

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
28 July 2021**

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+ Cllr Sarah Jane Croke (Mayor)  
+ Cllr Helen Whitcroft (Deputy Mayor)

+ Cllr Dan Adams	+ Cllr David Lewis
+ Cllr Graham Alleway	+ Cllr David Mansfield
* Cllr Peter Barnett	+ Cllr Emma-Jane McGrath
+ Cllr Rodney Bates	- Cllr Charlotte Morley
+ Cllr Cliff Betton	+ Cllr Alan McClafferty
* Cllr Richard Brooks	+ Cllr Sashi Mylvaganam
* Cllr Vivienne Chapman	+ Cllr Adrian Page
+ Cllr Paul Deach	+ Cllr Robin Perry
+ Cllr Colin Dougan	+ Cllr Darryl Ratiram
+ Cllr Tim FitzGerald	+ Cllr Morgan Rise
+ Cllr Sharon Galliford	+ Cllr John Skipper
+ Cllr Shaun Garrett	+ Cllr Graham Tapper
+ Cllr Mark Gordon	+ Cllr Pat Tedder
+ Cllr Edward Hawkins	+ Cllr Victoria Wheeler
+ Cllr Josephine Hawkins	+ Cllr Valerie White
+ Cllr Rebecca Jennings-Evans	+ Cllr Kristian Wrenn
- Cllr Ben Leach	

+ Present

- Apologies for absence presented

\* In attendance virtually but did not vote

**16/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Peter Barnett, Richard Brooks, Vivienne Chapman, Ben Leach and Charlotte Morley. It was noted that some councillors had joined the meeting virtually but would not be entitled to vote.

**17/C Minutes**

It was moved by the Mayor, seconded by the Deputy Mayor, and

**RESOLVED that the minutes of the Annual meeting of the Council held on 19 May 2021 be approved as a correct record.**

**18/C Mayor's Announcements**

The Mayor advised Members of the death of Mr Ken Pedder, who had served as a Councillor for the Town Ward from 1991 until 2015. He had been Mayor of Surrey Heath in the 1999-2000 municipal year and Chairman of the Planning Applications Committee between 2004 and 2005. On behalf of the Council, the Mayor sent condolences to Mr Pedder's family.

The Mayor paid tribute to Mr Tim Pashen, the Executive Head of Community, who would be retiring at the end of September and wished him well for the future.

The Council was informed of the variety of events the Mayor had attended since May, including visiting schools, youth groups, and care homes. She had also participated in the Great British Spring Clean in Surrey Heath and had opened a number of new businesses in Camberley. Members were reminded that, on 21 June 2021, the Council's Fly the Flag for Armed Forces event had been held at Surrey Heath House.

#### **19/C Leader's Announcements**

The Council was updated on progress for planning the Freedom of the Borough agreed at its meeting in May, the opening of the new leisure centre, the work to develop the Council's 5 Year Strategy, the moving of the properties within the JPUT onshore, and recruitment to the intern and graduate trainee programmes.

The Leader reported that, following a ballot in June, the Collectively Camberley Business Improvement District had been reappointed for a further five-year term.

Members were reminded that the Pride Fly the Flag ceremony would be taking place at Surrey Heath House on 2 August 2021 and all were encouraged to attend.

The Leader referred to Tim Pashen, the Council's Executive Head of Community, and his impending retirement and wished him well for the future.

#### **20/C Questions from Members of the Public**

The Places & Strategy Portfolio Holder, Councillor Rebecca Jennings-Evans, responded to a question from a member of the public, Mr Jacques Olmo, concerning the facilities at Frimley Green Recreation Ground and improvements to the public lavatories at the site.

#### **21/C Questions from Councillors**

The Leader responded to a question from Councillor Morgan Rise submitted under Procedure Rule 11. The question requested an update from the Leader following the recent letter from the Secretary of State responsible for local government that had signalled the Government's intention to pursue full devolution for England. In response to a supplementary question, the Leader committed to carrying out consultation with residents on any proposals for changes to local government structures that would on Surrey Heath.

#### **22/C Executive, Committees and Other Bodies**

(a) Executive – 20 April, 25 May, 15 June and 20 July 2021

It was moved by Councillor Alan McClafferty and seconded by Councillor Colin Dougan that the open minutes of the meetings of the Executive held

on 20 April, 25 May, and 15 June 2021 be received and the recommendations from the meetings on 25 May and 20 July 2021 be adopted.

It was moved by Councillor Rodney Bates and seconded by Councillor Victoria Wheeler that recommendation (i) at minute 12/E – Public Realm be deferred pending the outcome of the investigation by the Performance & Finance Scrutiny Committee on the circumstances leading to the increased costs of the Public Realm project. This amendment was put to the vote and lost.

**RESOLVED that the minutes of the meetings of the Executive held on 20 April, 25 May, and 15 June 2021 be received and the recommendations from the meetings on 25 May and 20 July 2021 be adopted as set out below:**

**12/E Public Realm**

**RESOLVED that**

- (i) an additional £754,600 required for the High Street Public Realm Project be added to the Capital Programme; and**
- (ii) an additional £90,000 be added to the capital programme to fund further landscaping works in the High Street Public Realm area**

**to be funded from the Council's reserves.**

**31/E Capital Outturn and Prudential Indicators**

**RESOLVED that**

- (i) actual capital expenditure for 2020/21 of £24.162m against a budget of £35.711m be noted;**
- (ii) the carry forward budget provision of £10.034 million from 20/21 into 2021/22 be approved;**
- (iii) the revised 2021/22 Capital Programme of £11.275 million comprising the £1.241m agreed in February 2021 plus £10.034m carry forwards, be noted;**
- (iv) the final capital prudential indicators for 2020/21 be noted; and**
- (v) an additional £75k to be added to the 2021/22 capital programme for the Theatre frontage project be approved.**

- (b) Planning Applications Committee – 15 April, 20 May, 17 June and 15 July 2021**

It was moved by Councillor Edward Hawkins, seconded by Councillor Victoria Wheeler, and

**RESOLVED that the minutes of the meetings of the Planning Applications Committee held on 15 April, 20 May, 17 June and 15 July 2021 be received.**

- (c) Audit and Standards Committee – 26 April 2021

It was moved by Councillor Cliff Betton, seconded by Councillor Darryl Ratiram and

**RESOLVED that the minutes of the meeting of the Audit and Standards Committee held on 26 April 2021 be received.**

- (d) External Partnerships Select Committee – 1 June 2021

It was moved by Councillor Morgan Rise, seconded by Councillor Dan Adams and

**RESOLVED that the minutes of the meetings of the External Partnerships Select Committee held on 1 June 2021 be received.**

- (e) Employment Committee – 10 June and 27 July 2021

It was moved by Councillor Colin Dougan, seconded by Councillor Cliff Betton and

**RESOLVED that the minutes of the meeting of the Employment Committee held on 10 June 2021 be received and the recommendation the recommendation from the meeting on 27 July 2021 be adopted.**

**7/EC Pay Policy Statement 2021/22**

**RESOLVED that the Council's Pay Policy Statement 2021/22, as set out at Annex A to the Employment Committee agenda report, be adopted.**

- (f) Joint Staff Consultative Group – 24 June 2021

It was moved by Councillor Graham Tapper, seconded by Councillor David Mansfield and

**RESOLVED that the minutes of the meeting of the Joint Staff Consultative Group held on 24 June 2021 be received.**

- (g) Performance and Finance Scrutiny Committee – 7 July 2021

It was moved by Councillor Sashi Mylvaganam, seconded by Councillor Valerie White, and

**RESOLVED that the minutes of the meetings of the Performance and Finance Scrutiny Committee held on 7 July 2021 be received.**

## **23/C Motions**

It was moved by Councillor Paul Deach and seconded by Councillor Pat Tedder that

“this Council RESOLVES that, in order for residents of all abilities/disabilities to be able to access the borough's services, facilities and infrastructure

- (i) the Council will consider accessibility where applicable in all aspects of its decisions relating to resident facing public services/facilities so that all residents can benefit from such services regardless of ability/disability;
- (ii) the Council will aspire to make the Borough an accessibility exemplar; and
- (iii) any development approved by this council should consider accessibility where applicable and in accordance with Council policy as a component part in respect of any community gains.”

It was moved by Councillor Victoria Wheeler that the motion be amended by removing the words “where applicable” from (i) and amending (iii) by replacing “should” with “will have”. As Councillor Paul Deach indicated his agreement with these changes the motion was amended without vote.

In response to a proposal from Cllr Rodney Bates, the Council indicated its support for arranging a workshop for Members at which they could discuss practical ways of enacting the motion.

**RESOLVED that, in order for residents of all abilities/disabilities to be able to access the borough's services, facilities and infrastructure**

- (i) the Council will consider accessibility in all aspects of its decisions relating to resident facing public services/facilities so that all residents can benefit from such services regardless of ability/disability;**
- (ii) the Council will aspire to make the Borough an accessibility exemplar; and**
- (iii) any development approved by this council will have considered accessibility where applicable and in accordance with Council policy as a component part in respect of any community gains.**

## **24/C Review of Political Proportionality**

The Council considered a proposal to make a minor amendment to the scheme of political proportionality and allocation of councillors to committees for the 2021/22 municipal year.

It was moved by Councillor Alan McClafferty, seconded by Councillor Sashi Mylvaganam, and

**RESOLVED that the revised scheme of proportionality, as set out at Annex A to the agenda report, be adopted for the remainder of 2021/22.**

## **25/C Governance Working Group**

The Council received a report from the Governance Working Group on the issues it had discussed at its meeting on 2 July 2021. The Group had considered proposals for a secure ICT storage solution for councillors and revisions to the ICT Code of Practice. Having discussed the proposals and raised queries requiring further clarification on the storage of documents by councillors, their role as ward councillors and information governance issues, the Working Group agreed to further consider the item at its next meeting.

The Working Group had considered the Boundary Commission for England's proposals for new parliamentary constituency boundaries, the consultation on which had opened on 8 June 2021 and would close on 2 August 2021. Having noted the proposals, the Group had recommended that no response be sent by the Council.

The Council was informed that the Constitution had not been subject to a full review for a number of years and it was therefore intended to carry out a holistic review with a view to addressing any anomalies which had arisen. A proposed programme for the review was considered.

### **RESOLVED that**

- (i) the current position on proposals for the provision of secure a storage area for data and documents for councillors and the review of the ICT Code of Practice be noted;**
- (ii) no response be sent to this stage of the 2023 Parliamentary Boundary Review consultation; and**
- (iii) the proposed programme for review of the Constitution as set out in the agenda report be noted.**

## **26/C Section 151 Officer/ Monitoring Officer Update**

In accordance with Section 151 of the Local Government Act 1982 and Section 113 of the Local Government Finance Act 1988 there was a statutory requirement on the Council to designate one of its officers as its Section 151 Officer/Chief Finance Officer.

The current Section 151 Officer, Mr Martin Hone, would be leaving the Council's employment on 30 July 2021. A recruitment process to fill the vacancy had been undertaken and, at its meeting on 8 July 2021, an Appointments Sub Committee had agreed to appoint Joanne Moore as Interim Executive Head of Finance and recommended that she be appointed as the Council's Section 151 Officer.

The Council was also reminded that, at its meeting on 14 October 2020, it had agreed to enter into an arrangement with Elmbridge Borough Council to provide the Monitoring Officer function for Elmbridge BC. This agreement was subsequently reviewed by the Employment Committee following 6 months of sharing the role, where it had been reported that the arrangements were going well. Following consultation with Elmbridge BC's Chief Executive, it was now recommended that that this arrangement ends on 30 September 2021 due to the increasing work commitments of the Monitoring Officer at this Council.

**RESOLVED that**

- (i) Joanne Moore be appointed as the Section 151 Officer from 2 August 2021 until further notice; and**
- (ii) the shared Monitoring Officer role with Elmbridge BC cease from 30 September 2021.**

**27/C Leader's Question Time**

In response to a question from Councillor Cliff Betton about a specific case in his ward, the Leader agreed to further discuss the matter with the Support & Safeguarding Portfolio Holder and Councillor Betton.

Following a question from Councillor Edward Hawkins the Leader undertook to circulate further information in relation to councillors' role as Corporate Parents.

**28/C Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following item of business on the ground that it involved the likely disclosure of exempt information as defined in the paragraphs of Part 3 of Schedule 12A of the Act as set out below:

<u>Minute</u>	<u>Paragraphs</u>
29/C	3
30/C	1&3
31/C	1&3

**29/C Executive and Committees - Exempt**

- (a) Executive –25 May and 15 June 2021

It was moved by Councillor Alan McClafferty and seconded by Councillor Colin Dougan, and

**RESOLVED that the exempt minutes of the meetings of the Executive held on 25 May, and 15 June 2021 be received and the recommendations be adopted as set out below:**

**11/E      Leisure Centre Update**

**RESOLVED that the exempt recommendation set out on the agenda relating to an addition to the capital programme for 2021/22 be agreed.**

**15/E      London Road Development**

**RESOLVED that**

- (i) the Council withdraws from the procurement process with the current partner; and**
- (ii) the Capital budget for 2021/22 be increased by the amount identified in the agenda to cover the cost of finding an alternative solution to the London Road site including a revised high level masterplan for the site and Camberley town centre as a whole and exploring early demolition of some of the properties on the site.**

**24/E      Cambridge Square Redevelopment**

**RESOLVED that the amount identified in the agenda be added to the capital programme for 2021/22, to be funded from reserves, representing the estimated cost of the refurbishment works.**

**30/C      Report from the Chief Executive**

The Council considered a report presenting changes to the Council's senior management structure proposed by the Chief Executive following consideration by the Employment Committee and the completion of a formal staff consultation.

Members considered the proposals, which included the adoption of the new senior management structure, revised pay scales, associated updates to the relevant sections of the Constitution, and one-off budget costs. The revised structure would comprise two new Strategic Director posts along with two new positions of Head of HR, Performance & Communications and Head of Legal & Democratic Services; the existing Head of Investment & Development and Head of Planning posts would be retained.

It was proposed by Councillor Colin Dougan, seconded by Councillor Cliff Betton, and

**RESOLVED that**

- (i) the revised Senior Management Structure, as set out at Annex A to the agenda report together with the associated changes in posts set out in paragraphs 2.8 and 2.9 of the report be agreed;**
- (ii) the revised Pay Scales, as set out at Annex B to the agenda report, be agreed.**
- (iii) the maximum one-off costs arising from this restructure as detailed in the exempt report, be funded from the Council's reserves as previously planned for;**
- (iv) Article 12 - Officers at Part 2 of the Council's Constitution be updated, as set out at Annex C to the agenda report;**
- (v) the list of Proper Officers at Part 3, Section C of the Constitution, be updated as set out at Annex D to the agenda report;**
- (vi) the Officer Employment Rules at Part 4, Section J of the Council's Constitution be updated as set out at Annex E to the agenda report; and**
- (vii) the Management Structure at Part 7 of the Constitution be updated as set out at Annex A to the agenda report.**

### **31/C Review of Exempt Items**

The Council reviewed the items which had been considered at the meeting following the exclusion of members of the press and public as they involved the likely disclosure of exempt information.

#### **RESOLVED that**

- (i) the decision at minute 29/C relating to minute 11/E remain exempt for the present time, with any future release of information authorised following review by the Chief Executive and Head of Legal Services;**
- (ii) the decision at minute 29/C relating to minute 15/E be made public once relevant parties have been notified;**
- (iii) the decision at minute 29/C relating to minute 24/E with any financial details to remain exempt;**
- (iv) the decision at minute 30/C be made public; and**
- (v) the revised structure, Constitutional documents and pay scales annexed to the report associated with minute 30/C be**

**made public, but the report otherwise remain exempt for the present time.**

Mayor