

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 21  
October 2014**

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+ Cllr Moira Gibson (Chairman)

- Cllr Richard Brooks	+ Cllr Colin Dougan
+ Cllr Keith Bush	+ Cllr Craig Fennell
+ Cllr Mrs Vivienne Chapman	+ Cllr Charlotte Morley

+ Present

- Apologies for absence presented

In Attendance: Cllr Chris Pitt

**56/E Minutes**

The non-exempt and exempt minutes of the meeting of the Executive held on 30 September 2014 were confirmed and signed by the Chairman.

**57/E Deepcut Neighbourhood Forum/Neighbourhood Plan Area Applications**

The Executive considered applications for the creation of a Neighbourhood Forum and the designation of a Neighbourhood Area in Deepcut. The applications had been the subject of a six week consultation, which had ended on 24 July 2014.

Members were advised that the Neighbourhood Forum application met the requirements set out in Schedule 9 part 1 of the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012.

A Plan showing the proposed Neighbourhood Area and an accompanying statement had been submitted by the proposed Neighbourhood Forum. The statement set out the applicants' view that the Neighbourhood Area should not include the Princess Royal Barracks as the site was identified in the Council's adopted Core Strategy and had an adopted Supplementary Planning Document to guide development of the site. An outline planning consent had also been granted on that site.

The Executive was informed that, for a Neighbourhood Plan to be adopted, it would have to be subject to a public examination by an Inspector and, following that, a referendum, with costs estimated to amount to over £30,000; the Local Planning Authority was legally obliged to fund the costs of the examination and referendum.

The Department for Communities and Local Government (DCLG) was offering funding of £5,000 to Local Planning Authorities following designation of a Neighbourhood Area. The next round of applications for the funding would commence on 1 December 2014. A further grant from DCLG of £25,000 was available for Plans which had passed the examination stage; however, this was only guaranteed for applications made in 2014/2015. A Deepcut Neighbourhood

Plan was unlikely to meet this deadline and it was therefore uncertain whether the £25,000 funding would be forthcoming for 2015/2016.

The Executive agreed that, although verbal confirmation had been received that the membership of the Forum complied with the requirements of the Act, the decision would be subject to the satisfactory receipt of written confirmation detailing the Forum membership's inclusion of local residents, businesses and elected representatives.

**RESOLVED that**

- (i) subject to the receipt of a satisfactory letter confirming the make-up of the Neighbourhood Forum membership:**
  - a. the Neighbourhood Forum be formally designated as the Deepcut Neighbourhood Forum;**
  - b. the Neighbourhood Area within the red line in the map attached to the agenda report, excluding those areas within the blue lines on the amended Neighbourhood Area map, be designated for the purposes of a Deepcut Neighbourhood Plan;**
  - c. upon receipt of the £5,000 grant, authority be delegated to the Executive Head of Regulatory Services, after consultation with the Regulatory Portfolio Holder, to use the funds to support officer and other costs to the Council; and**
- (ii) if Central Government Funding is not forthcoming in future years, then a report be taken to the Executive.**

**58/E Scheme of Delegation of Functions to Officers**

The Executive received a report on a review of the Scheme of Delegation of Functions to Officers in relation to executive functions.

**RESOLVED to defer the matter and refer it to the Governance Working Group for consideration.**

**59/E Annual Pay Settlement Procedure**

The Joint Staff Consultative Group, at its meeting on 18 September 2014, had considered a revised Annual Pay Settlement Procedure. The new procedure had been revised to reflect a procedure which was more efficient and practical.

**RECOMMENDED that the Council's revised Annual Pay Settlement Procedure, as attached at Annex A to these minutes, be adopted.**

**60/E Information Security Policy**

The Joint Staff Consultative Group, at its meeting on 18 September 2014, had considered revisions to the Information Security Policy. It was reported that changes imposed upon Local Authorities by the Cabinet Office had required the Council to review the policy in order to tighten up certain controls and impose further network access restrictions.

**RECOMMENDED that the amendments to the Information Security Policy, as set out at Annex B to these minutes, be approved and the recommendations and procedure therein be adopted.**

#### **61/E Data Security Breach Management Policy and Procedure**

The Joint Staff Consultative Group, at its meeting on 18 September 2014, had considered the introduction of a Data Security Breach Management Policy and Procedure. The Policy and Procedure contained the correct procedures for managing any compromise of information, data, information systems, or physical buildings at any time. It also demonstrated the Council's commitment to Information Management.

The Executive considered the document. It was agreed to amend paragraph 8.1 of the Policy to state that, in addition to reviewing the Policy after a serious breach or any following any legislative changes, a policy review would be conducted annually.

**RECOMMENDED to Council that the Data Security Breach Management Policy and Procedure, as amended and as set out at Annex C to these minutes, be approved and adopted.**

#### **62/E Flexible Working Policy and Procedure**

The Joint Staff Consultative Group, at its meeting on 18 September 2014, had considered a revised Flexible Working Policy & Procedure.

The procedure had been revised to reflect the changes introduced in June 2014 which gave all employees the statutory right to request flexible working after 26 weeks employment service. The policy offered guidance for reviewing and implementing flexible working arrangements.

**RECOMMENDED that the Council's revised Flexible Working Policy & Procedure, as attached at Annex D to these minutes, be adopted.**

#### **63/E Off-site Working Policy & Procedure**

The Joint Staff Consultative Group, at its meeting on 18 September 2014, had considered the adoption of an Off-site Working Policy and Procedure. The document set out the policy and procedures for implementing and reviewing arrangements for staff who regularly spent a proportion of their contracted working hours off-site.

The application of the policy was primarily to set a framework for assessment and review of working arrangements designed to be of benefit to the operation of Council services. However, it could also benefit individuals indirectly through permitting flexibility of working arrangements that also enhanced service delivery.

The policy did not apply to incidences of irregular, ad-hoc off-site working or flexible working arrangements.

**RECOMMENDED that the Council's Off-site Working Policy & Procedure, as attached at Annex E to these minutes, be adopted.**

**64/E      Vote of Thanks**

The Leader, on behalf of the Council, expressed her thanks to the museum volunteer who had cleaned and polished the Council Chamber clock.

Chairman