SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Monday, 29 March 2021

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, 7 April 2021 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 and live streamed on
https://www.youtube.com/user/SurreyHeathBC

Yours sincerely

Damian Roberts

Chief Executive

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1. Apologies for Absence

To report apologies for absence.

2. Minutes

To approve as a correct record, the minutes of the meetings of the Council held on 24 February and 19 March 2021.

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 – 16 February and 16 March 2021

(b) Planning Applications Committee – 18 March 2021

(c) External Partnerships Select Committee – 2 March 2021

(d) Performance and Finance Scrutiny Committee – 17 March 2021

(e) Licensing Committee – 24 March 2021

16/L Statement of Licensing Policy and Guidance 2021-2026

RECOMMENDED to Full Council that the Statement of Licensing Policy 2021-2026, as set out at Annex A to the Licensing Committee agenda, be agreed.

(f) Employment Committee – 25 March 2021

39/EC National Graduate Programme

RECOMMENDED to Full Council that

(i) the Council creates three new posts of 'Graduate Trainee' and that it seeks to recruit to these roles via the Local Government Association's National Graduate Development Programme; and

(ii) the budget be increased accordingly.

(g) Joint Staff Consultative Group – 11 March 2021

9. Motions

Councillor Sharon Galliford to move that this Council

(i) acknowledges the efforts that this Council is making to reduce greenhouse gas emissions and promote renewable energy;

(ii) further recognises

a) that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so;

b) that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for local companies, community groups and councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, if they wished;

c) that revenues received by such local companies, community groups and councils that chose to become local renewable electricity providers could be used to help improve the local economy, local services and facilities and to reduce local greenhouse gas emissions;

(iii) supports the Local Electricity Bill, currently supported by a cross-party group of 236 MPs and which, if made law, would establish a Right to Local Supply which would promote local renewable electricity supply by making the setup and running costs of selling renewable electricity to local customers proportionate to the size of the supply company; and

(iv) informs the local media of this decision;

(v) writes to local MPs, asking them to support the Bill; and

(vi) writes to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeole.org.uk) expressing its support.

10. Urgent Action (Pages 5 - 10)

11. Leader's Question Time

The Leader to answer questions from Members in relation to the Executive functions.

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Urgent Action

Summary

To advise the Council of urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers.

Wards Affected
Not applicable

Recommendation

The Council is advised to NOTE the urgent action taken under the Scheme of Delegation of Functions to Officers.

1. Resource Implications

1.1 The resource implications are as set out at Annex A.

2. Key Issues

2.1 In accordance with the Scheme of Delegation of Functions to Officers, urgent action has been authorised. The decision relates to the creation of the role of Head of Planning and disestablishing the role of Executive Head of Regulatory. Further details on the decision are set out at Annex A to this report.

3. Options

3.1 There are no options for the Council to consider as the action has been taken.

4. Supporting Information

4.1 The Scheme of Delegation of Functions to Officers, provides for the Chief Executive, Executive Heads of Service and Heads of Services to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or are key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions have to be reported to the next meeting of the relevant decision making body.

Annexes	**Annex A - Urgent Action Decision Form**
Background papers	**None**
Author and contact details	**Rachel Whillis – Democratic Services Manager** **rachel.whillis@surreyheath.gov.uk**
Head of service	**Richard Payne – Executive Head of Corporate**

Surrey Heath Borough Council
Scheme of Delegation of Functions to Officers

Urgent Action Form – Council Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved with relevant Portfolio Holder or Leader of the Council and the Mayor

To Councillor	Cllr Alan McClafferty
Portfolio Holder for	Leader
Proposal	To convert the post Executive Head of Regulatory to Head of Planning services. The reason for this is to focus all planning related functions into one service.
Background	The Executive Head of Regulatory manages a number of areas including; Housing, Family Support, Private Sector Housing, Disability Facility Grants, Planning (development management), Planning Policy, Building Control, Land Charges, Technical Support and Drainage. The role was introduced in 2012 when a flatter structure was put in place which consisted of 6 Executive Heads and 2 Heads of Service. Planning is one of the key core services delivered by the Borough Council that has key objectives and targets it has to achieve with a high impact on the Boroughs residents. This service area attracts a lot of legislative changes and has the responsibility of delivering a Local Plan. The role gives advice on enforcement to demonstrate to the public that the Council will take appropriate action when planning is contravened. It can also attract a lot of enquires/ complaints and requires a lot of attention at a senior level. This new role will be part of the new Management Structure, therefore this urgent action will then be shared with Full Council so that if this is agreed all Councillors will be aware. The Head of Planning would manage: Planning (development management), Planning Enforcement (client), Planning Policy, Building Control, Land Charges, Technical Support and Drainage. The remaining services currently managed by the Executive Head of Regulatory will be managed by Executive Head Community on a temporary basis pending the full management restructure. These include: Housing, Private Sector Housing and Disabled Facility Grants and Family Support. This urgent action has been considered and signed off by the

	Employment Committee Chair and Vice Chair as in accordance with the Committee's terms of reference they need; To consider any recommendations for senior management restructures and make recommendations to the Full Council. I attach a copy of the urgent action and the agreement emails.
Options	1. To agree the dis-establishing of the Executive Head Regulatory and establishing of the Head of Planning 2. To remain with the current post of Executive Head Regulatory
Risk of delaying the decision	The role Head of Planning is vital to the Borough Council and with the current incumbent retiring its vital that the post is advertised and recruited to as soon as possible, so that the Council has the right level of skill and expertise and so not too to put too much pressure on the existing team Planning resource is limited with public sector competing with the private sector so recruitment may take some time.
Legal advice	Decision making protocol sort from Gavin Ramtohal Head of Legal and Richard Payne Executive Head Corporate.
Resource implications	The cost of the current post Executive Head Regulatory would be reduced to that of a Head of Service so there would be reduced costs.
Contact Officer for further information	Damian Roberts Chief Executive Louise Livingston Executive Head Transformation

Signed _____ Dated 11 March 2021

I agree with the above action proposed

Signed By email Dated 5/3/21

Portfolio Holder : Leader

I agree with the above action proposed

Signed By email Dated 5/3/21

Mayor

Rachel Whillis

From:	Cllr Alan McClafferty
Sent:	05 March 2021 14:40
To:	Louise Livingston
Cc:	Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis; Cllr Pat Tedder
Subject:	RE: Urgent Action Council March 2021

Louise

I'm happy to sign this off.

Regards

Alan

Alan McClafferty
St Michaels Ward
Leader of Surrey Heath Borough Council

From: Cllr Pat Tedder <Pat.Tedder@surreyheath.gov.uk>
Sent: 05 March 2021 14:01
To: Louise Livingston <Louise.Livingston@surreyheath.gov.uk>; Cllr Alan McClafferty <Alan.McClafferty@surreyheath.gov.uk>
Cc: Damian Roberts <Damian.Roberts@surreyheath.gov.uk>; Gavin Ramtohal <Gavin.Ramtohal@surreyheath.gov.uk>; Richard Payne <Richard.Payne@surreyheath.gov.uk>; Rachel Whillis <rachel.whillis@surreyheath.gov.uk>
Subject: Re: Urgent Action Council March 2021

Dear Louise

I am happy to sign this off.

Regards

Cllr. Pat Tedder
Mayor of Surrey Heath
Get Outlook for iOS

From: Louise Livingston <Louise.Livingston@surreyheath.gov.uk>
Sent: Friday, March 5, 2021 1:50 pm
To: Cllr Pat Tedder; Cllr Alan McClafferty
Cc: Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis
Subject: Urgent Action Council March 2021

Dear Madam Mayor and Leader of the Council

I am writing to ask you to sign off the attached urgent action on behalf of Council.

The urgent action is pertaining to the change of the role Executive Head of Regulatory to a Head of Planning the document hopefully explains why we want to make these changes and the reason for doing it by urgent action rather than waiting for the required Employment Committee meeting and Council meeting.

As this is a permanent change to the senior management structure the Employment Committee Chair and Vice Chair have been consulted on the matter and asked to sign off an urgent action on behalf of the committee. This was then shared with all the employment committee councillors, the chair of the planning committee and the portfolio holder. (I have attached the emails confirming agreement of both Cllr Dougan (chair) and Cllr Betton (vice chair))

If you could confirm your agreement I will then ensure that this is shared with all Councillors so they are aware of the change.

Also please note we have yet to talk to the teams affected by this change this won't happen until we have all the appropriate sign offs.

If you have any questions regards this matter please don't hesitate to contact me.

Kind regards

Louise

Louise Livingston
Executive Head Transformation

Surrey Heath Borough Council
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Louise.livingston@surreyheath.gov.uk
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