

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 15  
March 2022**

---

+ Cllr Alan McClafferty (Chairman)

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

+ Present  
- Apologies for absence presented

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

**103/E Minutes**

The minutes of the meetings held on 15 February and 28 February 2022 were confirmed and signed by the Chairman.

**104/E Questions by Members**

In response to Councillor Victoria Wheeler, the Leader undertook to circulate the response he had received from Michael Gove MP concerning a question on housing targets.

**105/E Annual Plan 2022/23**

The Executive considered the proposed Annual Plan for 2022/23, which set out the key projects and performance indicator targets for the next financial year. The Annual Plan was the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy, which had been agreed in October 2021, were delivered. The draft plan had been considered by the Performance & Finance Scrutiny Committee at its meeting in January and its comments had been included.

**RESOLVED that the Annual Plan for 2022/23, as attached at Annex A to the agenda report, be agreed.**

**106/E Household Support Fund Update**

The Executive was informed that a further £21,650.39 had been allocated to the Council from the Government's Household Support Grant for providing financial support for vulnerable households. This was in addition to the £176,820.17 received at the end of 2021. The suggestions for the allocation for the funds, as detailed in the agenda report, were noted.

Members were advised that the funds would need to be allocated by 31 March 2022 or they would be returned to the Government.

**RESOLVED that**

- (i) the revised action plan outlined in paragraph 2.2 of the agenda report, and the allocation outlined in paragraph 3 of the agenda report be agreed; and**
- (ii) in order to ensure that all money is allocated, authority be delegated to the Head of HR, Performance & Communication in consultation with the Portfolio Holder for Support & Safeguarding to distribute the funds as required.**

Note: In accordance with the Members' Code of Conduct, Councillor Rodney Bates declared a non-pecuniary interest as he volunteered for Camberley Besom, a proposed recipient for funding, and a member of his immediate family was a key worker for the charity.

**107/E Camberley CCTV Review**

The Executive considered a report about a review of CCTV in Camberley Town Centre undertaken over the previous 6 months. The outcomes of an audit conducted on the existing monitored CCTV system located in Camberley Town centre by 'CCTV in Focus' July 2021, a specialised independent company, were noted.

It was proposed to introduce a CCTV Management Group to oversee the operation and governance compliance of all systems within the Council. The management group would also collaboratively work towards the implementation a new Council CCTV policy, which would include updates in the standard operating procedures, privacy risk for each camera and a register of cameras, and ensures that the Council fulfilled its obligations from the Surveillance Code of Practice.

**RESOLVED that**

- (i) a 'CCTV Management Group' to implement a consistent approach in connecting all Council teams involved in this area be established;**
- (ii) the outcome of the CCTV in Focus audit carried out in 2021 relating to the Camberley Town Centre and Old Dean monitored CCTV system and for the above group outlined in a) to develop a short and medium term plans to meet the ICO governance requirements, based upon the local community and business requirements by optimising all resource available without cost to the Council be noted; and**
- (iii) the terms of reference for this group as outlined in Annex A to the agenda report be agreed.**

**108/E Scheme of Delegation of Functions to Officers – Executive Functions**

The Executive considered a report setting out proposed revisions to the Scheme of Delegation of Functions to Officers in respect of executive functions. Members were advised that, at its meeting on 23 February 2022, the Council had reviewed the Scheme in respect of non-executive functions and agreed the changes proposed.

**RESOLVED that the Scheme of Delegation of Functions to Officers in respect of executive functions be updated, as set out at Annex A to the agenda report.**

#### **109/E Revenue 2021/22 Monitoring Report - Quarter 3**

The Executive considered a report containing a high-level view of the financial performance for the third quarter of 2021/22. It was reported that, at the end of that quarter, an overspend of £893,000 was being projected, a decrease from the projection of £1.6m at the end of the second quarter. The major variances against the budget were noted.

Following questions raised about the apparent discrepancies between the budget agreed by the Council in February 2021 and the information presented in quarterly reports, Members noted the reasons for any differences in numbers and were advised that future monitoring reports would include a reconciliation against the agreed Council budget.

**RESOLVED that the spend against the approved revenue budget for the period 1 April to 31 December 2021 and the end of year forecast be noted.**

#### **110/E Capital Programme 2021/22 Monitoring Report - Quarter 3**

The Executive received a report setting out expenditure on the approved capital programme for the 2021/22 financial year as at the end of the third quarter, along with the end of year forecast.

It was reported that the year-end forecast outturn was £5.034 million, 35.90% of the programme. Members were advised that the Property Investment Working Group had asked for a number of capital projects to be delayed in order to conduct a thorough review of these projects' viability. It was also advised that, in future, capital budgets would be presented over a 4 year period.

**RESOLVED to note the expenditure on the capital programme for the period 1 April to 31 December 2021 and the end of year forecast.**

#### **111/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.

All of the debts had been subject to the relevant recovery action and tracing enquiries. The Council's enforcement agents had also been unable to recover the

debts from any forwarding address obtained from the tracing undertaken and the debt was now considered irrecoverable.

It was agreed to ascertain the status of a report to the Performance & Finance Scrutiny Committee on the use of enforcement agents to recover debt, which had been agreed at a previous meeting. It was also suggested that consideration be given to whether further examination was required regarding the makeup of individuals included in the lists of individual debtors and the Council's equality policies.

**RESOLVED that bad debts totalling £49,153.55 in respect of Council Tax and £93,045.17 in respect of Non-Domestic Rates be approved for write off.**

#### **112/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 the annex to the agenda report associated with minute 111/E remain exempt.**

Chairman