

# **COUNCIL MEETING**

**26 October 2022**

## **ADDENDUM TO THE COUNCIL MINUTE BOOK**

- |     |   |                        |
|-----|---|------------------------|
| 4.  | <b>Executive - 18 October 2022</b>  | <b>(Pages 3 - 6)</b>   |
| 9.  | <b>Performance and Finance Scrutiny Committee - 28<br/>September 2022</b> | <b>(Pages 7 - 12)</b>  |
| 12. | <b>Licensing Committee - 19 October 2022</b>                              | <b>(Pages 13 - 16)</b> |
| 14. | <b>Employment Committee - 13 October 2022</b>                             | <b>(Pages 17 - 20)</b> |



**Minutes of a Meeting of the Executive  
held on 18 October 2022**

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+ Cllr Alan McClafferty (Chairman)

+ Cllr Sarah Jane Croke	+ Cllr Rebecca Jennings-Evans
- Cllr Colin Dougan	+ Cllr Adrian Page
+ Cllr Shaun Garrett	+ Cllr Robin Perry

+ Present

- Apologies for absence presented

In Attendance: Cllr Peter Barnett, Cllr Rodney Bates, Cllr Cliff Betton, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Edward Hawkins, Cllr Sashi Mylvaganam, Cllr Graham Tapper, Cllr Pat Tedder, Cllr Victoria Wheeler, Cllr Helen Whitcroft and Cllr Valerie White

**49/E Minutes**

The minutes of the meeting held on 20 September 2022 were confirmed and signed by the Chairman.

**50/E Questions by Members**

The Leader received a question from Councillor Victoria Wheeler concerning the recent announcement by Surrey County Council that its Local Committee would no longer be meeting and the steps that could be taken by this Council to ensure continued engagement on the areas encompassed by the Committee. The Leader undertook to respond to in writing.

**51/E Local Community Project Fund Bids**

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 one application that had been received during the round of bids open between 1 and 29 July 2022 which related to improvements in Southcote Park Play Area in Parkside ward.

**RESOLVED that, in line with the CIL bid detailed in Annex 1 to the agenda report, £15,000 (net) be awarded to Parkside ward for the replacement of a goal, basketball unit and safety surface.**

**RECOMMENDED to Full Council that £15,000 (net) for Southcote Park Play Area Refurbishment be added to the Council's Capital Programme.**

## 52/E @TheOldDeanRec

The Executive considered a proposal use the unused rooms within the Old Dean Pavilion to provide a small locally run junior library and community facility offering soft drinks and toilet facilities, to be called @TheOldDeanRec. The facility would be highly accessible to the most deprived area of Old Dean, situated immediately next to the playground renovated in 2020. @TheOldDeanRec would be run by volunteers and it was hoped to make it available on weekdays after school hours, the weekends and school holidays.

It was reported that, whilst the Old Dean Community Group would be happy to provide the support needed to help setup @TheOldDeanRec, a new Charitable Incorporated Organisation had been created to run it on a day to day basis, in order to provide the dedicated focus it would require. Three trustees had already been appointed.

Members discussed the proposals and noted that the space had not been used for a considerable time and had been subject to vandalism. It was also recognised that the project had the potential to serve real needs and support was therefore indicated for the proposal.

**RESOLVED that the Council enters into a lease arrangement with @TheOldDeanRec registered charity group, applying a community rent subsidy as outlined within the agenda report, to support establishing and delivering its services.**

Note: In accordance with the Members' Code of Conduct Councillors Rodney Bates and Shaun Garrett declared non-pecuniary interests as they were trustees of Old Dean Community Group.

## 53/E EV Charging in Council Car Parks

The Executive considered a report on the progress on the electric vehicle (EV) charge point project in Council owned and operated car parks. Agreement was also sought to appoint a contractor for the delivery of the project following a procurement process.

A consultation had been undertaken with residents that had identified that access to charging facilities, particularly overnight charging, was a particular issue for residents without access to off-street parking. The basis of the tender had been a Concession Contract, for 7kWh chargers suitable for overnight charging, with the supplier responsible for the funding of the works and a revenue share to be returned to the Council as landowner.

Members discussed the list of car parks included in the proposals and were advised that they had been chosen based on their technical capacity, in particular in relation to accessing the necessary power for the chargers. Options for other Council owned car parks were expected to be considered in future reports as part of a broader strategy looking at whether additional infrastructure could be introduced to support EV charging in those locations. Work was also underway to assess opportunities for electric vehicle charging within the Knoll Road and Main

Square multi-storey car parks, where visitors to the town would benefit from fast charging infrastructure. It was noted that Surrey County Council was currently exploring options for on-street EV charging across the county and suggested that this Council should be encouraged to work with the County Council to address gaps in provision within the borough.

**RESOLVED that**

- (i) the outcome of the procurement be noted; and**
- (ii) authority be delegated to the Strategic Directors for Environment & Community and Finance & Customer Services in consultation with the Portfolio Holders for Environment & Health and Finance & Customer Services to conclude contractual terms and proceed with the award of contract based on a 10-year contract term.**

**54/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)
53/E (part)	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
55/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).
56/E	3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

**55/E Settlement of Property Dilapidations**

The Executive considered an exempt report setting out the proposed settlement for the resolution of the dilapidations schedule for a property leased to a third party that was no longer operational. The proposed settlement was discussed and it was agreed to proceed with the recommendations set out in the agenda report.

Members were advised about remedial actions that were being introduced to ensure that the situation did not occur again.

**RESOLVED that the decisions recommended in the exempt agenda report be agreed.**

Note: it was noted for the record that Cllr Tim FitzGerald declared that he had been involved with the third party organisation for many years but this involvement had ended before 2020.

**56/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) the exempt annex to the report associated with minute 53/E remain exempt for the current time; and**
- (ii) the report and decision at minute 55/E remain exempt until the signing of an agreement with the affected third party.**

Chairman

**Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 28 September 2022**

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+ Cllr Sashi Mylvaganam (Chairman)

+ Cllr Valerie White (Vice Chairman)

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|--------------------------|-------------------------|
| - Cllr Graham Alleway    | + Cllr Liz Noble        |
| + Cllr Rodney Bates      | + Cllr Darryl Ratiram   |
| + Cllr Stuart Black      | - Cllr Morgan Rise      |
| + Cllr Vivienne Chapman* | + Cllr Graham Tapper    |
| + Cllr Paul Deach        | + Cllr Victoria Wheeler |
| + Cllr Sharon Galliford  | + Cllr Helen Whitcroft  |
| - Cllr Edward Hawkins    |                         |

+ Present

- Apologies for absence presented

\* Committee Member in attendance virtually

Substitutes: Cllr Rodney Bates for Cllr Graham Alleway  
Cllr Graham Taper for Cllr Morgan Rise

Portfolio Holders in Attendance: Cllr Shaun Garrett, Portfolio Holder: Economic Development & Transformation  
Cllr Adrian Page, Portfolio Holder: Planning & Control  
Cllr Robin Perry, Portfolio Holder: Finance

Officers Present: Gavin Chinniah, Head of Planning  
Louise Livingston, Head of HR, Performance & Communications  
Damian Roberts, Chief Executive  
Lynn Smith, Customer Relations Manager  
Nick Steevens, Strategic Director: Environment & Community  
Bob Watson, Strategic Director: Finance & Customer Services

## **10/PF Minutes of Previous Meeting**

**RESOLVED** that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 13<sup>th</sup> July 2022 be approved as being a correct record and signed by the Chairman.

## **11/PF Complaints Monitoring Annual Report**

The Committee received a report summarising the outcome of complaints received by the Council at either Stage 2 or Stage 3 of the Council's Corporate Complaints Policy during 2021/22.

It was reported that during the 2021/22 municipal year, 26 formal complaints had been dealt with at either stage 2 or stage 3 of the Corporate Complaints Procedure (compared to 26 in 2020/21). Of these, 23 had been found to be not justified, one had been found to be partly justified and two had been found to be justified. Of the complaints that were considered to be justified or part justified all related to operational matters including insufficient communication with the complainant and the length of time it was taking for the Council to respond to a resident..

Analysis of the complaints that had been found to be unjustified, showed that the majority of them were due to the complainant being unhappy with a Council decision or misunderstanding what the Council was able to do in a particular situation.

It was acknowledged that in view of the number of contacts that the Council dealt with on an annual basis (70,926 telephone calls and 11,943 email, web and face to face interactions recorded in 2021/22) this low number of complaints should be considered to be a positive for the Council.

During 2020/21, the Local Government Ombudsman investigated twelve complaints relating to Surrey Heath Borough Council. Of these none had been upheld, six had been referred back to the Council for local resolution, three were closed after initial enquiries and advice had been given in two cases.

The Committee was informed that whenever possible an effort was made to ensure that there was a full handover when staff left the employment of the Council however this was not always possible and knowledge gaps did occur.

It was agreed that a breakdown of stage one complaints by type would be circulated.

The Committee noted the report.

## **12/PF Executive Portfolio Update: Economic Development & Transformation**

The Committee received a report summarising Council's work over the past twelve months which was encompassed by the Economic Development and Transformation Executive Portfolio; a portfolio which covered asset management, car parking, corporate property, data protection and Freedom of Information, Economic Development, ICT and Digital and service transformation. Key areas of work over the past twelve months had included:

- The retendering of the Asset Management Contract for the Square shopping centre, with an expectation that the successful bidder would be in post by Spring 2023.
- The introduction of cashless payment options at all Council owned car parks
- Providing responses to 616 Freedom of Information requests and 63 Data Protection Individual Rights requests .
- The provision of support to 1,000 businesses through the distribution of the Governments Additional Restrictions Grants.
- Securing £97,000 of funding to enable the Workshop Youth Hub project to be staffed for a further twelve months.
- Relocation of the Workshop Youth Hub project into a larger unit which enabled the project to expand their offer.
- Consolidation of the cloud based ICT services on to the Azure Virtual Desktop system.
- Deployment of 218 laptops to staff, and the associated removal of desktop terminals, enabling greater levels of agile working and the refurbishment of the old desktop computers which were then donated to charity.
- The commencement of work to rebuild the Council's website to enable the Council to replace unsupported and out of date software.
- Completion of the Star Chamber budgeting process resulting in the identification of £660,000 of savings in the 2022/23 financial year.

The proliferation of takeaway delivery drivers parking in the High Street during the evenings was noted and it was questioned whether suggestions made previously about the possibility of providing an official waiting area off the High Street for these vehicles had been



explored. The Committee was assured that the matter was being considered and updates would be provided as the matter progressed.

The impact of increasing charges at all the Council's car parks had been mixed. There had been a significant decline in the use of Yorktown car park something that was attributed to a change in working patterns following the pandemic restrictions with fewer people working in the adjacent BasePoint serviced offices. There was anecdotal evidence to suggest that the introduction of charges in Chobham car park was causing increasing numbers of people to use the recreation ground and Chobham Common and an increase in littering in these areas. It was confirmed that bi-monthly reviews of Chobham car park were taking place and the findings would be shared with members. Reviews of the Burrell Road and Yorktown Road car parks would also take place.

It was clarified that the projected £300,000 cost of replacing the car park control and management system in multi-storey car parks included funding to replace the infrastructure used to support the Automatic Number Plate Recognition (ANPR) system. A suggestion that differential parking rates be applied to Council owned car parks with drivers parking on the ground floor or close to the elevators and exits being charged more than those who parked further away was noted however it was stressed that adoption of this approach would be dependent on the availability of suitable new technology.

The decision by Surrey County Council to take on responsibility for managing all on-street parking operations across Surrey from 1<sup>st</sup> April 2023 was noted and it was confirmed that staff would be subject to a TUPE process as part of this transfer. Concerns about the restricted nature of the tender framework that the County Council proposed to use to procure a provider to manage the service going forward was noted and it was agreed that clarity would be sought on how many companies would be eligible to bid under the framework.

It was agreed that concerns about the cleanliness of the Council owned multi-story car parks would be followed up.

It was clarified that whilst the star chamber budget exercise had identified £660,000 of savings in the 2022/23 financial year this was against an original target of £475,000 and the additional savings would be put towards savings required in future years.

The Committee noted the report.

### **13/PF Executive Portfolio Update: Planning & Control**

The Committee received a report summarising Council's work over the past twelve months which was encompassed by the Planning and Control Executive Portfolio; a portfolio which covered Planning Policy and Conservation, Development Management, Drainage, Building Control, Land Charges and Planning Enforcement. Key areas of work over the past twelve months had included:

- Completion of the Draft Local Plan: Preferred Options Regulation 18 consultation
- Ongoing work to identify suitable site for Gypsy and Travellers and Travelling Showpeople as part of the Local Plan development.
- The Development Management Team had defended 36 planning appeals in 2021/22 of which 28 were dismissed and 14 appeals in the first quarter of 2022/23 of which 13 were dismissed.
- The Development Management Service was in the process of implementing the recommendations arising from a review of the service by the Planning Advisory Service including a restructure of the team to enable processes to be streamlined,

build resilience into the section and enable planning officers to spend more time focusing on determining planning applications. Improvements had also been made to the pre-application process and regular training sessions on development management matters for Councillors were now being scheduled.

- The Building Control Service had processed 718 applications, delivered enforcement activity on 55 sites, attended 21 dangerous structures and carried out 5,586 site inspections.

The Committee was informed that if it was not possible to identify sufficient numbers of sites Gypsy and Traveller pitches then there was a significant risk that the Local Plan would be found to be unsound at the Examination stage. Consequently it was incumbent on all Councillors to work with officers to try and identify potential sites across all wards in the Borough.

It was noted that all sites proposed were assessed for their suitability and detailed records setting out why a site was unsuitable were kept. These records would be used at Examination stage to demonstrate that every effort had been made to identify appropriate numbers of pitch sites.

It was clarified that officers did try and ensure that developers provided as much affordable housing as possible however there was no requirement for affordable housing in prior approval and smaller development sites and viability assessments frequently resulted in a reduction in the amount of affordable housing being provided on larger developments.

The Committee was reminded that all planning applications were determined on their individual merits and in line with relevant legislation. Where planning appeals were lost then the learning from these was examined and were relevant applied to future applications.

It was confirmed that whilst the Council had employed an officer to deal solely with ensuring proactive compliance with planning applications due to staff shortages the officer had temporarily been tasked with more general enforcement work. As soon as the Enforcement Team was fully resourced then they would return to the original compliance work.

It was agreed that concerns about Himalayan Balsam and Japanese Knotweed would be followed up outside the meeting.

The Committee thanked all the officers involved in the recent Local Plan public consultation work.

The Committee noted the report.

## **14/PF Work Programme**

The Committee considered its proposed work programme for the remainder of the 2022/23 municipal year.

It was noted that the Public Realm Task and Finish Group report would be brought to the Committee's next meeting.

Following concerns about the frequency with which litter and waste bins were being emptied it was agreed that a full update would be brought to the Committee's next meeting.

The Committee noted the work programme.

**15/PF Date of Next Meeting**

It was noted that the next scheduled meeting of the Performance and Finance Scrutiny Committee would take place on Wednesday 9<sup>th</sup> November 2022 at 7pm.

It was agreed that the meeting of the Committee scheduled for 18<sup>th</sup> January 2023 would be rescheduled to Wednesday 25<sup>th</sup> January 2023 to enable it to better fit with the budget setting process.

Chairman

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**Minutes of a Meeting of the Licensing Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 19 October 2022**

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- + Cllr Pat Tedder (Chairman)
- Cllr Valerie White (Vice Chairman)

- |                       |                      |
|-----------------------|----------------------|
| + Cllr Dan Adams      | Cllr Mark Gordon     |
| - Cllr Rodney Bates   | + Cllr David Lewis   |
| + Cllr Peter Barnett  | + Cllr Robin Perry   |
| - Cllr Richard Brooks | - Cllr John Skipper  |
| + Cllr Tim FitzGerald | + Cllr Graham Tapper |
| + Cllr Shaun Garrett  |                      |

- + Present
- Apologies for absence presented

Officers Present: Nick Steevens, Paula Barnshaw, Frances Soper, Nathita Fleet

**10/L Minutes**

The minutes of the meeting held on 30<sup>th</sup> August 2022 were confirmed and signed by the Chairman.

**11/L Street Trading Policy**

The Committee considered a draft Street Trading policy. Street Trading in the Borough was regulated by the Council, and street trading consents had been issued to 14 temporary/permanent traders, with trading prevented on prohibited streets.

The Committee was advised that the Council currently had a Camberley Town Centre Street Trading Policy published in 2013, but this had since become outdated due to the public realm works that had taken place.

Approval was sought from the Committee to consult on the new Borough-wide draft policy. The report also sought approval for a new street trading resolution that would amend the current list of prohibited streets. The results of the consultation would be presented to the Committee on 16<sup>th</sup> February 2023 and the policy was intended to take effect on 1<sup>st</sup> April 2023.

New provisions in the policy related to having clearer criteria against which applications would be considered, new environmental and healthy eating criteria, wider consultation and an expanded list of consent conditions.

Following Member's discussion, several key points were raised and were as follows:

1. A number of streets, including existing shopping parades and arcades, were currently listed as prohibited streets, and this had been subject to change since the original resolution was put in place.
2. Big Issue vendors were not subject to street trading controls.
3. Ward Councillors had been asked to participate in the consultation.
4. Following consultation with Police, Highways, those streets designated as prohibited would not be open to consent requests.
5. The Borough's tackling obesity objectives had been taken into consideration when drafting the policy.

**RESOLVED that**

- (i) **the draft Street Trading Policy in Annex 1 of the report be approved for Consultation; and**
- (ii) **a new street designation resolution be sought that would list the prohibited streets, rescind the current list of consent streets and designate all existing streets that are not prohibited streets as consent streets and any new streets thereafter, to ensure that the Council retains control over street trading in the borough.**

**12/L Review of Private Hire Operator Licencing Fees 2023-2024**

The Committee received a report on proposed revised Private Hire and Hackney carriage operator fees. Hackney Carriage and Private Hire fees had been reviewed in 2022 when it was found that 5 Year Private Hire operator fees could not be included in the review because further compliance and time recording checks had been required. This was in part due to the pandemic, wherein no audits were completed during 2020 and 2021. In July 2020, the Department for Transport had introduced the new Statutory Taxi and Private Hire Vehicle Standards, which required annual DBS and right-to-work checks on staff. A new Audit List was compiled for these checks.

The review proposed that the 1-year multiple-vehicle licence fee that had been reduced in 2022 from £215 to £140 had been increased to £220 to cover costs incurred by the Council. The fees for single vehicle operator licences for both 1 year and 5 years did not change as the existing fees covered the costs incurred by the Council.

The Council licenced 36 operators in total, 22 of which were single-vehicle operators. Proposed fees sought to encourage the uptake of 5-year licences, which provided a discount to operators over the 1-year licence for the same period. It also reduced the cost for the Council. Operators with 5-year licences had made a saving of £140 over 5 years. Multiple vehicle operators with a 5-year licence had made a saving of £235 over five years.

A number of points were raised, and were as follows:

1. The cost of licence fees had been raised due to the completion of audits and fees remained the same, subject to future audits.
2. A comparison between Surrey Heath and neighbouring Boroughs had been completed, but concluding based on licence fees was complicated because other LA's have varied levels for Private Hire Operator's with more than one vehicle and fees increase with the number of vehicles, therefore a direct comparison could not be made.

**RESOLVED that the proposed revised fees for private hire operators as set out at Annex A of this report be recommended for consideration by the Strategic Director of Environment and Community in consultation with the Strategic Director Finance and the Finance Portfolio Holder prior to public consultation.**

### **13/L Licencing Act 2003 - Summary of Decisions**

The Committee received details of the decisions taken under delegated powers in respect of licence applications where no representations had been received from the responsible authorities or any other persons. A list of premises which had obtained new licenses was provided, which included existing and newly established businesses.

The Committee noted the report.

### **14/L Work Programme**

**RESOLVED to agree the Licensing Committee Work Programme for the remainder of the 2022/23 municipal year.**

Chairman

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**Minutes of a Meeting of the  
Employment Committee held on 13  
October 2022**

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+ Cllr Stuart Black (Chairman)  
+ Cllr Cliff Betton (Vice Chairman)

+ Cllr Colin Dougan	+ Cllr Alan McClafferty
+ Cllr Sharon Galliford	+ Cllr Graham Tapper
+ Cllr Mark Gordon	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	
	+ Present

Members in Attendance virtually: Cllr Peter Barnett, Cllr Rodney Bates and Cllr Pat Tedder

Officers Present: Louise Livingston  
Lucy Phillips  
Damian Roberts  
Julie Simmonds  
Rachel Whillis  
Staff Representatives

**7/EC Minutes**

The minutes of the meeting held on 14 July 2022 were agreed as a correct record and were signed by the Chairman.

**8/EC Update on Pay Settlement**

The Committee received an update on Pay Settlement. Members were asked to consider the pay award recommendation of 8 percent consolidated pay rise to be applied on all pay scale points from 1 October 2022.

The Section 151 Officer had been part of the consultation process of the pay award discussions. It was noted the longer term cost of recruitment and retention could outweigh the cost of the award, combined with the potential loss of skills, knowledge and experience across the Council if staff were to leave. The award was affordable and supported by reserves, which were sufficient to cover the cost of the award in the short term.

**RECOMMENDED to Full Council to adopt a consolidated 8 percent pay increase on all pay scale points from the First of October 2022**

**NOTE1**

It was noted for the record that the Chairman declared the following:  
“Firstly I declare on behalf of all members of the Committee that we are affected by any decision on whether to agree a percentage increase to staff pay as this affects increases to Members’ Allowances.

I have been advised by the Head of Legal and Democratic Services that the percentage increase to staff pay – if agreed – may be applied to Members' allowances; this will be addressed in the report to Council at the end of the month. It is important that for the purposes of this meeting, Members must satisfy themselves that they can maintain an open mind and base any decision on the merits of the report.”

The Head of HR, Performance & Communications declared that all officers present also had an interest in the proposed pay settlement.

#### **9/EC Agile Working Policy**

The Committee considered a report setting out the Council's Agile Working Policy. Members were advised the report had been brought to Employment Committee three times.

Members noted continuity issues within the report with various applications being referred to interchangeably and asked for a single reference to any approved communication system within the Council would be all encompassing and negate the continuity issues. Members also noted small grammatical errors in paragraph 3.1 and 17.1.

**RESOLVED that the amended Agile Working Policy, as set out as Annex A to the report, as amended, be agreed.**

#### **10/EC Social Networking Policy**

The Committee received an updated report on the Social Networking Policy. The Policy had been further amended to include that social networking use may be applicable to FOI/EIR following a previous Committee meeting which requested further detail be added to the Policy.

Arising from discussions it was agreed a list of Council authorised applications and unauthorised applications be created which ensured the continuity of the Policy In regard to trends of social media and applications.

Members discussed the differences between Microsoft Teams and WhatsApp. It was noted that WhatsApp had the potential to be problematic as being aware of, recording or the retrieval of WhatsApp discussions and decisions would be difficult to govern. Therefore the Policy should be amended at 8.3 to make it clear that staff should not use WhatsApp for Council business.

**RESOLVED that the revised Social Networking Policy, as set out at Annex A to the agenda report, as amended be agreed.**

#### **11/EC Christmas Working Arrangements**

The Committee considered a report setting out the Christmas working arrangements recommended by the Joint Staff Consultative Group held on 22 September 2022 which was that the current Christmas period arrangement of the closure of the Council Offices, to be facilitated by a combination of a contractual

day's leave and the award of a further additional day's leave, which had been matched by staff taking a day's leave from their annual leave entitlement, be continued and this arrangement be made contractual.

Members noted a list of services that would operate over the Christmas period. The Chief Executive would monitor as necessary. Emergency response teams would continue to act when needed over the Christmas closure.

It was noted that the list describing service status over Christmas would continue to be refined, to improve clarity on which services continued as usual and what the reduction in service would be for others, to support communication to residents as Christmas 2022 approaches.

**RESOLVED that**

- (i) From December 2023 the current established arrangements over the Christmas period be continued including the discretionary award of a day's leave matched by staff taking a day's leave from their annual leave entitlement, be continued; and**
- (ii) To avoid further uncertainty, the current established arrangements be made an ongoing contractual entitlement.**

**12/EC Appointments Sub Committee Minutes**

The minutes of the Appointments Sub Committee meeting held on 31 August 2022 were agreed and would be signed by the Chairman of the Sub Committee at the next available opportunity.

**13/EC Work Programme**

The Committee received a report setting out the Work Programme for the remainder of the 2022/23 year. It was noted amendments would be made as necessary in regard to pending decisions of Full Council.

**RESOLVED that the work programme for the remainder of the 2022/23 municipal year, as set out at Annex A to the agenda report, as amended, be agreed.**

Chairman

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