

Waverley Borough Council

Report to: Executive

Date: 6 June 2023

Ward(s) affected: N/A

Report of Director: Transformation & Governance

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Report Status: Open

Establishment of Executive Working Groups 2023/24

1. Executive Summary

- 1.1 The Executive is able to create and appoint to Executive Working Groups to assist with the development of policy, in-depth examination of specific service proposals, or to progress major projects. Executive Working Groups have an advisory role only and cannot themselves take decisions.
- 1.2 It is proposed that the Executive re-establishes a number of Executive Working Groups to continue their work programmes and support the relevant Portfolio Holders. A new Local Plan Executive Working Group is also proposed.

2. Recommendation to Executive

2.1. That the Executive approves the establishment of the following Executive Working Groups with membership to be advised by the relevant Portfolio Holder in due course:

- Asset Investment Advisory Board, chaired by the PFH for Finance, Commercial & Assets
- CIL Advisory Board, chaired by the Co-PFH for Housing (Delivery)
- Climate Emergency Governance Board, chaired by the PFH for Environment & Sustainability
- Cost of Living Working Group, chaired by the Leader of the Council
- Landlord Services Advisory Board, chaired by the Co-PFH for Housing (Operations)
- Local Plan Executive Working Group, chaired by the PFH for Planning & Economic Development.

3. Reason for Recommendations:

3.1. To establish Executive Working Groups to support the work of the Executive in specific areas of interest.

4. Purpose of Report

4.1 In order that the Executive may establish Executive Working Groups for 2023/24.

5. Strategic Priorities

5.1 The establishment of Executive Working Groups contributes to the Council's commitment to open, democratic and participative governance.

6. Background

- 6.1 The Executive is able to create and appoint to Executive Working Groups and has agreed a protocol for their establishment to assist with the development of policy, in-depth examination of specific service proposals, or to progress major projects. Executive Working Groups have an advisory role only and cannot themselves take decisions.
- 6.2 Executive Working Groups are established and operate in accordance with the Executive Working Groups Protocol (attached at Appendix 1).

7. Executive Working Groups 2023/24

- 7.1 It is proposed that the following Executive Working Groups are re-established for 2023/24:
- Asset Investment Advisory Board, chaired by the PFH for Finance, Commercial & Assets
 - CIL Advisory Board, chaired by the PFH for
 - Climate Emergency Governance Board, chaired by the PFH for Environment & Sustainability
 - Cost of Living Working Group, chaired by the Leader of the Council
 - Landlord Services Advisory Board, chaired by the PFH for Housing
- 7.2 It is proposed that a new Executive Working Group is established:
- Local Plan Executive Working Group, chaired by the PFH for Planning & Economic Development.
- 7.3 The relevant Portfolio Holders will appoint members to the Executive Working Groups and details will be circulated to councillors.

8. Financial Implications

- 8.1 There are no financial implications arising from this report.

9. Legal Implications

- 9.1 The Council's Constitution enables the Executive to create and appoint to Executive Working Groups.

10. Human Resource Implications

- 10.1 There are no human resources implications arising from this report. Executive Working Groups will be services within existing resources.

11. Equality and Diversity Implications

- 11.1 There are no equality and diversity implications arising from 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.

12. Climate Change/Sustainability Implications

- 12.1 There are no climate change or sustainability implications arising from this report.

13. Summary of Options

- 13.1 The Executive may decide not to establish Executive Working Groups, but those proposed to be re-established will ensure the continuity of their work programmes and assist in the work of the Executive.
- 13.2 The proposed Local Plan Executive Working Group will assist the Portfolio Holder in progressing the update of the Local Plan and provide a means for non-Executive member engagement in the process.

14. Background Papers

None.

15. Appendices

15.1 Appendix 1 – Executive Working Group Protocol

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EXECUTIVE WORKING GROUP PROTOCOL

1. Executive Working Groups are intended to assist the Executive, through the appropriate Portfolio Holder, to:
 - (a) develop policy;
 - (b) examine specific service proposals in depth; and
 - (c) progress major projects.
2. Executive Working Groups have an advisory role only and cannot themselves take decisions.
3. Any Executive member can propose to the Executive that an Executive Working Group should be established, and when making a proposal should:
 - (a) propose terms of reference and the scope of the task; and
 - (b) set out a timescale for the duration of the EWG.
4. The decision to establish an Executive Working Group is for the Executive. All Executive Working Groups must be reviewed by the Executive to confirm that they are still needed before being reappointed at the start of a Council year.
5. Membership of Executive Working Groups will be based on enabling those with the best skills and knowledge of the matter to contribute and will be appointed by the Executive based on recommendations by the appropriate Portfolio Holder. The appropriate Portfolio Holder will convene and chair an Executive Working Group unless they choose to delegate the chairmanship. Substitutes are not permitted.
6. Executive Working Groups may include non-councillors or members from other Councils as non-voting members.
7. Within the overall framework of Waverley's Procedure Rules, Executive Working Groups will be able to develop flexible working arrangements best suited to their task.
8. Executive Working Groups will normally meet in the absence of the press and public.

9. Executive Working Groups will be serviced by officers and Democratic Services will record their meetings in report form and these reports will form background papers to the eventual reports to the Executive on matters they have discussed.
10. Reports to Executive Working Group meetings will not normally be published, and both reports and discussion at meetings will be treated as exempt. They can, however, be requested by Overview and Scrutiny Committees as part of their work, at which time the Monitoring Officer will decide whether any of the reports should be defined as exempt under access to information legislation.
11. Other members of the Council may attend as observers.
12. If a member has taken part in policy development as part of an Executive Working Group, and subsequently is involved in an Overview and Scrutiny Committee review of this policy, they may have a conflict of interest. In this case they should seek the advice of the Monitoring Officer.

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Appointments to Outside Bodies 2023-2027

1. Executive Summary

- 1.1 The Executive make a number of appointments to outside bodies to help the Council develop and maintain its relationships with key stakeholders and partners in the delivery of a range of council services. These include national and regional organisations representing the local government sector, as well as more local organisations who support the council's strategic service delivery. Proposed appointments for 2023-2027 are set out in Appendix 1.
- 1.2 The Executive may also designate 'Champions' to support specific topics of interest for the Council, and have proposed that the Mayor

and the Leader serve as Armed Forces Champions, and Cllr MacLeod is appointed as Brightwells Champion.

- 1.3 The Surrey Leaders' Group seeks nominations from Boroughs and Districts to fill its places on various Surrey bodies. Three nominations are proposed for consideration by the Surrey Leaders' Group.

2. Recommendation to Executive

That the Executive approves:

- 2.1. the appointments of Waverley representatives to outside bodies as shown in Appendix 1.
- 2.2. the appointment of Champions:
 - Armed Forces Champions: the Mayor and the Leader of the Council
 - Brightwells Champion: Cllr Andy MacLeod
- 2.3. the nomination of members for appointment by the Surrey Leaders' Group:
 - Surrey and Borders Partnership – Cllr Kika Mirylees
 - Mental Health Partnership Board – Cllr Paul Follows
 - Surrey Heartlands ICP – Cllr Liz Townsend

3. Reason for Recommendations:

- 3.1. To ensure that the Council maintains and develops its relationship with key strategic and local organisations.

4. Purpose of Report

- 4.1 In order that the Executive may appoint representatives to outside organisations.

5. Strategic Priorities

- 5.1 Appointing representatives to outside organisations helps the Council develop and maintain its relationships with key stakeholders and partners in the delivery of a range of council services.

6. Background

- 6.1 The Council appoints councillors to outside bodies to act as a representative of Waverley Borough Council and to protect the interests of the Council. The outside bodies include national and regional bodies supporting the local government sector and more local organisations that support the council either directly or indirectly in delivering services and outcomes to Waverley residents.
- 6.2 In most cases, Waverley representatives act as observers or liaison between the Council and the organisation. There are a small number of positions where the representatives take the role of trustee for the organisation, which attaches specific legal responsibilities.
- 6.3 Historically, the Council has appointed representatives to a wide range of local organisations, including the older people's centres, where Waverley provided core funding to help deliver services. The introduction of the Thriving Commissioning Fund to provide grant funding to organisations to deliver specific services or activities has changed the nature of the funding relationship with the organisations so that there is no longer a benefit to Waverly in appointing a councillor representative.
- 6.4 Executive Portfolio Holders have reviewed the list of outside bodies to which Waverley appoints a representative, and the schedule at Appendix 1 sets out the proposed appointments for 2023-2027 for approval by the Executive.
- 6.5 In addition to appointments to outside bodies, the Executive has identified specific roles as 'champions'. It is proposed that the Mayor and the Leader of the Council should serve as the Council's Armed Forces Champions, to champion the Armed Forces throughout the

council and other networks. In recognition of the importance of the Brightwells redevelopment in Farnham, it is proposed that a Brightwells Champion is designated to provide oversight for the Council on the delivery of the project through chairing the Project Board.

6.6 The Surrey Leaders' Group is allocated seats on a number of Surrey-based organisations and invites nominations to fill those positions from Surrey Boroughs and Districts. For the positions available from May 2023, it is proposed that the Executive nominate:

- Surrey and Borders Partnership – Cllr Kika Mirylees
- Mental Health Partnership Board – Cllr Paul Follows
- Surrey Heartlands ICP – Cllr Liz Townsend

The Surrey Leaders' Group will review all nominations and make appointments at their meeting in June.

7. Consultations

7.1 Nominees for appointments have indicated that they are willing to be appointed. Where relevant, Waverley officers have indicated that they are content with the decision to no longer make appointments to certain organisations.

8. Financial Implications

8.1 There are no financial implications arising from this report.

9. Legal Implications

9.1 There are no legal implications arising from this report.

9.2 Individual councillors should ensure they are aware of any legal implications should they undertake a formal role such as Director or Trustee.

10. Human Resource Implications

10.1 There are no human resources implications arising from this report.

11. Equality and Diversity Implications

11.1 There are no equality and diversity implications arising from this report.

12. Climate Change/Sustainability Implications

12.1 There are no climate change or sustainability implications arising from this report.

13. Summary of Options

13.1 The Executive may decide not to make appointments at this time, or to add additional appointments to outside bodies in order to further the interests of the council.

14. Background Papers

None.

15. Appendices

15.1 Appendix 1 – Proposed appointments to Outside Bodies 2023-2027

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APPOINTMENTS TO OUTSIDE BODIES**Proposed list of representatives on Waverley Outside Bodies**

A1	Bodies of local strategic importance	Proposed Waverley representative
	Surrey Leaders Group	Cllr Paul Follows
	Surrey Environment Partnership (SEP) Members Group	Cllr Steve Williams
	Surrey Hills AONB Board	Cllr Ruth Reed
	Royal Surrey County Hospital Foundation Trust	Cllr Mark Merryweather
	Surrey Police and Crime Panel	Cllr John Robini
	Thames Basin Heaths Joint Strategic Partnership Board	Cllr Liz Townsend
	Blackwater Valley Advisory Committee for Public Transport	Cllr David Beaman (TBC)
	Farnborough Aerodrome Consultative Committee	Cllr David Munro
A2	Bodies of wider/national strategic importance	
	District Councils Network (DCN)	Cllr Paul Follows
	LGA General Assembly	Cllr Paul Follows
	South East Councils (SEC)	Cllr Paul Follows
	Enterprise M3 LEP Board (also a Director of the EM3 LEP company)	Cllr Paul Follows

	PATROL (Parking & Traffic Regulations outside London)	Cllr Tony Fairclough
B1	Other bodies of significance to delivery of strategic services in Waverley	
	Farnham Maltings	Cllr Kika Mirylees
	Cranleigh Arts Centre	Cllr Liz Townsend
B2	Trustee appointments	
	The Hale Cottage Trust (Charity no. 237465)	Cllr Tony Fairclough Cllr Michaela Wicks
	The Bishop Sumner Educational Foundation Trust (Charity no. 311976)	Cllr Richard Steijger
B3	Other appointments	
	Sport Godalming	Cllr Paul Follows
	Sport Haslemere	Cllr John Robini
	Farnham Sports Council	Cllr Tony Fairclough