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Monday, 23 May 2022

To: The Members of the **EXECUTIVE**
(Councillors: Alan McClafferty (Chairman), Sarah Jane Croke, Colin Dougan,
Shaun Garrett, Rebecca Jennings-Evans, Adrian Page and Robin Perry)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House and
www.youtube.com/user/SurreyHeathBC on Tuesday, 31 May 2022 at 6.00 pm. The agenda
will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 6 |

To confirm and sign the minutes of the meeting held on 15 March
2022 (copy attached).

- | | | |
|----|---------------------------------|---|
| 3. | Declarations of Interest | - |
|----|---------------------------------|---|

Members are invited to declare any interests they may have with
respect to matters which are to be considered at this meeting.
Members who consider they may have an interest are invited to
consult the Monitoring Officer or the Democratic Services Officer prior
to the meeting.

- | | | |
|----|-----------------------------|---|
| 4. | Questions by Members | - |
|----|-----------------------------|---|

The Leader and Portfolio Holders to receive and respond to questions

from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

5.	Local Community Project Fund Bids	7 - 18
6.	Executive Working Groups 2022/23	19 - 34
7.	Appointment of Outside Bodies 2022/23	35 - 50
8.	Surrey Leaders' Group Outside Bodies	51 - 66
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**Part 2
(Exempt)**

11.	Executive Working Groups Notes	79 - 200
12.	Review of Exempt Items	201 - 202

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

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

Surrey Heath Borough Council
Executive
31st May 2022

Local Community Improvement Fund Bids

Portfolio Holder:	Councillor Adrian Page, Planning & Control
Strategic Director/Head of Service	Gavin Chinniah, Head of Planning
Report Author:	Steven Appleby, Community Infrastructure Levy Delivery Officer
Key Decision:	No
Date signed off by portfolio holder	16 May 2022
Wards Affected:	Mytchett & Deepcut, Frimley, Frimley Green, Heatherside, Old Dean, Parkside, St Michaels, St Paul's, Town and Watchetts

Summary and purpose

To consider bids received for funding from the Local Community Improvement Fund for the period ending 1st February 2022 as detailed in Annex 1.

Recommendation

The Executive is advised to RESOLVE that, in line with the CIL bids detailed in Annex 1,

- (i) £3,600 be awarded to Mytchett, Frimley Green & Deepcut Society for four new replacement litter bins (bid 1);
- (ii) £18,600 be awarded to Frimley Village Hall for the resurfacing of the front, side and driveway access to the hall (bid 2);
- (iii) £3,611 (net) be awarded to Heatherside ward (Councillor John Skipper) for five new wooden benches. (bid 3); and
- (iv) £15,200 (net) be awarded to Heatherside Ward Residents Association for the replacement of play equipment and surface area.(bid 4)

The Executive is advised to RECOMMEND to Full Council that projects 3 and 4 be added to the Council's Capital Programme.

1. Background and Supporting Information

- 1.1 In October 2020 the Executive agreed to pool the Neighbourhood CIL contributions to allow wards that don't deliver new development but that do experience its impact to have access to CIL funding and also to allow the community to bid for funding. Funding is only for small scale local capital

projects and is at the discretion of the Councils Executive subject to availability of funding.

- 1.2 Information on the Fund bidding process is published on the Councils website. There are two funding bid rounds each financial year and this is the second bid round to be considered by the Executive for 2021/22.
- 1.3 The scheme was opened for bids on 4th January and the bidding window closed at midnight on 1st February 2022.
- 1.4 This report has been prepared following consultation with the Community Partnership Officer.

2. Reasons for Recommendation

- 2.1 The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex 3. The bids accord with the spending priorities.

3. Proposal and Alternative Options

The Executive has the option to

- 3.1 Approve the bids in line with the recommendations set out in Annex 1 (funding bids) or
- 3.2 Not to approve the options outlined in Annex 1
- 3.3 Approve some of the options outlined in Annex 1

4. Contribution to the Council's Five Year Strategy

- 4.1 Health & Quality of Life – To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. To promote active and healthy lives for all and a rich programme of cultural and community events.
- 4.2 Environment – To enhance and improve access to the boroughs cherished green spaces and natural environments for the enjoyment of generations to come.

5. Resource Implications

- 5.1 The funding for this is the local ward element of the CIL contributions received from developers. As at 30th January 2022 available funds for each ward are listed in Annex 2.

- 5.2 CIL income has reduced in 2020/21 as activity within the development industry has slowed down due to the economic impact of Covid19. The level of funding available for future bid rounds will be affected by this slow down.
- 5.3 In accordance with the Executive agreement in October 2020 to pooling Ward funding for projects, the costs of these projects will be distributed across other wards. Annex 2 also sets out how this will be achieved for this and future bidding rounds and has been agreed by the Portfolio holder for Finance.
- 5.4 For projects requiring capitalisation these projects will be managed by the Council's Greenspace team to ensure a consistency in delivery and approach. It is to be noted that any ongoing maintenance of the equipment will, unless indicated, fall outside of the responsibility of the Council, due to present budget restrictions. However should replacements be required it is suggested that further bids to CIL be considered.
- 5.5 Bids 1 & 2 include VAT. Surrey Heath Borough Council Business Services will oversee the delivery of the projects set out in bids 3 and 4. VAT would be reclaimed for these projects.

6. Section 151 Officer Comments:

- 6.1 No matters arising.

7. Legal and Governance Issues

- 7.1 CIL monies can be used to fund a wide range of infrastructure in accordance with section 216(2) of the Planning Act 2008 and regulation 59 of the Community Infrastructure Levy Regulations 2010. The law allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities and other community safety facilities.

8. Monitoring Officer Comments:

- 8.1 No matters arising

9. Other Considerations and Impacts

Environment and Climate Change

- 9.1 No matters arising

Equalities and Human Rights

- 9.2 No matters arising

Risk Management

- 9.3 The key risk is that projects are not delivered. For this reason supporting evidence is required

Community Engagement

- 9.4 The Local Community Improvement fund and bidding process is promoted and updated on the Council's website and publicised through Social media.
- 9.5 All Councillors for the wards in which the funding bids have been received have been notified of the bids. All responses received have been noted in annex 1.

Annexes

Annex 1 - Bid summaries

Annex 2 – Table Pooled Fund Allocation

Annex 3 - Strategic Infrastructure Spending Priorities

Background Papers

See annexes – 1 – 3.

Annex 1

Bid Summary Application 1

WARD: Frimley Green

Applicant: Mytchett, Frimley Green & Deepcut Society

Project: Litter bins for Frimley Green Village Green

Grant requested: £3,600

Project cost: £3,600

The bid is for £3,600 to buy four Orchard Magnum Hardwood bins with fixings, delivery and installation included, to replace the existing four open top bins on Frimley Green village green. The bid includes VAT.

The net number of bins would remain the same and so there would be no additional costs for the Council in terms of maintenance and collections.

The village green is very popular with the local community and attracts many visitors, but also a lot of waste, usually from takeaways, food wrappers etc. The current bins are open top and waste from the bins are regularly deposited over the green, often caused by foxes and strong winds.

The proposed new bins are hardwood covered and would help to keep the rubbish in the bin and keep the village green tidy and welcoming to visitors.

The new bins would contribute to a cleaner and tidier environment, making the area a safe place to visit and enjoy and bringing together a community, enhancing health and well-being for all users.

The bid supports the Council's 5-year strategy which includes... 'To enhance and improve access to the borough's cherished green spaces and natural environments for the enjoyment of generations to come' and the Annual Plan which also includes '...to look at opportunities and proposals to support villages across the Borough.'

Letters of support: All Frimley Green ward Councillors has been notified of this funding bid. A letter of support has been received from Councillor Black.

Recommendation and rationale: SUPPORT

Does it meet CIL funding criteria – YES -The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex 3.

The bid accords with the Spending Priorities.

Bid Summary Application 2

WARD: Frimley Green

Applicant: Mr R.Green, Frimley Village Hall Charity

Project: Resurfacing of front, side and driveway access to Village Hall.

Grant requested: £18,600

Project cost: £18,600

The applicant is a charitable organisation and is seeking funding for internal and external improvements to the hall. The bid is for £18,600 for the resurfacing of the access and driveway to the village hall.

The bid includes VAT. Two further quotes are being sought for the work which is estimated to cost between £18 – £19,000.

The works would involve the removal of the existing hardcore base to the side and tarmac to the front of the property, level out the entrance way, stabilise the ground with scalping's and re-tarmac the front and drive area.

The applicant is advised by the contractor that maintenance will not be required for this surface for 10-15 years.

The hall is currently used by approximately 200-250 members of the community every week, including elderly people, who find the current surface quite hazardous. Improving the surface would improve the accessibility and safety for all users of the hall and also make the parking of vehicles on site more accessible. Improving access to the hall will hopefully attract new hirers and increased use for the local community. The works to improve the hall for the community would support the Council's corporate objectives and priorities;

Health and Quality of Life and Economy– To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration To promote active and healthy lives for all and a rich programme of cultural and community events.

Economy -To invest in our towns, villages and communities, supporting existing businesses and attracting new ones.....

Letters of support: All Frimley Green ward Councillors has been notified of this funding bid. A letter of support has been received from Councillor Black.

Recommendation and rationale: SUPPORT

Does it meet CIL funding criteria – YES -The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex B.

The bid accords with the Spending Priorities.

Bid Summary Application 3

WARD: Heatherside

Applicant: Councillor John Skipper

Project: Heatherside Jubilee Benches

Grant requested: £3,611(net) Project cost: £3,611(net)

The bid is for £3,611(net) to buy 5 Allington wooden benches, with delivery and installation included. The bid does not include VAT. The Council will oversee the installation of the works and will reclaim back VAT.

Maintenance for the benches fall outside of the responsibility of the Council due to present budget restrictions, however, should replacements be required, further bids to CIL would be considered. The benches are guaranteed for 10 years.

The new wooden benches would be located in Heatherside Park and Wellingtonia Avenue to commemorate the Queen's Platinum Jubilee 2022.

The park and Wellingtonia Avenue are well used by the local community and a popular place for people to meet and is also frequently used by resident's, dog walkers, local football clubs and for physical training activities etc. There is a need for additional seating, there is currently no seating in Wellingtonia Avenue and the only seating in the park is a small metal table and chairs situated next to the public toilets.

The benches would provide additional quality seating, positioned where people can rest and meet with others and enjoy Heatherside park and along Wellingtonia Avenue, where residents and visitors can enjoy the redwood trees.

The new benches would support the Council's corporate objectives and priorities -
Environment – To enhance and improve access to the boroughs cherished green spaces and natural environments for the enjoyment of generations to come.

Health and Quality of Life – To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration. To promote healthy and active lives for all and a rich programme of culture and community events.

Letters of support: All Heatherside ward Councillors has been notified of this funding bid. A letter of support has been received from Councillor Tapper.

Recommendation and rationale: SUPPORT

Does it meet CIL funding criteria – YES -The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex 3.

The bid accords with the Spending Priorities.

Bid Summary Application 4

WARD: Heatherside

Applicant: Heatherside Ward Residents Association

Project: Amber Hill Playground Refurbishment

Grant requested: £15,200 (net)

Project cost: £32,000

The bid is for £15,200 (net) for the replacement of play equipment and resurfacing of the play area. The play area is owned and managed by the Borough Council and delivery is supported by the Business Service who will oversee the delivery of these improvements. VAT would be reclaimed.

The ongoing maintenance of this playground is covered under Surrey Heath Borough Council's existing grounds maintenance contract and will also be included in the annual RoSPA inspections. RoSPA have advised that all equipment apart from the springer in this playground is no longer fit for purpose

This playground has received £16,800 of funding from the last round of CIL funding for part replacement of equipment. However, it has become apparent that the whole play area including surfacing, could enjoy the additional benefit from a more complete replacement programme. Play providers have advised that to replace all the equipment and surfacing would cost circa £32,000.

Additional funding in the sum of £15,200 is now bid to fully refurbish the area. This will ensure the longevity of the whole playground.

This local area of play is well used by the local residents which is centrally placed within the development.

The works to improve the play area would support the Council's corporate objectives and priorities;

Health and Quality of Life – To nurture the strong sense of community across the whole borough, fostering a sense of respect and consideration To promote active and healthy lives for all and a rich programme of cultural and community events.

Letters of support: All Heatherside ward Councillors has been notified of this funding bid. Letters of support has been received from Councillors Skipper and Tapper.

Recommendation and rationale: SUPPORT

Does it meet CIL funding criteria – YES -The infrastructure that CIL will support in the Borough of Surrey Heath is listed in the adopted Strategic Infrastructure Spending Priorities. The priorities are set out in Annex B.

The bid accords with the Spending Priorities.

Annex 2**Table- Pooled Fund Allocation**

Ward	Ward funds as at 1st April 2021	CIL committed 2021/22	CIL collected 1st April 2021 to 30th January 2022	Calculated remaining CIL fund	Project Bids	Monies needed from Pool	Fund after own contribution	Donation to pool	Remaining Fund
Mytchett & Deepcut	£83,694	£38,521	£0	£45,173		£0	£45,173	£3,424	£41,749
Frimley Green	£4,620	£1,596	£3,698	£6,722	£22,200	£15,478	£0	£0	£0
Frimley	£27,758	£27,758	£0	£0		£0	£0	£0	£0
Heatherside	£46,075	£41,424	£0	£4,651	£18,811	£14,160	£0	£0	£0
Old Dean	£0	£0	£0	£0		£0	£0	£0	£0
Parkside	£79,761	£25,736	£0	£54,025		£0	£54,025	£4,095	£49,930
St Michaels	£70,182	£28,811	£2,238	£43,609		£0	£43,609	£3,305	£40,304
St Paul's	£16,146	£6,628	£6,281	£15,799		£0	£15,799	£1,198	£14,601
Town	£230,475	£185,951	£176,433	£220,957		£0	£220,957	£16,749	£204,208
Watchetts	£10,000	£10,000	£11,438	£11,438		£0	£11,438	£867	£10,571
Totals				£402,374	£41,011	£29,638	£391,001	£29,638	£361,363

- **Figures rounded to nearest pound**

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Annex 3

Surrey Heath Borough Council Community Infrastructure Levy: Strategic Infrastructure Spending Priorities. The following list of infrastructure projects may be funded or part funded through the Community Infrastructure Levy (unless otherwise stated).

- 1) Shared Suitable Accessible Natural Greenspace (SANG) – Shared SANG includes SANG provided for development which cannot secure its own SANG solution. ¹
- 2) Open Space (with the exception of Shared or On-Site SANG) which is not directly related to a development. ²
- 3) Sustainable Local Transport Projects and Pedestrian Safety Improvements which are not directly related to a development. ²
- 4) Play Areas & Equipped Playing Space which are not directly related to a development. ²
- 5) Indoor Sports & Leisure Facilities which are not directly related to a development. ²
- 6) Community Facilities not directly related to a development. ²
- 7) Sustainable Strategic Transport Projects. ²
- 8) Climate change projects ²
- 9) Digital Infrastructure Projects ²

¹ Development sites which cannot provide their own SANG solution will contribute to shared SANG solutions by way of a CIL payment. Development which is required to provide its own bespoke SANG solution will continue to be secured by S106 obligations in line with CIL Regulations 122 & 123. Nothing in this footnote overrides the Borough Council's obligations as the competent authority for the purposes of its duties under the Conservation of Habitats & Species Regulations (2017) as amended.

² Provision, improvement, replacement, operation or maintenance to reduce the incremental impact of development on off-site infrastructure which is not provided or required as avoidance/mitigation on or near individual development sites. This Regulation 123 List excludes projects for infrastructure which are directly related to an individual site i.e. on or near site infrastructure to avoid/mitigate impact arising from that site. The Borough Council may apply CIL, continue to seek S106 obligations, or a mix of S106 and CIL, toward on or near site infrastructure in line with the Infrastructure Delivery SPD and in accordance with Regulations 122 and 123 of the Community Infrastructure Levy Regulations 2010 (as amended).

NOTE: To enable delivery of new residential units that are not CIL liable but nonetheless include a net increase in residential units the Council will require such development to contribute toward the cost of the ongoing management and maintenance of SANG through a Unilateral Undertaking. This is to meet the requirements of the Conservation of Habitats and Species Regulations 2017, (or as subsequently amended). The Council will levy a contribution of £112.50 per square metre for the residential floorspace created. This is the management and maintenance cost of SANG.

The types of development affected include: Change of use to Residential use through the Prior Approval process under the General Permitted Development Order 2015 (or as subsequently amended); Self / custom build homes; Affordable Housing and Starter Homes as defined in the National Planning Policy Framework (NPPF); Applications where less than 100sqm residential floor space is created; Conversions to residential use from other use classes (as set out in the Town and Country Planning Use Classes Order), through planning permission, where not CIL liable; Conversions to a C2 use where the development may be considered to give rise to likely significant effect to the SPA.

For residential conversions within use class C3 (Residential) and C4 (Houses of Multiple Occupation), where no additional floorspace is created but the overall number of units increases, avoidance measures must also be provided through the allocation of SANG, with contributions charged as set out in paragraphs 6.7-6.10 of the Thames Basin Heaths Special Protection Area Avoidance Measures Supplementary Planning Document (2019).

The development types above may not form an exhaustive list of residential developments providing net additional units that are not CIL liable. The Council will seek appropriate SANGs contributions for any other residential development types that are not CIL liable but are required to provide avoidance measures for their impact on the Thames

Surrey Heath Borough Council

Executive

31 May 2022

Appointment of Executive Working Groups 2022/23

Portfolio Holder:	Leader
Head of Service	Gavin Ramtohal – Head of Legal & Democratic Services
Report Author:	Rachel Whillis – Democratic Services Manager
Key Decision:	No
Date Portfolio Holder signed off the report	5 May 2022
Wards Affected:	n/a

Summary and purpose

To appoint working groups of the Executive, to determine the allocation of seats to these bodies and to endorse the Terms of Reference.

Recommendation

The Executive is advised to RESOLVE to

- (i) establish Executive Working Groups for the Municipal Year 2022/23as considered appropriate;
- (ii) determine the number of seats and the allocation of those seats;
- (iii) appoint members and substitute members to the working groups on the nomination of the Group Leaders; and
- (iv) adopt Terms of Reference for each of the Working Groups.

1. Background and Supporting Information

1.1 It is proposed that the following Working Groups be established for 2022/23

Group	No of Seats
Camberley Town Centre Working Group	11
Climate Change Working Group	9
Community Support Working Group	4
Equality Working Group	9
Local Plan Working Group	10
Property Investment Working Group	4
Surrey Heath Villages Working Group	10

2.1 The Executive is asked to agree the establishment of the above Working Groups, the number and allocation of seats and the appointment of substitutes in accordance with Substitution Rules at Part 4 of the Constitution.

3.1 The proposed Terms of Reference for the Working Groups are attached at Annex A.

4.1 The nominations of the Group Leaders to these working groups will be laid on the table at the meeting if available.

2. Proposal and Alternative Options

2.1 It is proposed that the Executive considers which Working Groups to appoint for 2022/23, reviews the Terms of Reference and agrees them with or without any changes, as considered appropriate.

3. Resource Implications

3.1 Resource implications principally relate to the staff resource required for preparing and attending Working Group meetings. The Executive is therefore asked to consider how to best direct corporate resource when considering which Executive Working Groups it should appoint.

4. Section 151 Officer Comments:

4.1 No matters arising

5. Legal and Governance Issues

5.1 As working groups of the Executive there is no legal requirement for these groups to be politically balanced, although in the past they have been so.

6. Monitoring Officer Comments:

6.1 No matters arising.

Annexes

Annex A – Proposed Terms of Reference

Annex B – Nominations from Group Leaders

Background Papers

None

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Camberley Town Centre Working Group

Terms of Reference

The Camberley Town Centre Working Group is a Working Group of the Executive.

Membership

The Group will be made up of 11 members comprising 5 members from the Conservative Group, 3 members from the Liberal Democrats Group, 2 members from the Community Group, and 1 member from the Camberley Independents.

The Chairman of the Working Group will be appointed at the first meeting of the municipal year.

Overall Aim

To consider and make recommendations to the Executive on such future improvement projects to Camberley Town Centre as the Executive directs during the year, and support the Executive's decision on any future regeneration proposals.

Key Objectives

1. To review those proposals for initiatives that support its role within the town centre and make recommendations to the Executive accordingly, in accordance with the terms agreed by the Executive for each project.
2. To steer the development of the vision for Camberley Town Centre.
3. To receive regular updates from Collectively Camberley BID.
4. To review the programme of events for the Town Centre.
5. To consider the actions required for Camberley Town Centre to become a modern town.
6. To receive update reports on Public Realm works and comment on proposals.
7. To review the Parking Charge strategy for town centre car parks

Meetings

The Working Group will meet as and when needed.

Climate Change Working Group

Terms of Reference

The Climate Change Working Group is a Working Group of the Executive

Membership

The Group will be made up of 9 members comprising 4 members from the Conservative Group, 2 members from the Liberal Democrats Group, 1 member from the Community Group, 1 member from the Camberley Independents Group and 1 member from the Green Group.

The Chairman of the Working Group will be appointed at the first meeting in the municipal year.

Key Objectives

1. To lead on the Council's work to address Climate Change and the Ecological Emergency, in accordance with the Council's adopted policy.
2. To review and make recommendations in respect of the Climate Change Action Plan.
3. To oversee implementation and liaise with relevant stakeholders to make a positively beneficial impact on the environment and biodiversity in the District. In conjunction with this, consider a Citizen's Assembly to address the issues.
4. To consider opportunities to maximise government funding for climate change initiatives.
5. To work in strategic partnership with the other 10 Surrey Borough and District Councils and Surrey County Council.

Meetings

The Working Group will meet as and when needed.

Community Support Working Group Terms of Reference

The Community Support Working Group is a Working Group of the Executive.

Membership

The Group will consist of representatives from the community, including, but not limited to¹:

- Ward Poverty Group Chairmen/Leads² (1 per cluster).
- Surrey Heath Clinical Commissioning Group
- Faith Groups
- Housing Associations i.e Accent Housing
- Schools
- Surrey County Council
- Citizens Advice Surrey Heath
- Frontline
- The Hope Hub
- Voluntary Support North Surrey
- The Camberley BESOM
- Surrey Heath BC – the Leader of the Council and the relevant Portfolio Holder

The Chairman of the Working Group will be the Leader of the Council.

Key Objectives

- To lead on the borough's efforts to reduce poverty, food poverty and hardship within the borough.
- To advise on the Council's grant schemes and funds that aim to address poverty within the borough.
- Analyse and make recommendations from all relevant data that provides accurate and current information relating to localised poverty impacts from the pandemic. This is to be used as a basis to retain the support of a partnership approach to alleviate deprivation in areas of most need.
- To support a communications campaign to clearly promote the services available to assist during times of hardship.
- To provide the information for local Ward Councillors to develop their own localised initiatives to bridge the gaps within their wards. To make recommendations in respect of resource to assist with the development of Ward plans.
- To oversee and make recommendations in order to secure long term funding streams for organisations which alleviate poverty within the Borough

¹ Numbers of representatives and attending organisations as defined by the Head of HR, Performance & Communications in consultation with the Leader of the Council.

² As defined by the Head of HR, Performance & Communications in consultation with the Leader of the Council.

- To consult via a community and statutory partner stakeholder event at least once a year during the above period to identify the longer-term partnership plans to continue to provide support in this area.
- To review of the Local Council Tax Support Scheme as necessary.

Meetings

The Working Group will meet as and when needed.

Equality Working Group

Terms of Reference

The Equality Working Group is a Working Group of the Executive

Membership

The Group will be made up of 9 members comprising 4 members from the Conservative Group, 2 members from the Liberal Democrats Group, 1 member from the Community Group, 1 member from the Camberley Independents Group and 1 member from the Green Group.

The Chairman of the Working Group will be elected at the first meeting of the municipal year.

Overall Aim

To demonstrate high level commitment to equality and diversity including employment within the Council and services provided to the whole community.

Key Objectives

1. To lead on all matters to do with equality for the Council in accordance with current and relevant policy.
2. To carry out an audit of the Council's work to promote equality and inclusivity for protected groups under the Equality Act and formulate an annual work plan, for approval by the Executive, in order to balance the Council's resources and community priorities within the whole range of the defined characteristics of the Equality Act 2010.
3. To make recommendations to the Executive to move the equality and diversity process forward where necessary.

Meetings

The Working Group will meet three times a year or when needed.

Local Plan Working Group

Terms of Reference

The Local Plan Working Group is a Working Group of the Executive.

Membership

The Group will be made up of 10 members comprising 4 members from the Conservative Group, 3 members from the Liberal Democrats Group, 1 member from the Community Group, 1 member from the Camberley Independents Group and 1 member from the Green Group.

The Chairman of the Working Group will be the Planning & Control Portfolio Holder.

Overall Aim

To consider and make recommendations to the Executive, and the Council, in relation to the Local Development Scheme and other documents with a view to the adoption of the Surrey Heath Local Plan.

Key Objectives

1. To keep under review the timetable for the preparation of documents, as set out in the Local Development Scheme.
2. To consider background evidence studies and their implications for policies.
3. To consider the approach to consultation, the responses received to key documents and the implications for policies.
4. To progress a review of the Community Infrastructure Levy should this be required as a result of the Local Plan Review or in line with any national triggers.
5. To consider main development site opportunities and more detailed site specific guidance in the form of Supplementary Planning Documents.
6. To consider other Local Development Documents and Supplementary Planning Documents as required.

Meetings

The Working Group will meet as required.

Property Investment Working Group Terms of Reference

The Property Investment Working Group is a Working Group of the Executive

Membership

The Group will be made up of:

- The Leader of the Council
- The Portfolio Holder for Economic Development
- Leader of the largest opposition group
- A non-executive member

The Chairman of the Working Group will be the Leader of the Council.

Overall Aim

To lead on all matters relating to the Council's Property Investment Strategy and property portfolio.

Key Objectives

1. To consider any acquisitions of London Road Block properties in accordance with the Property Investment Strategy and make recommendations to the Executive.
2. To recommend to the Executive the use of Compulsory Purchase Order powers to acquire any properties within the London Road development site.
3. To consider any opportunities for the acquisition of investment property and make any recommendations to the Executive on whether to acquire the property.
4. To monitor any due diligence work undertaken following the Executive's decision to acquire a property.
5. To consider any business cases for the redevelopment of properties within the Council's portfolio and make recommendations to the Executive as appropriate.
6. To make any recommendations to the Executive on the disposal of any of the Council's property.
7. To carry out oversight and monitoring of property investment strategy and performance.

Meetings

The Working Group will meet once a month.

Surrey Heath Villages Working Group

Terms of Reference

The Surrey Heath Villages Working Group is a Working Group of the Executive.

Membership

The Group will be made up of 10 members comprising 4 members from the Conservative Group, 3 members from the Liberal Democrats Group, 2 members from the Community Group, and 1 member from the Green Group.

The Chairman of the Working Group will be elected at the first meeting of the municipal year.

Overall Aim

To consider sustainable opportunities to assist with securing the future vitality and growth of rural and village locations, in order to meet the needs of the communities they serve.

Key Objectives

To consider opportunities which:

1. include a viable business plan to support their funding, where necessary, and how such funding will be achieved
2. consider the role of parishes in parished areas and their commitment to improvements
3. demonstrate how the community has/will respond to the proposal, together with how the area will benefit from the initiative.

Meetings

The Working Group will meet as required.

Appointment of Executive Working Groups 2021/22 – Nomination of Members

CAMBERLEY TOWN CENTRE WORKING GROUP – 11 MEMBERS

<u>Conservative Group – 5</u>	<u>Substitutes -</u>
Cllr Vivienne Chapman	Cllr Shaun Garrett
Cllr Sarah Jane Croke	Cllr Rebecca Jennings-Evans
Cllr Alan McClafferty	Cllr David Lewis
Cllr Robin Perry	
Cllr Valerie White	
<u>Liberal Democrats Group - 3</u>	<u>Substitutes - 2</u>
Cllr Tim FitzGerald	Cllr Liz Noble
Cllr Sashi Mylvaganam	Cllr Graham Tapper
Cllr Kristian Wrenn	
<u>Community Group - 2</u>	<u>Substitutes - 2</u>
Cllr Rodney Bates	Cllr Emma-Jane McGrath
Cllr Victoria Wheeler	Cllr Pat Tedder
<u>Camberley Independents Group - 1</u>	<u>Substitutes - 1</u>
Cllr Richard Brooks	Cllr Charlotte Morley

CLIMATE CHANGE WORKING GROUP – 9 MEMBERS

<u>Conservative Group – 4</u>	<u>Substitutes - 2</u>
Cllr Vivienne Chapman	Cllr Sarah Jane Croke
Cllr Edward Hawkins	Cllr Adrian Page
Cllr David Lewis	
Cllr Robin Perry	
<u>Liberal Democrats Group - 2</u>	<u>Substitutes - 2</u>
Cllr Morgan Rise	Cllr Cliff Betton

Appointment of Executive Working Groups 2021/22 – Nomination of Members

Cllr John Skipper	Cllr Graham Tapper
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Graham Alleway	Cllr Rodney Bates
<u>Camberley Independents Group - 1</u>	<u>Substitutes - 1</u>
Cllr Charlotte Morley	Cllr Richard Brooks
<u>Green Group - 1</u>	<u>Substitutes - 1</u>
Cllr Sharon Galliford	Cllr Peter Barnett

COMMUNITY SUPPORT WORKING GROUP

As per the Working Group's Terms of Reference

EQUALITY WORKING GROUP – 9 MEMBERS

<u>Conservative Group – 4</u>	<u>Substitutes - 2</u>
Cllr Dan Adams	Cllr Mark Gordon
Cllr Sarah-Jane Croke	Cllr Darryl Ratiram
Cllr Shaun Garrett	
Cllr Robin Perry	
<u>Liberal Democrats Group - 2</u>	<u>Substitutes - 2</u>
Cllr Cliff Betton	Cllr Tim FitzGerald
Cllr Sashi Mylvaganam	Cllr Graham Tapper
<u>Community Group - 1</u>	<u>Substitutes - 1</u>
Cllr Rodney Bates	Cllr Graham Alleway
<u>Camberley Independents Group - 1</u>	<u>Substitutes - 1</u>
Cllr Charlotte Morley	Cllr Richard Brooks
<u>Green Group - 1</u>	<u>Substitutes - 1</u>
Cllr Sharon Galliford	Cllr Peter Barnett

Appointment of Executive Working Groups 2021/22 – Nomination of Members

LOCAL PLAN WORKING GROUP – 10 MEMBERS

<u>Conservative Group – 4</u>	<u>Substitutes - 2</u>
Cllr Stuart Black	Cllr Darryl Ratiram
Cllr Mark Gordon	Cllr Valerie White
Cllr Edward Hawkins	
Cllr Adrian Page	
<u>Liberal Democrats Group - 3</u>	<u>Substitutes - 2</u>
Cllr Sashi Mylvaganam	Cllr Cliff Betton
Cllr Morgan Rise	Cllr Liz Noble
Cllr Graham Tapper	
<u>Community Group - 2</u>	<u>Substitutes - 2</u>
Cllr Victoria Wheeler	Cllr Graham Alleway
<u>Camberley Independents Group - 1</u>	<u>Substitutes - 1</u>
Cllr Richard Brooks	Cllr Charlotte Morley
<u>Green Group - 1</u>	<u>Substitutes - 1</u>
Cllr Peter Barnett	Cllr Sharon Galliford

PROPERTY INVESTMENT WORKING GROUP – 4 MEMBERS

<u>Conservative Group – 4</u>
Cllr Shaun Garrett
Cllr Edward Hawkins
Cllr Alan McClafferty
<u>Liberal Democrats Group - 1</u>
Cllr Sashi Mylvaganam

Appointment of Executive Working Groups 2021/22 – Nomination of Members

SURREY HEATH VILLAGES WORKING GROUP – 10 MEMBERS

<u>Conservative Group – 4</u>	<u>Substitutes - 2</u>
Cllr Paul Deach	Cllr Sarah Jane Croke
Cllr Rebecca Jennings-Evans	Cllr Adrian Page
Cllr Mark Gordon	
Cllr Valerie White	
<u>Liberal Democrats Group - 3</u>	<u>Substitutes - 2</u>
Cllr Cliff Betton	Cllr Sashi Mylvaganam
Cllr Liz Noble	Cllr Graham Tapper
Cllr Helen Whitcroft	
<u>Community Group - 2</u>	<u>Substitutes - 2</u>
Cllr Graham Alleway	Cllr Emma-Jane McGrath
Cllr Victoria Wheeler	Cllr Pat Tedder
<u>Green Group - 1</u>	<u>Substitutes - 1</u>
Cllr Sharon Galliford	Cllr Peter Barnett

Surrey Heath Borough Council
Executive
31 May 2022

Appointment of Members to Outside Bodies 2022/23

Portfolio Holder:	Leader
Head of Service	Gavin Ramtohal – Head of Legal & Democratic Services
Report Author:	Rachel Whillis – Democratic Services Manager
Key Decision:	No
Date Portfolio Holder signed off the report	5 May 2022
Wards Affected:	n/a

Summary and purpose

To make appointments to outside bodies for the 2022/23 municipal year.

Recommendation

The Executive is advised to RESOLVE

- (i) to make appointments to the outside bodies listed at Annex A; and
- (ii) that attendance by the appointed members at meetings of the bodies listed at Annex A be regarded as approved duties in accordance with the Members Allowances Scheme.

1. Background and Supporting Information

- 1.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 1.2 The Council wishes to monitor the activities of these organisations through the Council's representatives during the year in order for it to judge whether it is appropriate, given the Council's corporate priorities and the many calls on councillors' time, to make appointments to certain outside bodies.
- 1.3 Councillors who are appointed to represent the Council on an outside body for the 2022/23 municipal year will be asked to keep the relevant portfolio holder apprised of the activities of that organisation. At the end of this municipal year all appointed representatives will be asked to produce a brief report on the work they have undertaken over the year and the value gained by the Council for appointing a representative to that organisation.

- 1.4 A brief description of the purpose of each of the organisations, and the role of a Member appointed to that organisation, is available on the Council's website.
- 1.5 It is Council policy not to appoint representatives to outside bodies where no councillor has expressed an interest in being appointed or where the activities of the organisation concerned are not a priority for the Council.
- 1.6 Members are asked to note that this Council will hold the Vice-Chairmanship for the Blackwater Valley Advisory Committee for Public Transport in 2022/23. It is therefore anticipated that one of the Council's appointed representatives will take up the position of Vice Chairman in 2022/23. Members should also be aware that the role of Chairman is expected to be filled by a Surrey Heath councillor in 2023/24.
- 1.7 Appointments to Miss Gomms Trust are made of a four year term. Two appointments are due to be made in 2022/23. The 6 trustee positions on this charity have traditionally included both councillor and external appointments. The vacancies have been advertised publicly and applicants for these positions have been asked to supply a covering letter setting out their suitability for the role.
- 1.8 It is also suggested that a member is appointed to the Fair Trade Steering Group agreed at the Council meeting on 20 April 2022 (minute 77/C refers). Members are invited to consider whether this appointment should be reserved to the relevant Portfolio Holder.
- 1.9 A number of appointments are made in respect of positions held on the Executive:

Outside Body	Appointment
Community Services Partnership Board (one position reserved to the Portfolio Holder)	1 Member – relevant Portfolio Holder
Joint Waste Collection Services Committee	Relevant Portfolio Holder Substitute Executive Member
Local Government Association - General Assembly	Leader of the Council Substitute Executive Member
South East England Councils	Leader of the Council Substitute Executive Member
Surrey Environment Partnership	Relevant Portfolio Holder
Surrey Heath Sports Council	1 Member – relevant Portfolio Holder
Surrey Heath Partnership	Leader of the Council

	Relevant Portfolio Holder
Surrey Leaders' Group	Leader of the Council

- 1.10 The list of Outside Bodies to which it is proposed to appoint members is attached at Annex A, along with nominations received as at 16 May 2022, which are highlighted in bold. It has been suggested that, where no other nominations are received, unless the current representative has indicated that they do not wish to be re-appointed, current appointments will roll over from the 2021/22 municipal year (these nominations are indicated in italics).

2. Proposal and Alternative Options

- 2.1 The Executive is asked to appoint representatives to the bodies set out at Annex A. Alternatively it can chose not to make appointments to these Outside Bodies.

3. Resource Implications

- 3.1 Under the Members' Allowance Scheme Members are entitled to claim travelling expenses to meetings of outside bodies for journeys in excess of 3 miles. The only expense relating to these appointments is the payment of travelling allowances which can be met within existing budgets.

4. Section 151 Officer Comments:

- 4.1 No matters arising.

5. Legal and Governance Issues

- 5.1 As detailed above.

6. Monitoring Officer Comments:

- 6.1 No matters arising.

Annexes

Annex A – list of outside bodies for 2022/23 and of nominations for 2022/23 received as at 16 May 2022

Annex B – Reports from representatives appointed in 2021/22

Background Papers

None

Appointment of Representatives to serve on Outside Bodies 2022/23

Organisation	Representatives for 2021/22	Nominations for Representatives 2022/23
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft Cllr David Lewis (sub)	Cllr Stuart Black Cllr Helen Whitcroft
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis <i>Vacancy (sub)</i>	<i>Cllr Edward Hawkins</i> Cllr Valerie White <i>Cllr David Lewis</i>
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis	<i>Cllr Sarah Jane Croke</i> <i>Cllr David Lewis</i>
Briars Centre Management Committee	Cllr Sharon Galliford	<i>Cllr Sharon Galliford</i>
Camberley Town Football Club – Observer	Cllr Valerie White	Cllr Valerie White
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler	Cllr Pat Tedder Cllr Victoria Wheeler
Citizens Advice Bureau Management Committee	Cllr David Lewis	<i>Cllr David Lewis</i>
Collectively Camberley BID Board	Cllr Alan McClafferty	<i>Cllr Alan McClafferty</i>
Community Services Partnership Board (one position reserved to the Portfolio Holder)	Cllr David Mansfield Cllr Rodney Bates <i>Vacancy</i>	Cllr Rebecca Jennings-Evans
Deepcut Village Association	Cllr Paul Deach	<i>Cllr Paul Deach</i>
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler	Cllr Victoria Wheeler
Fairtrade Steering Group – new appointment for 2022/23	n/a	
Farnborough Aerodrome Consultative Committee	Cllr Helen Whitcroft <i>Vacancy (sub)</i>	Cllr Helen Whitcroft
Frimley Community Centre Management Committee	Cllr Darryl Ratiram	<i>Cllr Darryl Ratiram</i>
<i>Frimley Fuel Allotments Charity (4 year appointments)</i> No appointments to be made in 2022/23	<i>Cllr Sarah Jane Croke</i> <i>Cllr Robin Perry</i> <i>Cllr Morgan Rise</i> <i>Cllr Graham Tapper</i>	n/a

Gordon's Sports Hall Advisory Group	Cllr Graham Alleway	Cllr Graham Alleway
Heatherside Community Centre Council*	Cllr Edward Hawkins Cllr John Skipper Cllr Graham Tapper	Cllr John Skipper <i>Cllr Edward Hawkins</i> <i>Cllr Graham Tapper</i>
Heathrow Community Noise Forum	Cllr Pat Tedder Cllr Victoria Wheeler (sub)	Cllr Pat Tedder Cllr Victoria Wheeler (sub)
<i>Henry Smith Charity (4 year appointments)</i> No appointments to be made in 2022/23	Cllr Sarah Jane Croke Cllr Shaun Garrett Cllr Pat Tedder	n/a
Joint Waste Collection Services Committee	Cllr David Mansfield Cllr Robin Perry (sub)	Cllr Colin Dougan Cllr Robin Perry (sub)
Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Miss Gomms Trust (4 year appointments) two appointments to be made in 2022/23	<i>Cllr Colin Dougan (to May 2023)</i> <i>Mr Martin Goodway (to May 2022)</i> <i>Cllr Emma-Jane McGrath (to May 2024)</i> <i>Rev Chris Russell (to May 2024)</i> <i>Cllr Graham Tapper (to May 2024)</i> <i>Cllr Pat Tedder (to May 2022)</i>	Mr Martin Goodway Cllr Pat Tedder
Mytchett Community Association General Committee	Cllr Paul Deach	<i>Cllr Paul Deach</i>
Parity for Disability	Cllr Helen Whitcroft	Cllr Helen Whitcroft
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments) No appointments to be made in 2022/23	<i>Cllr Graham Alleway</i> <i>Cllr Paul Deach (sub)</i>	n/a
RELATE North East Hants and Borders	<i>Vacancy</i>	

South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	Leader of the Council – Cllr Alan McClafferty Cllr Shaun Garrett (sub)
Surrey County Playing Fields Association	Cllr Pat Tedder	Cllr Pat Tedder
Surrey Environment Partnership	Cllr David Mansfield	Cllr Colin Dougan
Surrey Heath Age Concern	Cllr Shaun Garrett	<i>Cllr Shaun Garrett</i>
Surrey Heath Arts Council	Cllr David Lewis Cllr John Skipper <i>Vacancy</i> Cllr Edward Hawkins (sub)	<i>Cllr David Lewis</i> <i>Cllr John Skipper</i> <i>Cllr Edward Hawkins (sub)</i>
Surrey Heath Local Area Committee	Cllr Graham Alleway Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Victoria Wheeler Cllr Helen Whitcroft Cllr Valerie White Cllr Morgan Rise (sub) Cllr Pat Tedder (sub)	Cllr Graham Alleway <i>Cllr Vivienne Chapman</i> <i>Cllr Josephine Hawkins</i> Cllr Victoria Wheeler <i>Cllr Helen Whitcroft</i> Cllr Valerie White <i>Cllr Morgan Rise (sub)</i> Cllr Pat Tedder (Sub)
Surrey Heath Partnership	Cllr Alan McClafferty Cllr Shaun Garrett	Cllr Alan McClafferty Cllr Sarah Jane Croke
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy</i>	Cllr Rebecca Jennings-Evans
Surrey Heath Youth Focus	Cllr Stuart Black	<i>Cllr Stuart Black</i>
Surrey Leaders' Group	Cllr Alan McClafferty	Cllr Alan McClafferty
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)	Cllr Victoria Wheeler Cllr David Lewis (sub)
Voluntary Support North Surrey	Cllr Josephine Hawkins Cllr Pat Tedder (sub)	Cllr Pat Tedder (Sub)

*Note: It was agreed with Heatherside Community Centre Council that for the 2021/22 municipal year three appointments would be made.

Nominations to Outside Bodies – Applications for Miss AE Gomms Trust

Applicant	Supporting Details
Mr Martin Goodway	<p>“I was invited to become a Trustee in 1981 by Cllr Julian Farrell as the charity Commission were unhappy that the body was made up of entirely councillors. Julian thought my experience as a Chartered Quantity Surveyor would be useful too where repairs and maintenance was required.</p> <p>I was a regular attendee at the Annual meeting of the Trust. In 1999/2000 I was asked by the Trustees to become Chairman a post I have held until 2021. I now attend meetings of the Trust over the year.</p> <p>The Trust has regularly changed residents that required us to redecorate and up grade any items that required modernising. Up until 2015 I worked with the borough officers to maintain the properties in good order. In 2015 The Borough passed the operation of the Trust to the outside of the Council and with the help of a qualified management accountant and local landlords surveyor I ensured that the council services were duplicated. Contact was made by me with Democratic services to hold the regular meetings At a recent inspection by an officer of the almshouses Association all the residents of their own back told them how happy they are in their homes.</p> <p>I believe that is an achievement that I secured and the raison d’être of the Trust.</p> <p>I maintain that I suitably qualified to continue to be a Trustee.”</p>
Cllr Pat Tedder	<p>“I have been involved in charity work many years.</p> <p>Four of which give donations to the Poor and Needy of the Parish.</p> <p>I was heavily involved in the rebuilding of the Valley End Institute.</p> <p>Helped organise and raise funds for the refurbishment and extensions of Almshouses in Windlesham, This is a recent project which involved extending two of the properties from bedsits to two one bedroom units. Dealing with builders, architects and contractors.</p>

	<p>Refurbishing all units with new combi boilers, Replacing rear doors and all windows with double glazing units in keeping with the 1940 style of window. Replace front doors in wood again in keeping with the original style of the building.</p> <p>I am a team player and understand the necessity of keeping all Trustees informed and working as a team. The importance of working in accordance with the constitution.</p> <p>I understand figures, budgets and the need for careful investments.</p> <p>I believe that my experience with Alms Houses would make me a suitable Trustee for the Miss A E Gomm Charity.”</p>
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Appointment of Representatives to serve on Outside Bodies 2021/22

Organisation	Representatives for 2021/22	Report for 2021/22
Basingstoke Canal Joint Management Committee	Cllr Helen Whitcroft Cllr David Lewis (sub)	<i>No report received</i>
Blackwater Valley Advisory Committee for Public Transport	Cllr Edward Hawkins Cllr Valerie White Cllr David Lewis Vacancy (sub)	<i>No report received</i>
Blackwater Valley Countryside Partnership	Cllr Sarah Jane Croke Cllr David Lewis	<i>No report received</i>
Briars Centre Management Committee	Cllr Sharon Galliford	<i>No report received</i>
Camberley Town Football Club – Observer	Cllr Valerie White	<i>No report received</i>
Chobham Common Liaison Group	Cllr Pat Tedder Cllr Victoria Wheeler	<i>No report received</i>
Citizens Advice Bureau Management Committee	Cllr David Lewis	<i>No report received</i>
Collectively Camberley BID Board	Cllr Alan McClafferty	<i>No report received</i>
Community Services Partnership Board – New Appointment for 2021/22	Cllr David Mansfield	
	Cllr Rodney Bates	I was one of the Surrey Heath Cllr reps along with Cllr David Mansfield (as portfolio holder). We had one formal meeting held via Zoom although the intention is to alternate meetings in person between Surrey Heath and

		<p>Runnymede. Purpose is to have oversight of the joint community services that we operate (day centres, community transport, alarms, community meals). I would imagine there would be probably 3 or 4 meetings a year although no future dates have been arranged. Since I informed Runnymede about David's resignation and that I was therefore the only Surrey Heath Cllr rep, I heard nothing from them at all not even an acknowledgement.</p> <p>However, I found that Runnymede and Surrey Heath have different expectations and in my personal view, Surrey Heath is now very much the junior rather than equal "partner". Runnymede in effect make the decisions now including on Surrey Heath services and therefore the Surrey Heath Cllr role on this board is very limited (even though my professional background is in delivering services to older people). As a result, I do not intend to restand.</p>
	Vacancy	n/a
Deepcut Village Association	Cllr Paul Deach	<i>No report received</i>
Fairoaks Airport Consultative Committee	Cllr Victoria Wheeler	<i>No report received</i>
Farnborough Aerodrome Consultative Committee	Cllr Helen Whitcroft Vacancy (sub)	<i>No report received</i>
Frimley Community Centre Management Committee	Cllr Darryl Ratiram	<i>No report received</i>

Frimley Fuel Allotments Charity (4 year appointments)	Cllr Sarah Jane Croke Cllr Robin Perry Cllr Morgan Rise Cllr Graham Tapper	<i>No report received</i>
Gordon's Sports Hall Advisory Group	Cllr Graham Alleway	The group meets termly and part of the remit is to ensure local community has appropriate access at reasonable cost to facilities as by planning condition. The facilities are amazing, and SH organised sporting groups are welcome in line with safeguarding expectations. Adhoc turn up and play isn't viable, but organised groups are. Local schools are encouraged to take advantage of the facilities where they have a gap in provision.
Heatherside Community Centre Council*	Cllr Edward Hawkins	<i>No report received</i>
	Cllr John Skipper	As a local ward councillor I have attended all Heatherside Community Council

		<p>(HCC) meetings and provided advice and guidance to connect with the relevant departments at SHBC/SCC concerning either, buildings maintenance (SHBC asset), Health & Safety, fund raising, issues with use of the car park and sign post the management team for information to ensure the community centre remains popular and well used. I have also encouraged the pre-school to successfully apply for £500 (local ward fund) to assist with washing facilities for the children during Covid.</p> <p>There are many benefits why SHBC should maintain having councillors being involved with HCC that has demonstrably proven to help the management team, officers at SHBC/SCC, community and activity groups and many others who have asked for some assistance to help with some of their concerns. The interconnection between all parties and bodies works well and benefits everyone.</p>
	Cllr Graham Tapper	<i>No report received</i>
Heathrow Community Noise Forum	Cllr Pat Tedder Cllr Victoria Wheeler (sub)	<i>No report received</i>
Henry Smith Charity (4 year appointments)	Cllr Sarah Jane Croke Cllr Shaun Garrett Cllr Pat Tedder	<i>No report received</i>
Joint Waste Collection Services Committee	Cllr David Mansfield Cllr Robin Perry (sub)	<i>No report received</i>

Local Government Association - General Assembly	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	<i>No report received</i>
Miss Gomms Trust (4 year appointments)	Cllr Colin Dougan (to May 2023) Martin Goodway (to May 2022) Cllr Emma-Jane McGrath (to May 2024) Rev Chris Russell (to May 2024) Cllr Graham Tapper (to May 2024) Cllr Pat Tedder (to May 2022)	<i>No report received</i>
Mytchett Community Association General Committee	Cllr Paul Deach	<i>No report received</i>
Parity for Disability	Cllr Helen Whitcroft	<i>No report received</i>
Parking and Traffic Regulation outside London Adjudication Joint Committee (4 year appointments)	Cllr Graham Alleway	The Patrol is very much a watching brief and we do get information as to what's going on in the Parking and Traffic and Enforcement world. I do lobby the committee to expedite government on key issues relevant to SHBC objectives such as Quality of Life regarding Pavement Blocking. Sadly the Department of Transport (DFT) is dragging its heels on the proposed national ban. Further information on the organisation can be found here: https://www.patrol-uk.info/

	Cllr Paul Deach (sub)	
RELATE North East Hants and Borders	Vacancy	<i>N/a</i>
South East England Councils	Leader of the Council – Cllr Alan McClafferty Cllr Colin Dougan (sub)	<i>No report received</i>
Surrey County Playing Fields Association	Cllr Pat Tedder	<i>No report received</i>
Surrey Environment Partnership	Cllr David Mansfield	<i>n/a</i>
Surrey Heath Age Concern	Cllr Shaun Garrett	<i>No report received</i>
Surrey Heath Arts Council	Cllr David Lewis Cllr John Skipper Vacancy Cllr Edward Hawkins (sub)	<i>No report received</i>
Surrey Heath Local Area Committee	Cllr Graham Alleway Cllr Vivienne Chapman Cllr Josephine Hawkins Cllr Victoria Wheeler Cllr Helen Whitcroft Cllr Valerie White Cllr Morgan Rise (sub) Cllr Pat Tedder (sub)	<i>No report received</i>

Surrey Heath Partnership	Cllr Alan McClafferty Cllr Shaun Garrett	<i>No report received</i>
Surrey Heath Sports Council (1 reserved to Portfolio Holder)	Cllr Rebecca Jennings-Evans Vacancy Vacancy Vacancy	<i>No report received</i>
Surrey Heath Youth Focus	Cllr Stuart Black	Advised by the Council's Contact: 'Due to the covid restrictions and as most of our committee are over the age of 70 we had restricted our Grants reviews to as and when requested. Currently, our meetings are held on Zoom. So far as many youth groups are only getting back to normal, we will keep you informed of any changes. Normally, Borough and District Council Reps are invited to attend the AGM and any Grant Aid request meetings.'
Surrey Leaders' Group	Cllr Alan McClafferty	<i>No report received</i>
Thames Basin Heaths Joint Strategic Partnership Board	Cllr Victoria Wheeler Cllr David Lewis (sub)	<i>No report received</i>
Voluntary Support North Surrey	Cllr Josephine Hawkins	During this last year I have not undertaken any work or requests for help for this organisation and therefore regret I can see no value gained by the council for appointing a representative to this outside body.
	Cllr Pat Tedder (sub)	<i>No report received</i>

***Note: It was agreed with Heatherside Community Centre Council that for the 2021/22 municipal year three appointments would be made.**

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Surrey Heath Borough Council

Executive

31 May 2022

Appointment to Surrey Leaders' Group Outside Bodies

Portfolio Holder:	Leader
Head of Service	Gavin Ramtohal – Head of Legal & Democratic Services
Report Author:	Rachel Whillis – Democratic Services Manager
Key Decision:	No
Date Portfolio Holder signed off the report	5 May 2022
Wards Affected:	n/a

Summary and purpose

To consider making nominations to vacancies on Surrey Leaders' Group outside bodies.

Recommendation

The Executive is advised to make any nominations to the Surrey Leaders' Group Outside Bodies, as listed at Annex A, as considered appropriate.

1. Background and Supporting Information

- 1.1 Every year, the Council is asked to nominate and make appointments to a number of outside bodies.
- 1.2 The Council has also been invited by the Surrey Leaders' Group, which consists of the eleven districts councils in Surrey and Surrey County Council, to nominate representatives to serve on various outside bodies. The Surrey Leaders' Group has advised that there will be five positions to be filled for 2022/23, as set out below.
 - **Adults and Health Select Committee** – 2 vacancies
 - **South East Reserve Forces And Cadets' Association** – 1 vacancy
 - **Surrey Civilian-Military Partnership** – 1 vacancy
 - **Integrated Care Partnership Board** – 1 vacancy

- 1.3 Each position is for a 3 year term. Further details about each of the Outside Bodies is set out at Annex A.
- 1.4 These vacant positions were previously held by the following councillors:
- **Adults and Health Select Committee** – Cllr Macleod (Elmbridge BC) and Cllr Ratiram (Surrey Heath BC)
 - **South East Reserve Forces And Cadets' Association** – Cllr Gracey (Runnymede BC)
 - **Surrey Civilian-Military Partnership** – Cllr Moyse (Mole Valley DC)
 - **Integrated Care Partnership Board** – n/a - new Outside Body
- 1.5 Nominations are required by 6 June 2022. A nomination application form is attached at Annex B.

2 Proposal and Alternative Options

- 2.1 The Executive has the option to make nominations to the Surrey Leaders' Group for the bodies as set out at Annex A or not to make nominations to some or any of the positions.

3 Resource Implications

- 3.1 The outside bodies referred to at Annex A meet the requirements of the Council's Members' Allowances Scheme in respect of approved duties for the payment of travelling expenses.

4 Section 151 Officer Comments:

- 4.2 No matters arising.

5 Legal and Governance Issues

- 5.2 No matters arising

6 Monitoring Officer Comments:

- 6.2 No matters arising.

Annexes

Annex A – list of outside bodies

Annex B – nomination form

Background Papers

None

Nominations to the Surrey Leaders' Group Outside Bodies

Adults and Health Select Committee

The following services are included within the remit of the Adults and Health Select Committee:

- Statutory health scrutiny
- Adult Social Care (including safeguarding)
- Health integration and devolution
- Review and scrutiny of all health services commissioned or delivered within Surrey
- Public Health
- Review delivery of the Health and Wellbeing Strategy
- Health and Wellbeing Board
- Future local delivery model and strategic commissioning

NOTE: Nominees cannot be a Member of the Council's Executive (or equivalent).

Meets: Six times a year (approx..)

Time: 10.am.

Venue: Surrey County Council

South East Reserve Forces and Cadets' Association

The South East Reserve Forces' and Cadets' Association (SE RFCA) is one of 13 RFCAs UK-wide, SERFCA is a Ministry of Defence (MOD) Crown body, responsible to the Defence Council, but separate from military chains-of-command. SE RFCA gives support to the Reserve Forces and Cadets from the Royal Navy, Army and Royal Air Force in the Counties of Berkshire, Buckinghamshire, Hampshire, the Isle of Wight, Kent, Oxfordshire, Surrey, East and West Sussex. The majority of the Association comprises volunteers, presided over by the Lord-Lieutenant of each County, ranging from high-ranking serving and retired military Officers, through local Councillors to enthusiastic locals, with no military experience, but with a will to support the Armed Forces and Cadets; so it can be seen that the Association has close links with the Community because it is part of that Community. In short, the main roles of SERFCA are:

Managing the volunteer estate (Reserve and Cadet Training Centres).

Encouraging support for the Reserves and Cadets through engagement events, briefings, awards evenings, social media and other publicity, allowing us to actively inform, influence, engage and create a positive but lasting change with gatekeepers and others who hold influence within their county.

Supporting Cadets Each year the Combined Cadet Force, Volunteer Cadet Corps, Sea Cadet Corps, Army Cadet Force and Royal Air Force Air Cadets encourage

thousands of Cadets and Cadet Force Adult Volunteer's develop qualifications, soft skill's, a good work ethic and a positive outlook on both life and work.

The Reservists and Cadets are under command of their respective military chains-of-command, but the Reserve Forces' and Cadets' Associations support the MOD by providing an independent view on the state of the Reserves and Cadets, and their issues, recommending solutions through annual statutory reports to Ministers.

Surrey Civilian Military Partnership

The Surrey Civilian Military Partnership Board (SCMPB) support the commitment made in the Armed Forces Covenant to help ensure that the armed forces community in Surrey, made up of serving and ex-service personnel and veterans as well as their families are treated fairly and not disadvantaged by their service. The SCMPB fosters closer working relationships with the armed forces and is chaired by Surrey County Council. It comprises 11 Infantry Brigade, the Lord-Lieutenant, SERFCA, Police and Crime Commissioner, borough and district councils, Surrey Fire and Rescue, Service Charities, the Diocese of Guildford and partners in health, education and business.

The SCMPB meets twice a year usually in March/April and September/October. In addition the Board hosts an annual conference, usually held in March each year. The board is supported in its work by the Recognise and Remember Task Group which looks at commemoration events including VE Day, VJ Day, Armed Forces Day and Remembrance Sunday as well as helping to support veteran hubs across the county.

The appointed councillor would be asked to represent the Surrey Leaders at the meetings of the SCMPB to represent their views as well as feeding back any issues. In addition they would be invited to attend the annual conference.

The district and borough councillors who have been appointed as Armed Forces Champions for their authority are invited to attend the Recognise and Remember Task Group. If the Leaders nominee is also an Armed Forces Champion (as has been the case previously) they will also be invited to attend the Recognise and Remember Task Group which meets 3 times a year, usually in March, June and September.

Integrated Care Partnership Board

The position cannot be held by the same Councillor who is appointed to Health and Wellbeing Board.

The ICP will bring together NHS Leaders and Local Authorities, while also including stakeholders from the system and community. The meeting time commitment is one hour per month, plus any additional time required to read papers in advance of the meeting. Public meetings will be held quarterly, with the remainder of the monthly meetings being held informally. The recently published Adult Social Care Paper outlines that the ICP will lead the integration of housing with health and care, by developing local strategies and delivering services. Therefore, membership of the ICP

might be of particular interest for someone interested in housing and supported living arrangements.

A copy of the 2022 **Draft** Terms of Reference is attached at Appendix 1.

Surrey Heartlands Health and Care Partnership ICS

Integrated Care Partnership

Terms of Reference

Approved: *(Date)*

Next review due: *(Terms of Reference should be approved annually as a minimum)*

1. Background and Context *(why and how does the committee exist)*

- 1.1 Surrey Heartlands Integrated Care System (ICS) and Surrey County Council have resolved to establish a committee known as the Integrated Care Partnership (known as the ICP) in accordance with Schedule 1A of the National Health Service Act 2006 (as amended) ("the NHS Act").
- 1.2 The ICP is established in accordance with the NHS Surrey Heartlands Integrated Care Board (ICB) Constitution and, where agreed, the delegation by NHS under section 13Z of the NHS Act (set out in schedule 1 to these Terms of Reference). These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the ICP and shall have effect as if incorporated into the ICB Constitution. The ICP comprises membership including Surrey County Council, Healthwatch, representatives from the voluntary sector and community organisations and representatives of District and Borough Councils within Surrey and a representative of the ICB. The ICP is not incorporated into any local government or other partner constitutions.
- 1.3 Statutory Framework
 - 1.3.1 Details of any applicable Statutory Requirements that affect the delegation of functions to this Committee.

2. Purpose & Objectives

- 2.1 The purpose of the Integrated Care Partnership, as described by NHS guidance is to:
 - Align purpose and ambitions with plans to integrate care and improve health and wellbeing outcomes.
 - Facilitate joint action to improve health and care services and to influence the wider determinants of health and broader social and economic development
 - To develop an 'integrated care strategy' (NB: the health and wellbeing strategy and integrated care strategy can be one and the same)

- Built bottom up from an assessment of needs and assets at place
- Based on JSNAs
- Focused on improving health and care outcomes, reducing inequalities, and addressing the consequences of the pandemic for communities.
- - Champion inclusion and transparency
 - Support place based and neighbourhood level engagement
 - Ensure system is connected to communities

3. Accountability/ Delegated Authority (If system meeting between multiple organisations, list organisations here and detail how or if any delegation has been given and under what authority for each organisation.)

- 3.1 The ICP is jointly accountable to the Integrated Care System and to Surrey County Council.
- 3.2 The minutes of ICP meetings shall be formally recorded and submitted to the ICB and the Health and Wellbeing Board. The Chair shall draw to the attention of the ICB and Health and Wellbeing Board any issues that require consideration by the full ICB and/or HWB or require executive action. (For clarity – Any minutes from the confidential part of a meeting (Part II) will be considered in the Part II ICB meeting.)
- 3.3 The ICP is authorised by the ICS to investigate any activity within these Terms of Reference. It is authorised to seek any information it requires from any member, officer or employee who are directed to co-operate with any request made by the ICP. The ICP is authorised by the ICS to obtain outside legal or other independent professional advice and to secure the attendance of other individuals with relevant experience and expertise if it considers necessary.

4. Sub Committees & Delegation

- 4.1 The ICP may delegate tasks to such individuals, sub-committees or individual members as it shall see fit, provided that any such delegations are consistent with the parties' relevant governance arrangements, are recorded in a scheme of delegation, are governed by Terms of Reference as appropriate and reflect appropriate arrangements for the management of conflicts of interest.
- 4.2 The ICP has established the following sub-committees and approved their Terms of Reference, with a remit to report and make recommendations.

• TBC after ICP has met

5. Responsibilities

- 5.1 Description of the functions and responsibilities that have been delegated to the committee. Ensure aligns with the Scheme of Reservation and Delegation, if applicable.

The statutory responsibilities of the Integrated Care Partnership are to:

- Develop an integrated care strategy for the ICS setting out how the assessed needs in relation to Surrey Heartlands are to be met by the ICB, NHSE or SCC
- Champion inclusion and transparency
- Support place based and neighbourhood level engagement
- Ensure system is connected to communities

Local priorities for the ICP (**IN DEVELOPMENT**)

- Thriving and empowered communities that create health and wellbeing and shape health and care service design and delivery
- Personalised care, integrated care pathways and equitable experience and outcomes from care
- A well-resourced, diverse and vibrant market for services to promote emotional health and wellbeing and meet the care needs of Surrey's residents
- A healthy, resilient workforce (housing, transport and wellbeing)
- Integrated digital architecture
- Place shaping: estate and asset management, housing and transport, net zero.

6. Membership

- 6.1 The membership of the ICP shall consist of:

- The Leader of Surrey County Council (Chair Designate)
- Joint Executive Director for Adult Social Care and Integrated Commissioning, Surrey County Council/Surrey Heartlands ICS
- Director for Children's Services, Surrey County Council
- Director for Public Health, Surrey County Council
- Representative of Healthwatch Surrey
- Chief Executive Officer of Surrey Heartlands Integrated Care Board
- Joint Executive Director for Public Service Reform (Surrey Heartlands ICS/Surrey County Council)
- Lead Primary Care Network Clinical Director,
- Representative of the District/Borough Councils (Elected)
 - Representative of the District/Borough Councils (Officer)
 - Representative of the Voluntary, Community and Faith Sector (standing)
 - Representative of the Voluntary, Community and Faith Sector (selected each meeting)

- Representative of the Voluntary, Community and Faith Sector (selected each meeting)
- Representative of G&W place-based partnership
- Representative of NW Surrey place-based partnership
- Representative of Surrey Downs place-based partnership
- Representative of East Surrey place-based partnership

6.2 Voting members (or nominated deputies):

- TBC once the ICP has met

6.3 6.3 Appointment of Members

6.3.1 The members of the ICP shall be jointly appointed with approval from the ICB and Surrey County Council.

6.4 Members of the ICP should aim to attend all scheduled meetings. The Chair of the ICP will review with the Chair of the ICS any circumstances in which a Member's attendance falls below 75% attendance.

7. Co-opted members / deputies / attendees

7.1 The ICP may co-opt additional members subject to the following terms:

- They have subject matter expertise required to support the ICP in meeting its responsibilities
- They represent a community, place, or organisation required to support the ICP in meeting its responsibilities.

7.2 ICP members may nominate a suitable deputy when necessary and subject to the approval of the Chair. All deputies should be fully briefed and the secretariat informed of any agreement to deputise so that quoracy can be maintained.

7.3 No person attending the meeting in one role can additionally act on behalf of another person as their deputy.

7.4 People from a range of areas may be invited to attend based on the needs of the agenda as follows:

At the discretion of the Chair observers may be permitted to attend the meetings of the ICP

- *List people here who are regularly in attendance*
- Chair of Surrey Heartlands Integrated Care System

- Additional attendees TBC

8. Quorum

8.1 A quorum shall be XXX [Number or percentage] [TBC Once ICP has met] ICP members, which must include:

- TBC once the ICP has met

8.2 At the start of the meeting, the Chair will confirm that the ICP is quorate, after any actions have been taken to manage any declared conflicts of interest.

8.3 Nominated deputies attending ICP meetings, on behalf of substantive members, will count towards quorum.

8.4 If a meeting is not quorate, the Chair may adjourn the meeting to permit the appointment or co-option of additional members if necessary. The Chair will have the final decision as to their suitability.

8.5 Any decisions put to a vote at a ICP meeting shall be determined by a majority of the votes of members present. (For clarity: members may be physically attending the meeting or participating by an agreed telecommunications link).

8.6 In the case of an equal vote, the Chair shall have a second and casting vote. The Chair will declare the result of the vote.

9. Meetings

9.1 The ICP will meet on a monthly basis and have an annual rolling programme of meeting dates and agenda items.

9.2 The ICP will operate in accordance with NHS Surrey Heartlands Standing Orders. Surrey County Council will be responsible for ensuring administrative support to the ICP. This will include:

- Giving notice of meetings (including, when the Chair of the ICP deems it necessary in light of the urgent circumstances, calling a meeting at short notice)
- Issuing an agenda and supporting papers to each member and attendee no later than 5 days before the date of the meeting; and
- Ensuring an accurate record (minutes) of the meeting

9.3 The ICP will meet in public and private. Agendas and papers for public meetings will be published at least seven working days in advance of the meeting except where confidential or sensitive information is likely to be disclosed. This may include:

- information given to any of the partners in confidence,

- information about an individual that it would be a breach of the Data Protection Act to disclose, or
- information the disclosure of which could prejudice the commercial interests of any of the partners or third parties.

9.4 Meetings may be held by conference call or by electronic means, so long as the technology provides live and uninterrupted conferencing facilities.

9.5 With the agreement of the Chair, and by exception, one or more Members/ Attendees of the ICP may participate in meetings in person or virtually by using video or telephone or web link or other live and uninterrupted conferencing facilities.

9.6 An extra meeting of the ICP can be called at the request of the Chair.

9.7 Where an extra meeting needs to be scheduled, every endeavour will be made to give at least 10 working days' notice. Notification will be given by email.

9.8 The ICP may resolve to exclude the public from a meeting that is open to the public (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings or for any other reason permitted by the Public Bodies (Admission to Meetings) Act 1960 as amended or succeeded from time to time.

9.9 Non-voting people may be required to withdraw from the confidential part of the meeting

9.10 Members of the ICP have a collective responsibility for the operation of the ICP. They will participate in discussion, review evidence and provide objective expert input to the best of their knowledge and ability, and endeavour to reach a collective view.

10. Agenda Preparation

10.1 The ICP will develop the forward-looking rolling agenda programme, maintained by the secretariat.

10.2 The Chair will work with the secretariat on the preparation of the next meeting agenda and consult with the other participating Chairs.

11. Managing Conflicts of Interest

11.1 The members of the ICP must comply fully with NHS England Guidance and the Policy regarding Conflict of Interest¹. Officers and Members of Surrey County Council are expected to adhere to Surrey County Council's code of conduct in the performance of their duties.

11.2 Any conflicts or potential conflicts and mitigating actions should be identified in advance of the meeting, with advice from the Corporate Governance Team, the Director Governance and Corporate Affairs and/ or the Conflicts of Interest Guardian as appropriate, however there may be exceptional circumstances where these have to be decided at a meeting. In these circumstances, the Chair is responsible for managing conflicts of interest at a meeting of the ICP. In these cases:

- If the Chair has a conflict of interest then the Vice Chair is responsible for deciding the appropriate course of action.
- If both the Chair and the Vice Chair have a conflict, then the remaining non-conflicted members decide on how any conflicts should be managed.

11.3 At the start of the meeting, the Chair will:

11.3.1 Invite members to declare if they have any conflicts of interest with the business to be conducted, including previously declared interests. Any declared conflicts of interest will be recorded in the minutes along with any action taken, in a form as advised by the Conflict of Interest Policy. In summary the information recorded is

- the name of the person noting the interest;
- the nature of the interest and why it gives rise to the conflict;
- the item of the agenda to which the interest related;
- how it was agreed that the conflict should be managed;
- evidence that the conflict was managed as intended.

11.3.2 Invite members to confirm that their current declarations are up to date and accurate and highlight any new declarations made since the last ICP meeting. If any changes are made to existing declarations, any If new declarations are made, the following information is recorded:

- the name of the person making the declaration;
- the nature of the interest;

¹ The Management of Conflicts of Interest is included in the Standards of Business Conduct Policy.

- the type of interest, e.g. financial, in line with policy;
- the date from which this interest started/ or ceased.

12. Decision-making

- 12.1 The aim of the ICP is to achieve consensus decision-making wherever possible.
- 12.2 Each voting member of the ICP shall have one vote.
- 12.3 If the Chair determines that there is no consensus or one member disputes that consensus has been achieved, a vote will be taken by the ICP members. The vote will be passed with a simple majority the votes of members present. In the case of an equal vote, the Chair shall have a second and casting vote.
- 12.4 The result of the vote will be recorded in the minutes and a record will also be made of the outcome of the voting for the other ICB committees.
- 12.5 All decisions taken in good faith at a meeting of the ICP shall be valid even if there is any vacancy in its membership or, it is discovered subsequently, that there was a defect in the calling of the meeting, or the appointment of a member attending the meeting

13. Emergency/ Chair's action

- 13.1 The ICP will delegate responsibility for emergency powers and urgent decisions to the Chair and Vice Chair of the ICP
- 13.2 In the event of an urgent decision being required, this shall be taken by the Chair or the Vice Chair of the ICP; who must consult with at least one other member of the ICP
- 13.3 Urgent decisions must be reported to the next ICP meeting following the urgent decision for ratification by the full meeting together with a report detailing the grounds on which it was decided to take the decision on an urgent basis and the efforts made to contact the relevant other members of the ICP prior to taking the decision.

14. Governance support

- 14.1 Surrey County Council will ensure the provision of a Secretary to the meeting who shall attend to take minutes of the meetings and provide appropriate administrative support to the ICP Chair and ICP members.
- 14.2 The Secretary will be responsible for supporting the Chair in the management of the ICP's business and for drawing the ICP's attention to best practice, national guidance and other relevant documents as appropriate.
- 14.3 The Secretary will ensure minutes of the ICP will be presented to the next meeting for formal sign off and made available on the website (by inclusion in

the ICB papers). Minutes or sections of minutes which are of a confidential nature which would not be disclosed under a Freedom of Information Act request will not be made available on the website.

15. Policy and Best Practice

15.1 The ICP will apply best corporate governance practice in its decision-making processes, covering a clear ethical basis to the business being considered; aligned business goals; an effective strategy incorporating stakeholder values; a well governed organisation and reporting systems to provide transparency and accountability.

16. Conduct of the ICP

16.1 The ICB has a code of conduct in place which defines required standards of behaviour for individuals working within this organisation, and those performing or authorising activities or advisory duties on our behalf. The ICP and its membership will conduct itself in accordance with these standards and principles.

16.2 The code of conduct specifically covers an employee/ member’s responsibility in relation to hospitality and gifts, and has regard to:

- Professional Standards Authority Standards for Members of NHS Boards and Clinical Commissioning Group Governing Bodies in England;
- NHS Business Services Authority Standards of Business Conduct Procedure; and
- Nolan seven principles of public life.

17. Review of Terms of Reference

17.1 The ICP will also self-assess its performance on an annual basis (normally starting each November) referencing its work plan to ensure that the business transacted in meetings has effectively discharged the duties as set out in the Terms of Reference.

17.2 to the Terms of Reference and responsibilities will be presented to the ICP for approval.

18. Review History

Date	Version no.	Reviewed by (Job Title or Committee Name)	Status (Draft or Final)	Comments/ Changes since last version
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Nominations to outside bodies on behalf of Boroughs/Districts 2022

Section 1 – Details of nominee	
Name:	
Authority:	
Date elected to Authority:	
Date elected to County Council:	
Political affiliation	
Address	
Phone number	
Email:	

Section 2 – Detail of nomination	
Name of outside body:	
Nomination confirmed by:	Council / Committee
Date confirmed:	

Section 3 – Background and experience

Relevant background or experience

Please explain your interest in this position and why you would be suited to fill it.

Any further information you wish to have considered.

Surrey Heath Borough Council
Executive
31st May 2022

Household Support Fund 2

Portfolio Holder:	Cllr Sarah-Jane Croke, Housing Safeguarding & Support
Strategic Director/Head of Service	Louise Livingston, Head HR, Performance & Communication
Report Author:	Jayne Boitout - Community Partnership Officer
Key Decision:	no
Date Portfolio Holder consulted	20 May 2022
Wards Affected:	All

Summary and purpose

To agree the local approach to distribute the Household Support Fund as a matter of urgency, to those who are in the greatest need locally as the required criteria.

Recommendation

The Executive is advised to RESOLVE that

- (i) The action plan outlined in 4.6 and the allocation of funding outlined in 4.5 of this report be agreed; and
- (ii) To delegate authority of the final details of this scheme and implementation of any further Household Support Grant Schemes to the Portfolio Holder Housing, Safeguarding and Support in conjunction with the Head of HR, Performance and Communications.

1. Background and Supporting Information

- 1.1 In October 2021, the government (DWP) introduced additional funding to target financial support for vulnerable households over the winter months, to be known as the Household Support Grant, this operated until 31st March 2022 and from a £500m National budget, Surrey County Council received an allocation that totalled £5,290,829.72, which is based on the population of each authority weighted by a function of the English Index of Multiple Deprivation.
- 1.2 The grant is designed to enable local Council's to support vulnerable households with the increasing costs of food, energy, water, and other

essentials. During the initial period 1st October 21 to 31st March 22 £198,471 was distributed to those in need locally.

- 1.3 In the Government Spring Statement, a further Household Support Fund (2) was announced, to be operational from 1st April – 30th September 2022. This scheme has introduced changes in which the criteria now states that at least a 1/3rd is to be funded to residents of a pensionable age, and at least a further 1/3rd is to be funded to households with residents with children, with the remaining funds to other households genuinely in need of support.
- 1.4 Discussions are underway between SHBC and CASH to re-establish and agree a 'local eligibility framework and approach' to enable CASH to distribute grant funding that best supports the households who are in the most need locally.

2. Proposal and Alternative Options

- 2.1 It is proposed that the Executive reviews the proposed scheme and suggests any changes as appropriate.

3. Contribution to the Council's Five Year Strategy

- 3.1 Within the Council's Five Year Strategy this fund and we will take a positive approach to supporting all sectors of our community, including those who are most vulnerable and support our aims of:
 - Safeguard and support our vulnerable residents and support independent living for all.
 - Deliver projects that support young people and families.

4. Resource Implications

- 4.1 The total allocation for Surrey Heath in this period is £159,183, which the first payment of 50% is in the process of being made from Surrey County Council.
- 4.2 The payment of the grant allocation retains the operational criteria as the previous scheme, in that it is in arrears and will be subject to the submission of the Management Information (MI) returns to DWP outlining the authority's grant spend and the volume of awards for period 1st April – 30th June 2022 (due 14th July) and for the period 1st April 2022 – 30th September 2022 due 14th October 2022. Please see annex A for a breakdown of the SCC Allocation.
- 4.3 Each Borough and District will have the ability to deliver the scheme through a variety of routes providing vouchers to households or making direct provision for food. The Government guidance sets out the required collaboration between partners and charitable organisations to successfully meet the policy intent within the agreed framework.
- 4.4 Surrey Heath Borough Council has an excellent working relationship with Surrey Heath Citizen's Advice who are both well placed and willing to deliver

this service for the period April – September 2022, with the Council contributing £10,000 towards staff costs, which is detailed in the funding breakdown.

4.5 4.5 Suggestions for the funding breakdown:

Area	Amount	Organisation
Admin Expenses	£10,000	Citizens Advice (May -30 th September)
Advertising/banners Printing costs, letters, information, and Postage Costs	£4,000	SHBC (May-30 th September)
Food bank top-up if necessary	£10,000	Camberley Besom, West End, and Woking
Direct awards to pensioners +families and individuals as set-out in the criteria	£ 135,183	Citizens Advice this will be paid in two instalments.
Sub-Total	£159,183	

4.6 4.6 Surrey Heath Proposed Action Plan April 2022 – 30th September 2022

- A. Utilising the client data information that the Council has readily available from the Council’s Tax Subsidy Scheme which gives 2322 households of which 1021 represent households where those of pensionable age reside. To send out a letter to this group providing them with all the options they can use to apply for this money including telephone, and online application. All others will also receive a letter with an application and details of the online form to enable application, also Citizens Advice will use the client details from the original HSF scheme to advise that the HSF2 has re-opened. All applications to be returned directly to Citizens Advice who will evaluate and process payments via various forms which will include vouchers for energy, or food etc.

- B. To print letters and application forms to leave at various locations within Surrey Heath, such as Job Centre Plus, Besom, weekly food stalls and plus others to promote the availability of the scheme.
- C. To promote via flyers through the meals at home service, and the social prescribers, and Surrey Heath Age Concern etc.
- D. Promote the scheme to Revs & Bens, Housing, and the contact centre to direct any enquiries to Citizens Advice or send out letters and information.
- E. Devise a local communications/Social media campaign that will look at other marketing tools such as advertising and update the Council website.
- F. Work with our community and statutory partners to promote everywhere, via twitter/Instagram.
- G. To ensure that an open dialogue is retained with partners, and this will be managed via regular (virtual) monitoring meetings to ensure that we can be responsive to local change and offer a quick time flexible approach to bridge gaps and meet the community needs.
- H. For SHBC and CASH to finalise a 'local eligibility framework' being fully compliant in its approach which will enable CASH to distribute grant funding that best supports the households who are in the most need locally. The vouchers will be available until 30th September 2022, allowing redemption until end of October 2022.
- I. Undertake the Central Government returns as necessary to ensure of the second payment.
- J. The Section 151 officer and Council's Chief Accountant to be kept fully informed during the time of that this fund is operational.
- K. The Council's Community Partnership Officer will be the named key contact for this scheme.

5. Section 151 Officer Comments:

- 5.1 This is ringfenced grant and as such any unspent grant will be returned to the originator. SCC require regular reconciliations and returns on spend to date."

6. Legal and Governance Issues

- 6.1 The scheme has been set up in accordance with the criteria stipulated in the guidance from central government.

7. Monitoring Officer Comments:

- 7.1 None

8. Other Considerations and Impacts

Environment and Climate Change

8.1 None

Equalities and Human Rights

8.2 This grant is about supporting the more vulnerable groups in our community it's important that it is widely publicised to ensure that all those eligible apply for the assistance.

Risk Management

8.3 There scheme requires a quick time response to evaluate and turn around the applications promptly. Citizen's Advice have the necessary experience and knowledge to assist with ensuring the emergency funds are provided to those who are most vulnerable within Surrey Heath.

8.4 If the monies are not distributed then the money will need to be returned to SCC, therefore there will be consistent review of what has been distributed and methods reviewed to ensure that all money in the fund is spent.

Community Engagement

8.5 It's really important that the Community are fully engaged in this scheme to ensure that the funds are distributed, the action plan set out in 5.6 details the multiple mediums that will be used to reach different groups including, leaflets, social media posts, Heathscene article, letters, partner meetings, community events etc.

Annexes

Annex A – SCC Fund Allocation and breakdown

Background Papers

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Received 16/05/2022 from Catherine Allen SCC

This email sets out the decisions that were made at the meeting, the reporting requirements, the allocations by Borough/District, and a requirement to acknowledge receipt of this email and acceptance of the grant conditions.

The meeting discussed the allocation of the Household Support Grant (HSG) - specifically the 1/3 allocation to residents of pensionable age (£1.7m), and the allocation that is distributed by a general application process (£750k). I have attached for your reference the Grant Determination Letter, and the Grant Guidance. This set out the conditions of the HSG. I have also attached the template that Surrey County Council will have to complete and return. The reporting period and the reporting deadlines are given below. In order for us to co-ordinate the response, please can you return your monitoring report to me by the dates outlined below. I will send a reminder nearer the time, but thought you'd like to have the dates now.

Reporting Period	Deadline for SCC completed return	Deadline for B & Ds completed return to SCC
01/04/2022 - 30/06/2022	22/07/2022	14/07/2022
01/04/2022 - 30/09/2022	21/10/2022	14/10/2022

We agreed a consensus for the means of apportioning the £1.7m pensionable age allocation, and the £750k general application elements of the grant. We agreed to use the population 65+ multiplied by a deprivation factor for the £1.7m allocation, and population 0-64 multiplied by a deprivation factor for the £750k allocation. The allocations to each Borough and District are set out below. Once the allocation has had approval at a County level, I will make the first tranche of payments. It is our intention to make the payment in two tranches.

Name	No. people 0-64 (mid 2020 ranking)	No. people 65+ (mid 2020 ranking)	IMD to the power of 0.7	Indication of share of grant funding for General Application	Indication of share of grant funding for people of pensionable age	Total funding allocation
Surrey	969,970	229,900		750,000	1,700,000	2,450,000
Elmbridge	111,630	25,585	4.3	73,544	162,265	235,809

Epsom and Ewell	66,160	14,843	4.5	45,223	97,670	142,893
Guildford	125,183	25,169	4.9	94,469	182,845	277,314
Mole Valley	66,665	20,882	4.7	48,179	145,280	193,459
Reigate and Banstead	121,947	27,296	5.5	102,739	221,379	324,118
Runnymede	75,053	15,274	5.8	66,632	130,538	197,170
Spelthorne	81,171	18,702	6.6	82,447	182,866	265,313
Surrey Heath	71,418	17,786	4.3	46,854	112,329	159,183
Tandridge	70,035	18,507	5.7	61,456	156,335	217,791
Waverley	98,261	28,295	4.1	62,503	173,261	235,764
Woking	82,447	17,561	5.2	65,954	135,234	201,187

We agreed that the means of allocating the grant to those entitled to funding would be determined at a local level.

General Application Fund (£750k)

- Please confirm that the indicative amount will be allocated by your B/D. If you are not able to use all your allocation, please let me know so that this money can be allocated for use by the Crisis Fund.
- Some B/D's were more successful at allocating funding and keeping admin costs low. Please refer to the attached slides to see each B/D spend and admin costs of the last grant period, and share best practice for working in your locality.

People of pensionable age (£1.3m)

The attendees could not agree on a consensus for allocating the funding. However, we agreed these principles:

- Admin costs can be charged to the grant but these should be kept to a minimum.
- The grant needs to be targeted to those most in need of support. It was generally agreed that this should be those households where one or more person was 65+ and the household was in receipt of Local Council Tax Support (LCTS). It was acknowledged that in some

areas, LCTS may not be the only indicator that support is needed, and that B/Ds would use their local experience to determine the eligibility.

- Of those B/Ds that provided numbers of 65+ households on LCTS, an average amount to allocate to each household was £100. This amount is an indication only, and it is up to each B/D to determine the level of funding to each household, and whether to allocate a single amount or have a tiered approach.
- Payments need to be made soon, with as little administrative burden as possible. If using the third sector to make payments, consideration should be given to the capacity of the third sector to manage a large number of individual payments as well.

Of the allocation methods considered, the following were considered to be the most appropriate:

	Pros	Cons	Other considerations
Direct payment to those eligible	Payment made directly to the recipient so cash can be used flexibly	B&Ds won't have the bank details of all eligible claimants	Writing to those eligible would have to be carefully worded - asking for bank details could look like a scam.
Post Office Pay Out voucher scheme	Voucher is sent direct to the resident who can take it to any Post Office to redeem it	Access to Post Offices might not be an option for the most in need.	Challenges to provide the data in the required format.

We are charged for all unclaimed vouchers

GDPR issues

Direct payments to those eligible would be managed at a local B/D level.

The Post Office Pay Out voucher scheme does come with a set up fee (£2,000) and payment would need to be made up front to the Post Office in order for the vouchers to get sent out. There is a £1.50 charge to send each voucher, and if vouchers aren't claimed, there is a 60p charge per voucher to cancel a payment.

In order to keep admin costs to a reasonable level, it is suggested that one authority take the lead for these vouchers. Here is a link to the scheme web page:

[Post Office Payout | Post Office](#)

[Post Office Payout®](#)

Post Office Payout® offers a secure, easy way to manage refunds and customer cash-back without the need for paperwork. Find out more at

[PostOffice.co.uk](#)

[www.postoffice.co.uk](#)



We have investigated GDPR concerns with our legal team. A data sharing agreement could be put in place between those authorities who wish to use it. So long as we are comfortable that the Post Office scheme is secure, we could have one coordinated payment file sent to the Post Office.

In order for me to make payments, please can you confirm receipt of this email and acceptance to comply with the terms and conditions attached to the grant. Please contact me by 20th May in order that first tranche payments can be made.

Exclusion of Press and Public

Recommendation

The Executive is advised to RESOLVE that, under Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
11	3
12	3

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