

To: All Members of the EXECUTIVE

When calling please ask for:

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Policy and Governance

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Calls may be recorded for training or monitoring

Date: 3 December 2021

Membership of the Executive

Cllr Paul Follows (Chairman)
Cllr Peter Clark (Vice Chairman)
Cllr Andy MacLeod
Cllr Penny Marriott
Cllr Mark Merryweather

Cllr Kika Mirylees
Cllr Nick Palmer
Cllr Anne-Marie Rosoman
Cllr Liz Townsend
Cllr Steve Williams

Dear Councillors

A meeting of the EXECUTIVE will be held as follows:

DATE: TUESDAY, 14 DECEMBER 2021

TIME: 5.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR
Head of Policy and Governance

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Please note that due to current Covid restrictions, seating in the public gallery is extremely limited. The meeting can be viewed remotely via Waverley Borough Council's [YouTube channel](#) or by visiting www.waverley.gov.uk/webcast.

NOTES FOR MEMBERS

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

Prior to the commencement of the meeting, the Leader, Deputy Leader or an appropriate Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.

[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]

AGENDA

4. **EXECUTIVE WORKING GROUPS F_PR**

Report to follow.

**For further information or assistance, please telephone
Louise Fleming, Democratic Services & Business Support Team
Manager, on 01483 523517 or by email at
louise.fleming@waverley.gov.uk**

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

14 DECEMBER 2021

Title:

APPOINTMENT OF EXECUTIVE WORKING GROUPS

Portfolio Holder: Cllr Paul Follows, Leader of the Council

Head of Service: Robin Taylor, Head of Policy and Governance

Key decision: No

Access: Public

1. Purpose and summary

1.1 At its meeting on 19 October 2021, the Council agreed to adopt a protocol for the establishment of Executive Working Groups. This report proposes the establishment of an Inter-Authority Agreement Joint Working Group with Guildford Borough Council and the noting of the Executive Working Groups currently established with their memberships for the 2021/22 Council year.

2. Recommendation

It is recommended that the Executive

1. Agree the establishment of an Inter-Authority Agreement Joint Working Group as set out in paragraph 4.2 below and with the Terms of Reference attached at Annexe 1.
2. Note the current Executive Working Groups and their memberships attached at Annexe 2.

3. Reason for the recommendation

3.1 To enable both councils to support the work of officers in the preparation of the Inter-Authority Agreement, and to ensure the correct democratic avenue of input by Councillors into its development.

4. Background

4.1 At its meeting on 3 August 2021, the Council noted an early draft of the outline Heads of Terms of the Inter-Authority Agreement between Guildford and Waverley Borough Councils, and that significant further work was necessary before a further report is submitted to both Councils to agree the final Heads of Terms. To carry out this detailed work, it is proposed that a joint cross-party working group be established under the agreed Executive Working Group protocol.

- 4.2 The draft Terms of Reference of the Inter-Authority Agreement Joint Working Group (IAAJWG) are set out at Annexe 1 to this report. It is proposed that the Working Group comprises the Executive Leaders of both Guildford and Waverley Borough Councils and that each Leader nominates two members to the Inter-Authority Agreement Joint Working Group (IAAJWG), of whom at least one shall be an Executive member of that authority, and at least one shall be an opposition group member of that authority.

5. Relationship to the Corporate Strategy and Service Plan

- 5.1 The recommendations in this report contribute to the Council's commitment to open, democratic and participative governance.

6. Implications of decision

6.1 Resource (Finance, procurement, staffing, IT)

There are no resource implications arising from this report. The proposed IAAJWG can be serviced within existing resources.

6.2 Risk management

None for the purposes of this report.

6.3 Legal

The Council's Constitution enables the Executive to create and appoint to Executive Working Groups, and provisions of the Local Government Acts 1972 and 2000 enable the Council to carry out its functions in joint arrangements with another local authority.

6.4 Equality, diversity and inclusion

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

6.5 Climate emergency declaration

There are no implications for the council's environmental and sustainability objectives arising from this report.

7. Consultation and engagement

- 7.1 None for the purposes of this report.

8. Other options considered

- 8.1 The Executive could choose not to establish a joint working group to carry out the work on the IAA. However it is felt that due to the significant work involved and the strategic importance of the IAA, that establishing a cross party working group which would make recommendations to each council's respective Executives is the most efficient and effective approach.

9. Governance journey

9.1 This will be reported to the Special meeting of the Executive on 14 December 2021 for approval.

Annexes:

Annexe 1 – Joint IAA Working Group Terms of Reference

Annexe 2 –Executive Working Groups 2021/22

Background Papers

There no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

CONTACT OFFICER:

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Agreed and signed off by:

Legal Services: date

Head of Finance: date

Strategic Director: date

Portfolio Holder: date

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**GUILDFORD BOROUGH COUNCIL AND WAVERLEY BOROUGH COUNCIL
INTER-AUTHORITY AGREEMENT JOINT WORKING GROUP
COMPOSITION AND TERMS OF REFERENCE**

This Joint Working Group is a joint Executive working group established jointly by the Leader/Executive of both authorities in accordance with their respective constitutional provisions

MEMBERS: 6

The Leader or Executive of each authority shall each appoint three members to the Inter-Authority Agreement Joint Working Group (IAAJWG), of whom at least one shall be an Executive member of that authority, and at least one shall be an opposition group member of that authority

QUORUM: 3 (subject to each council being represented at a meeting by at least 1 Executive member)

PLACE OF MEETINGS: Meetings of the IAAJWG may be held remotely or in-person

CHAIRMAN: The IAAJWG shall be chaired alternately between the councils by one of the Executive members appointed by their respective Leaders/Executives. The first meeting shall be chaired by the Executive member appointed by the Leader of Guildford Borough Council

FREQUENCY OF MEETINGS: As and when required

SUBSTITUTES: Substitutes allowed.

ATTENDANCE BY COUNCILLORS NOT APPOINTED TO THE IAAJWG: Any councillor from either authority not appointed to the IAAJWG may attend meetings strictly as an observer

ATTENDANCE BY THE PUBLIC: The public shall not attend meetings of the IAAJWG

OFFICER SUPPORT TO THE IAAJWG: Each authority shall ensure that relevant senior officer leads attend meetings of the IAAJWG dependent upon the matters to be discussed

ROLE AND FUNCTION: The purpose of the IAAJWG is to work up the detail of the draft Heads of Terms of the proposed Inter Authority Agreement, which is to be submitted for approval to both authorities' Full Councils, via their respective Executives.

This work will involve reviewing and making recommendations to each authority's Executive on the key subject areas of the Heads of Terms, which will include but may not be limited to the following:

- Staffing
- Costs
- Property and Assets
- Legal liability and claims
- Insurance
- Data/information sharing (incl re: contracts)
- Intellectual Property Rights
- Conflicts of interests (incl Council-owned trusts/companies)
- Partnership governance
- Review mechanisms
- Termination and Exit Strategy

WAVERLEY BOROUGH COUNCIL

EXECUTIVE

14 DECEMBER 2021

EXECUTIVE WORKING GROUPS 2021/22

CIL ADVISORY BOARD

Membership: Cllr Nick Palmer (Chairman)
Cllr Brian Edmonds
Cllr George Hesse
Cllr Andy MacLeod
Cllr Mark Merryweather
Cllr Stephen Mulliner

CLIMATE EMERGENCY GOVERNANCE BOARD

Membership: Cllr Steve Williams (Chairman)
Cllr Martin D'Arcy
Cllr Sally Dickson
Cllr Mark Merryweather
Cllr Ruth Reed
Cllr Anne-Marie Rosoman
Cllr Richard Seaborne
Cllr Liz Townsend

DUNSFOLD PARK GARDEN VILLAGE GOVERNANCE BOARD

Membership: Cllr Liz Townsend (Chairman)
Cllr Paul Follows
Cllr Steve Williams
Cllr Andy MacLeod
Cllr Anne-Marie Rosoman

FARNHAM INFRASTRUCTURE PROGRAMME WORKING GROUP

Membership: Cllr Peter Clark (Chairman)
Cllr Carole Cockburn
Cllr Sally Dickson
Cllr Mark Merryweather
Cllr Andy MacLeod

LANDLORD SERVICES ADVISORY BOARD

Membership: Cllr Anne-Marie Rosoman (Chairman)
Cllr Simon Dear
Cllr Jacquie Keen
Cllr Michaela Wicks
Tenant Co-optees: Terry Daubney, Gillian Martin and Danielle Sleightholme

PROPERTY INVESTMENT ADVISORY BOARD

Membership: Cllr Mark Merryweather (Chairman)
Cllr Anne-Marie Rosoman
Cllr Liz Townsend
Cllr Jerome Davidson
Vacancy