

To: All Members of the Council

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Policy and Governance

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Calls may be recorded for training or monitoring

Date: 14 October 2019

Dear Councillor

COUNCIL MEETING - TUESDAY, 22 OCTOBER 2019

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 22 OCTOBER 2019** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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AGENDA

1. MINUTES (Pages 7 - 30)

To confirm the Minutes of the Council meetings held on 16 July 2019 and the Special Meeting of Council held on 18 September 2019 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

To receive from Members, declarations of interest in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

4. MAYOR'S ANNOUNCEMENTS

5. LEADER'S ANNOUNCEMENTS

6. QUESTIONS FROM MEMBERS OF THE PUBLIC (Pages 31 - 32)

To respond to questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 15 October 2019.

Questions have been received from:

1. Mr Daniel Kuszel of Godalming
2. Gill Leslie and Lynda McDermott of Cranleigh

The questions are set out on the attached paper.

7. QUESTIONS FROM MEMBERS OF THE COUNCIL

To respond to any questions received from Members of the Council in accordance with Procedure Rule 11.2.

The deadline for receipt of questions is 5pm on Tuesday 15 October 2019.

8. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

The deadline for receipt of motions was 5pm on Thursday 10 October 2019.

9. MINUTES OF THE EXECUTIVE (Pages 33 - 44)

To receive the Minutes of the Executive meeting held on 8 October 2019 [attached, coloured *grey*], and to consider the recommendations set out within.

There is one Part I matters recommended for Council decision.

EXE 23/19 Statement of Community Involvement – Review of proposed amendments

The Executive considered a report reviewing the amendments to the Statement of Community Involvement (SCI) that had been proposed by Cllr Hyman at the Full Council meeting on 16 July 2019. The SCI had been adopted on 16 July, but it had been agreed that Cllr Hyman's proposals should be considered with revisions brought back to Full Council.

Having considered the proposed amendments, the Executive RECOMMENDS to Council that no further changes are required to the Statement of Community Involvement, for the reasons set out in the report at Annexe 1, attached.

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 22 October 2019.

10. MINUTES OF THE STANDARDS COMMITTEE (Pages 45 - 50)

To receive the Minutes of the Standards Committee meeting held on 30 September 2019 [attached – coloured *cream*], and to consider the recommendations set out within.

There is one Part I matter recommended for Council decision:

STD 12/19 Council Procedure Rules

The Standards Committees considered proposals to change a number of Procedure Rules. The Committee agreed that it did not wish to make any recommendations on changes to Procedure Rule 21.1 (Members Standing to Speak) or Procedure Rule 17.4 (Recorded votes).

The Standards Committee agreed in principle to the re-instatement of informal questions before Full Council meetings, on the same basis as they operated previously, and the Chairman and Vice-Chairman subsequently agreed the proposed wording of the revised Procedure Rule 10, which is attached at Annexe 1.

Therefore, the Standards Committee RECOMMENDS to Council that informal questions be re-instated before Full Council meetings, on the same basis as they have operated previously and on a trial basis, and that Procedure Rule 10 be revised as set out in Annexe 1.

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 22 October 2019.

11. MEMBERS' ALLOWANCES - SPECIAL RESPONSIBILITY ALLOWANCES FOR THE CHAIRMAN AND VICE-CHAIRMAN OF THE STANDARDS COMMITTEE (Pages 51 - 64)

On 17 July 2018, Council agreed to re-designate the Standards Panel, as the Standards Committee. At the re-appointment of the Standards Committee in May 2019, a Vice-Chairman of the committee was appointed. The Head of Policy & Governance was asked to review the Special Responsibility Allowances (SRA) for the positions of Standards Committee Chairman and Vice-Chairman.

This report draws on the findings and recommendations of the report of the Independent Remuneration Panel of February 2018, and recommends the increase of the SRA of the Chairman of the Standards Committee, and the introduction of an SRA for the Vice-Chairman, both at the same level as the SRAs for the Chairmen and Vice-Chairman of the Overview & Scrutiny, Planning, Licensing & Regulatory and Audit Committees.

Recommendation

It is recommended that Council agrees to amend the Schedule of Special Responsibility Allowances within the Scheme of Members Allowances to increase the SRA for the Chairman of the Standards Committee to the same level as for other Committee Chairmen, and to introduce an SRA for the Vice-Chairman of the Standards Committee at the same level as for other Committee Vice-Chairmen, and that these SRAs are backdated to the beginning of the current Council year.

12. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 65 - 66)

To receive the Minutes of the Licensing & Regulatory Committee meeting held on 23 September 2019 [attached, coloured *bright green*].

There are no Part I matters recommended for Council decision.

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 22 October 2019.

13. MINUTES OF THE AUDIT COMMITTEE (Pages 67 - 78)

To receive the Minutes of the Audit Committee meeting held on 22 July 2019 and 24 September 2019 (attached – coloured *lilac*).

There are no Part I matters recommended for Council decision.

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 22 October 2019.

14. EXCLUSION OF PRESS AND PUBLIC

If necessary, to consider the following motion, to be moved by the Mayor:

That, pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of any matter on this agenda on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item(s), there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A of the Local Government Act 1972 (to be identified at the meeting).