

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 6 December 2016

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, 14 December 2016 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. Apologies for Absence

To report apologies for absence.

2. Minutes

To approve as a correct record, the minutes of the extraordinary meeting of the Council held on 9 November 2016.

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 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 – 4 October 2016, 9 November 2016 and 6 December 2016 (to follow)

6 December 2016

Minute No 54/E - The Council Tax Base and the Local Council Tax Support Scheme

RECOMMENDED that

- (v) the Local Council Tax Support Scheme for Surrey Heath, approved by Council on 22 January 2013, remain unchanged for 2017/18;
- (vi) bullet point 7 of the background at Section 1 of the Council Tax Exceptional Hardship Policy be amended to state that Council Tax Support must be in payment, or have been in payment, in the financial year which an award is sought, to ensure the Exceptional Hardship awards can be made to those meeting the set criteria;
- (vii) the Executive Head of Finance be authorised to make minor changes to the Local Council Tax Support scheme so as to ensure that where applicable to income calculation it remains in line with Housing Benefit changes introduced by legislation; and
- (viii) incomes and applicable amounts and non-dependant deductions are uprated in line with the percentages and amounts supplied by DWP and DCLG, and applied to Housing Benefit claims.

Minute 55/E - Appointment of External Auditor

RECOMMENDED that the Council opts into the appointing person arrangements made by Public Sector Audit Appointments for the appointment of external auditors.

(Note: The recommendations made by the Executive at its meeting on 9 November 2016 were considered by the Council at its meeting on the same evening.)

- (b) Planning Applications Committee – 20 October 2016 and 17 November 2016
- (c) External Partnerships Select Committee – 22 November 2016
- (d) Licensing Committee – 23 November 2016
- (e) Performance and Finance Scrutiny Committee – 7 December 2016 (to follow)

9. Portfolio Holder's Question Time (Pages 5 - 6)

Councillor Mrs Vivienne Chapman, the Community Portfolio Holder to answer questions on issues relating to her areas of responsibility (Areas of Responsibility of the Community 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. Council, Executive and Committees - Exempt (Pages 7 - 8)

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

12. Review of Exempt Items

To review those items or parts thereof which can be released as information available to the public.

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EXECUTIVE PORTFOLIO – COMMUNITY 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 Community Portfolio are:

- Community Services
- Emergency Planning and Business Continuity
- Environmental Health
- Health and Safety
- Health and Wellbeing
- Licensing
- Recycling and Refuse
- Street Cleansing
- Traveller Sites

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