for Housing regarding government prescribed housing targets and concerns about over development.

RECOMMENDED to Full Council that

- (i) the new Five Year Strategy, as set out at Annex B to the agenda report, as amended, be adopted; and**
- (ii) the final amendments to the content of the strategy be delegated to the Chief Executive in consultation with the Leader.**

52/E Bids received for funding from the Local Community Improvement Fund

In October 2020 the Executive had set up the Local Community Improvement Fund for bids to use local CIL funds for the non-parished wards. The Fund pooled the Neighbourhood Community Infrastructure Levy contributions to allow wards that did not deliver new development but did experience its impact to have access to CIL funding. It also allowed the community to bid for funding for small scale local capital projects.

The Executive considered five applications that had been received in the first round of bids for 2021/22, and a summary of each was noted. The proposals for funding the bids from pooled funds where there was not sufficient funds in the relevant ward pot were noted.

The application from Ravenscote Parent Teacher Association for a grant towards the installation of a Pelican Crossing to be situated by the back gate entrance to Ravenscote Junior School, Upper Chobham Road, Frimley was discussed. The recommendation proposed was for the application to be held in abeyance pending a decision from Surrey County Council. It was reported that the Surrey Heath Local Committee would be receiving an update on this matter at its next meeting. Members noted the importance of finding the best solution for the issues for a safe crossing at this site and undertook to continue to work with the Highways Authority on the matter.

RESOLVED that

- (i) £6,148.00 be awarded to Mytchett Community Association for accessibility improvements to the community pond and wildlife area;**
- (ii) £16,600.00 be awarded to Bentley Copse Play Area for replacement of play equipment and safety surfaces;**
- (iii) £28,800.00 be awarded to Frimley Lodge Park Fitness Trail to replace fitness equipment;**
- (iv) £4,900.00 be awarded to Southcote Park Play Area for replacement of safety surfaces; and**
- (v) The application for Pelican Crossing at Ravenscote School be held in abeyance pending a decision from Surrey CC.**

53/E Surrey County Council's Local Transport Plan 2022-2032 consultation

The Executive considered a draft response to Surrey County Council's Draft Surrey Transport Plan 2022-2032. The Surrey Transport Plan 2022-2032, also referred to as LTP4, would have significant implications for existing and future transport infrastructure within Surrey Heath and for carbon emissions associated with transport in Surrey. The LTP4 set out bold measures to tackle key transport issues such as carbon emissions, improving public transport, road safety and pollution for all modes of transport.

Members considered the proposed response and agreed to strengthen the first paragraph of the overarching general comments by including the following wording:

"However, we have one major concern. Public transport in Surrey Heath is poor, in particular for the villages, which forces residents to be reliant on their cars. This situation has worsened with the loss of the Avila 34 and 35 bus services. It is imperative that the public transport situation is fully resolved before disadvantaging car use by introducing demand management for car travel."

It was also agreed to delegate authority to the Head of Planning in consultation with the Planning & People Portfolio Holder to finalise the wording of the consultation response.

RESOLVED that

- (i) the response set out at Annex 1 to the agenda report, as amended, be agreed as the Council's formal response to Surrey County Council's consultation on the Draft Surrey Transport Plan 2022-2032; and**
- (ii) authority be delegated to the Head of Planning in consultation with the Planning and People Portfolio Holder to agree the final wording of the response.**

54/E Urgent Action

The Executive noted urgent action taken in relation to a decision to enter into Business Rates pooling arrangements with other Surrey local authorities for the 2022/23 financial year.

RESOLVED to note the urgent action taken in accordance with the Scheme of Delegation of Functions to Officers.

55/E Write Off of Irrecoverable Bad Debts

The Executive considered a report seeking approval to write off bad debts incurred through the non-payment of Council tax and Non-Domestic Rates, as well as a sundry debt from a company that had gone in to liquidation.

All of the debts had been subject to the relevant recovery action and tracing enquiries. The Leader thanked residents, businesses and officers for helping the Council achieve first and sixth places respectively in relation to national collection rates for Non-Domestic Rates and Council Tax.

RESOLVED that bad debts totalling £39,628.30 in respect of Council Tax, £103,906.18 in respect of Non-Domestic Rates and £17,905.80 in respect of Sundry Debts be approved for write off.

56/E Exclusion of Press and Public

In accordance with Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972 as set out below:

Minute	Paragraph(s)
55/E (part)	1&3
57/E	3
58/E	1&3

57/E Additional Camberley High Street Trees

The Executive was reminded that, at its meeting on 25 May 2021, it had agreed that a further sum of money would be made available to install additional planters in Camberley High Street. The Camberley Town Centre Working Group had considered the matter at its meeting in August 2021 and had supported the installation of planters in the High Street.

Members were advised that the Working Group had recommended the Corten Steel planter as the preferred option. However, concerns had subsequently been raised about the risk of rust staining to the pavement and the clothing of pedestrians. The Grand Globe planter was now the recommended option. The capital costs of the planters and trees, along with the installation and ongoing watering costs were noted.

It was reported that Collectively Camberley BID, The Square management, and local businesses had been consulted on the installation of the planters. In addition, Disability Initiative had commented on the proposals and had offered to be involved with the installation and assist with the exact positioning of the planters, in order to help prevent issues with access and obstruction.

RESOLVED that

- (i) 8 additional trees in planters be installed in Camberley High Street; and**

- (ii) the “Grand Globe” planter option, as shown in Annex 2 to the agenda report, be agreed.**

58/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that

- (i) Annex A to the report associated with minute 55/E remain exempt for the present time;**
- (ii) Annex B to the report associated with minute 55/E be made public; and**
- (iii) The decision and report associated with minute 57/E be made public.**

Chairman

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**Minutes of a Meeting of the
Employment Committee held at Surrey
Heath House on 7 October 2021**

- Cllr Colin Dougan (Chairman)
+ Cllr Cliff Betton (Vice Chairman) (in the Chair)

+ Cllr Sharon Galliford	+ Cllr Alan McClafferty
+ Cllr Mark Gordon	+ Cllr Graham Tapper
+ Cllr Josephine Hawkins	* Cllr Victoria Wheeler
+ Cllr Rebecca Jennings-Evans	

+ Present
- Apologies for absence presented
* In attendance virtually but did not vote

Members in Attendance: Cllr Peter Barnett, Cllr David Mansfield, Cllr Valerie White.

12/EC Minutes

The open and exempt minutes of the meeting held on 27 July 2021 were confirmed and signed by the Chairman.

13/EC Leave and Special Leave Policy and Procedure

The Committee considered revisions to the Leave and Special Leave Policy and Procedure, which principally reflected the introduction of the new HR system, iTrent, and incorporated Jack's Law relating to time off for parental bereavement.

RESOLVED that the updated Leave and Special Leave Policy and Procedure, as set out at Annex A to the report, be agreed.

14/EC Review of Sickness Absence Policy and Procedures

The Committee considered proposed revisions to the Sickness Absence Policy and Procedure, which principally related to the introduction of the new HR system, iTrent.

RESOLVED that the updated Sickness Absence Policy and Procedure, as set out at Annex A to the agenda report, be adopted.

15/EC Flexible Working Policy & Procedure

The Committee considered proposed revisions to the Council's Flexible Working policy, which primarily reflected the new HR system, iTrent and changes to senior management titles. In addition to the changes set out in the agenda report, it was agreed to add a clear statement clarifying statutory rights for requesting flexible working.

RESOLVED that the updated Flexible Working Policy and Procedure, as set out at Annex A to the agenda report, as amended, be adopted.

16/EC Flexi Time Policy

The Committee considered proposed revisions to the Council's Flexi Time policy, which primarily reflected changes the recording and booking of Flexi Time, which would be processed through the new HR system, iTrent.

Members were reminded that a new Grade 10 had been introduced as part of the recent senior management restructure. The Flexi Time Policy currently stated that employees on Grades 1 to 9 could accrue credit hours to take up to 2 days of flexi-leave within a four week settlement period. It was not proposed to update the relevant section to include Grade 10 at this time, but this would be reviewed again as the new grade became more established and posts were evaluated and allocated to this grade.

RESOLVED that the updated Flexi Time Policy, as set out at Annex A to the agenda report, be agreed.

17/EC Agile Working Policy 2020/21

The Group reviewed the Agile Working Policy, which had been introduced in 2020. The policy had been updated to reflect the changes to working practices which had come about due to the continuing effects of COVID-19.

The Policy now stated that there was an expectation that employees would attend the office for a minimum of one day a week, although employees' patterns and place of work would be agreed following discussions with their managers, taking into considerations the business requirement within their role. This would be kept under review in order to ensure it continued to meet business needs.

In response to questions from the Committee, the HR Manager undertook to circulate information on the number of employees attending the office one day a week or more.

RESOLVED that the updated Agile Working Policy, as set out at Annex A to the agenda report, be adopted.

18/EC Update on Climate Change Actions Assigned to Human Resources

The Committee considered a report presenting the actions taken in relation to the Climate Change Action Plan, as assigned to Human Resources. In addition to the actions identified, it was reported that a staff training module would be rolled out to staff and incorporated into the induction programme. Members discussed the actions and agreed that target dates should be added to each of the identified actions.

RESOLVED that

- (i) **the actions taken to date in response to the actions assigned to Human Resources from the Climate Change Action Plan, as set out at Annex A to the agenda report, be noted; and**
- (ii) **target dates be added to each of the Climate Change Action Plan actions assigned to Human Resources.**

19/EC Christmas Closure 2021

The Committee was informed that for a number of years in succession Surrey Heath House had closed the building to the public and staff had needed to take some leave to accommodate the closure. It was noted that, despite the closure of the offices, a number of services continued to operate and cover reflected business need.

Members considered a report setting out a number of options for the opening of Surrey Heath House during the period between Christmas and New Year 2021. Option 1 mirrored the arrangements from previous years, where staff would be asked to take a day as annual leave on 30 December and one day extra day would be given on 31 December; the extra statutory day's leave in Terms and Conditions taken on 29 December meant the offices would be shut between Christmas and New Year.

The Committee was reminded that an additional day's leave, to be taken on 24 December 2021, had been agreed as part of pay negotiations for 2021/22. Some Members reported that they had not been aware of the arrangements agreed in previous years when that decision on the Pay Award had been made. It was agreed to continue with the same arrangements and approve Option 1 for 2021/22, but ensure that the arrangements for the opening of Surrey Heath House between Christmas and New Year 2022, including whether to agree any additional leave over this period, were agreed in the first quarter of 2022/23.

RESOLVED that Option 1 for Christmas Closure 2021 be agreed, with staff being asked to take one day as annual leave and awarded one day extra day on 30 and 31 December 2021.

20/EC Appointment Sub Committee minutes

The minutes of the Appointments Sub Committee meetings held on 23 April, 24 May, 7 June, 8 July, 12 August, 13 September and 15 September 2021 were agreed and would be signed by the Chairmen of the Sub Committees at the next available opportunity.

21/EC Work Programme

The Committee considered its draft work programme for the remainder of the municipal year.

RESOLVED that the work programme for the remainder of the 2021/22 municipal year, as set out at Annex A to the agenda report, be agreed.

Chairman