

**SURREY HEATH BOROUGH COUNCIL**

Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

Tuesday, 8 July 2014

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, Surrey Heath House on Wednesday, 16 July 2014 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

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**1 Minutes**

To approve as a correct record, the minutes of the Annual meeting of the Council held on 14 May 2014.

**2 Apologies for Absence**

To report 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 as set out below:

- (a) Executive – 20 May 2014, 10 June 2014, and 1 July 2014.

20 May 2014

005/E Safeguarding Policy and Procedure

**Recommended, that the Safeguarding Policy and Procedure, as set out at Annex A to the Executive report, be adopted, subject to minor typographical adjustments to be agreed by the Executive Head of Corporate, in consultation with the Corporate Portfolio Holder.**

006/E Pay Award for 2014/15

**Recommended, that the provision in the budget and further savings which resulted from the existing salaries budget, be set aside for a cost of living rise for grades 1-9.**

1 July 2014

19/E Adoption of the Camberley Town Centre Area Action Plan incorporating the Inspector's Main Modifications, following the Examination in Public

**Recommended, that**

- (i) the Inspector's Binding Report be accepted;**
- (ii) the Camberley Town Centre Area Action Plan, as amended by the Inspector, be adopted;**
- (iii) the Policies Map be amended accordingly and adopted: and**
- (iv) the Sustainability Appraisal and the Post Adoption Sustainability Appraisal Statement for the Camberley Town Centre Area Action Plan be published.**

20/E The Community Infrastructure Levy Changes Schedule, the Regulation 123 List and the Installment Policy

**Recommended that**

- (i) the Examiner's Report into the Council's Draft Community Infrastructure Levy Charging Schedule be accepted by the Council;**
- (ii) the Community Infrastructure Levy Charging Schedule be adopted; and**
- (iii) the Community Infrastructure Levy Charging Schedule implementation date be set as 1<sup>st</sup> December 2014.**

23/E Drugs and Alcohol at Work Policy and Procedure

**Recommended that the Council's Drugs and Alcohol at Work Policy & Procedure attached as Annex A to the Executive Minutes be adopted.**

- (b) Planning Applications Committee – 2 June 2014 and 2 July 2014
- (c) Selection Committee – 29 May 2014
- (d) Joint Staff Consultative Group – 5 June 2014
- (e) Community Services Scrutiny Committee – 12 June 2014
- (f) Standards Hearing and Determination Committee – 16 June 2014
- (g) Performance and Audit Scrutiny Committee (Audit meeting) – 18 June 2014
- (h) Performance and Audit Scrutiny Committee (Scrutiny meeting) – 18 June 2014
- (i) External Partnerships Select Committee – 24 June 2014

**9 Portfolio Holder's Question Time** (Pages 1 - 2)

Councillor Colin Dougan, the Portfolio Holder to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Transformation Portfolio Holder are attached).

**10 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 11 and 12 below on the ground that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act

**11 Review of Exempt Items**

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## **EXECUTIVE PORTFOLIO – TRANSFORMATION PORTFOLIO**

All the members of the Executive have collective responsibility for decisions taken by the Executive under its terms of reference and for decisions taken by officers in accordance with the Scheme of Delegation as it relates to the functions of the Executive. The responsibilities of the portfolio holders are set out Part 3 Section D of the Constitution.

The role of a Portfolio Holder is to

- (a) to be accountable for those services within the portfolio areas of responsibility, taking the lead publicly in relation to the Executive's activities in those areas, both inside and outside the Council;
- (b) to take the lead on discussions at Executive meetings for those matters falling within the portfolio responsibilities;
- (c) to present any Executive recommendations on matters falling within the portfolio responsibilities to Council; and
- (d) to respond to issues raised by the scrutiny committees relating to the portfolio responsibilities.

The areas of responsibility currently identified for the Transformation Portfolio are:

- Building Control
- Business and Community Development
- Corporate Property
- Corporate Support
- Data Protection
- Facilities
- FOI
- ICT
- Internal/ External Service Review
- Key Projects/ Partnerships
- Regeneration

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