

**MINUTES OF A MEETING OF SURREY  
HEATH BOROUGH COUNCIL held at  
Surrey Heath House, Camberley on  
15 April 2015**

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+ Cllr Bob Paton (Mayor)  
+ Cllr Joanne Potter (Deputy Mayor)

+ Cllr David Allen	+ Cllr Edward Hawkins
+ Cllr Rodney Bates	+ Cllr Josephine Hawkins
+ Cllr Richard Brooks	+ Cllr Paul Innicki
+ Cllr Keith Bush	+ Cllr Lexie Kemp
- Cllr Glyn Carpenter	+ Cllr Bruce Mansell
+ Cllr Bill Chapman	+ Cllr David Mansfield
+ Cllr Mrs Vivienne Chapman	+ Cllr John May
+ Cllr Ian Cullen	+ Cllr Charlotte Morley
+ Cllr Paul Deach	- Cllr Adrian Page
+ Cllr Tim Dodds	+ Cllr Ken Pedder
+ Cllr Colin Dougan	- Cllr Chris Pitt
+ Cllr Craig Fennell	+ Cllr Wynne Price
+ Cllr Surinder Gandhum	+ Cllr Audrey Roxburgh
+ Cllr Heather Gerred	+ Cllr Ian Sams
- Cllr Liane Gibson	+ Cllr Pat Tedder
+ Cllr Moira Gibson	+ Cllr Judi Trow
- Cllr Alastair Graham	+ Cllr Valerie White
- Cllr David Hamilton	+ Cllr Alan Whittart
+ Cllr Beverley Harding	- Cllr John Winterton

+ Present  
- Apologies for absence presented

**(The Deputy Mayor in the Chair)**

**60/C Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors Glyn Carpenter, Liane Gibson, Alastair Graham, David Hamilton, Adrian Page, Chris Pitt and John Winterton.

**61/C Minutes**

It was moved by the Deputy Mayor, seconded by Councillor Moira Gibson, and

**RESOLVED that the minutes of the meeting of the Council held on 25  
February 2015 be approved as a correct record.**

**62/C Leader's Announcements**

The Council Leader referred to Councillor Dodds' praise, prior to the meeting, of the previous mayors who would be standing down at the Election. She also

thanked the other departing Members for their unstinting efforts over many years, particularly the longstanding Councillors and those who had filled senior posts.

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

### (a) Executive

It was moved by Councillor Moira Gibson, seconded by Councillor Keith Bush, and

**Resolved that the minutes of the meetings of the Executive, held on 24 February, 17 March and 7 April 2015, be received.**

### (b) Planning Applications Committee

It was moved by Councillor Edward Hawkins, seconded by Councillor David Allen, and

**Resolved that the minutes of the meetings of the Planning Applications Committee, held on 9 March and 9 April 2015, be received.**

### (c) External Partnerships Select Committee

It was moved by Councillor Josephine Hawkins, seconded by Councillor Paul Deach and

**Resolved that the minutes of the meetings of the External Partnerships Select Committee, held on 3 March 2015, be received.**

### (d) Joint Staff Consultative Group

It was moved by Councillor Charlotte Morley, seconded by Councillor Moira Gibson and

**Resolved that the minutes of the meeting of the Joint Staff Consultative Group, held on 19 March 2015, be received.**

### (e) Performance and Audit Scrutiny Committee - Audit meeting and Scrutiny meeting

It was moved by Councillor David Allen, seconded by Councillor Tim Dodds, and

**Resolved that the minutes of the meetings of the Performance and Audit Scrutiny Committee (Audit meeting and Scrutiny meetings) held on 25 March 2015, be received.**

### (f) Community Services Scrutiny Committee

It was moved by Councillor Audrey Roxburgh, seconded by Councillor Valerie White and

**Resolved that the minutes of the meeting of the Community Services Scrutiny Committee, held on 2 April 2015, be received.**

#### **64/C Report from the Governance Working Group**

The Council received the report of the Governance Working Group in relation to:

- (i) The Committee Structure and the Terms of Reference of the Executive, Committees and Other Bodies;
- (ii) The Social Media Protocol for Councillors; and
- (iii) The Protocol for the Recording of Council, Executive and Committee Meetings.

The Working Group has reviewed the Council's current committee structure and had made a number of recommendations regarding the future appointment of committees and revisions to the Terms of Reference of the Executive, Committees and Other Bodies.

It had been proposed that the Council focus scrutiny on one committee (Policy and Finance Scrutiny Committee), establishing an Audit and Standards Committee and transferring the responsibilities of the Selection Committee, in respect of appointments to outside bodies, to the Executive, taking into account the recommendations of the Group Leaders.

The use of Task and Finish Working Groups to carry out in-depth work had been recommended as had the deletion of the Appeals Committee, as Members were no longer involved in determining appeals.

The changes proposed to the Social Media Protocol were to allow Members to use Council facilities for blogs, be they personal or party political. The changes proposed to the Protocol for Recording Meetings were to recognise that where Members were restricted in using media devices during consideration of particular items, they may need to maintain contact in the event of an emergency.

The required changes to the Social Media Protocol and the Protocol for the Recording of Meetings had been implemented by the Executive Head of Transformation under delegated authority.

It was proposed by Councillor Moira Gibson, seconded by Councillor Richard Brooks and

**Resolved that**

- (i) the revised committee structure, as attached at Annex A to the agenda report, be adopted;**
- (ii) the following consequential changes arising from the revised committee structure be noted;**

- a. that the Selection Committee not be re-appointed;
  - b. that the Community Services and Performance and Audit Scrutiny Committees be replaced by a Performance and Finance Scrutiny Committee, to be responsible for the scrutiny of all of the Council's functions;
  - c. that a combined Audit and Standards Committee be established to replace the existing Standards Hearing and Determination Committee and the Audit meetings of the Performance and Audit Scrutiny Committee;
- (iii) the revised Terms of Reference of the Executive, Committees and Other Bodies at Part 3, Section E of the Constitution, as attached at Annex B to the agenda report, be adopted;
- (iv) officers be authorised to make any consequential changes to Article 6, Article 9 and Article 13 resulting from the review of the Council's scrutiny arrangements;
- (v) the Scheme of Delegation of Functions to Officers be amended to authorise the Monitoring Officer to appoint members to the Hearing Sub Committees from the membership of the Audit and Standards Committee; and
- (vi) membership levels for each of the committees be as follows:

Planning Applications	16
Licensing	15
Performance and Finance Scrutiny	15
External Partnerships Select	15
Audit and Standards	7
Appointments	5

The Mayor in the Chair

## 65/C Mayor's Announcements

The Mayor highlighted the growing issue of Dementia in the Borough and the impact that sport, health and fitness could have on this condition. Because of this, he had organised a Dementia Seminar which would be held in the Council Chamber on the following evening. So far, over 90 individuals had committed to participation and a number of organisations providing services which could delay the onset of the condition would have stalls on the night. All Members would be welcome to attend.

The Mayor reiterated the Council Leaders praise for the skills and dedication shown by departing Members and the efforts made across the Borough to assist the community.

## **66/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 items of business on the grounds that they 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>
67/C	3
68/C	3
69/C	3

## **67/C Council, Executive and Committees - Exempt**

- (a) It was moved by the Mayor, seconded by the Deputy Mayor and

**Resolved that the exempt minutes of the meeting of the Council held on 25 February 2015 be approved as a correct record.**

- (b) It was moved by Councillor Moira Gibson, seconded by Councillor Richard Brooks and

**Resolved that the exempt minutes of the meetings of the Executive, held on 17 March and 7 April 2015, be received.**

## **68/C Urgent Action**

The Council noted urgent action taken by the Chief Executive, under the Scheme of Delegation of Functions to Officers and after consultation with the Mayor and the Leader of the Council, in relation to an increase in the Capital Programme and changes to the Prudential Indicators

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

The Council reviewed the minutes and decisions 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) 58/C - Exempt Council Minutes of 25 February 2015 - to remain exempt as indicated at Minute 103 /C.**
- (ii) 119/E - Acquisition of Property - to remain exempt until completion of the negotiations.**
- (iii) 127/E – Bagshot Playing Fields Association – to remain exempt until completion of the Lease negotiations.**

- (iv) 128/E - Future of the former Watchetts Bowling Club Pavilion and Grounds - To remain exempt until completion of the negotiations.**
- (v) 129/E - SANGS Expenditure - to remain exempt for the present time.**
- (vi) Item 12 – Urgent Action – to remain exempt until the completion of negotiations.**

Mayor