

To: All Members of the Council

Fiona Cameron, Democratic Services Manager  
& Deputy Monitoring Officer

**Policy and Governance**

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Calls may be recorded for training or monitoring

Date: 29 May 2020

Dear Councillor

**ANNUAL COUNCIL MEETING - TUESDAY, 9 JUNE 2020**

A VIRTUAL MEETING of the WAVERLEY BOROUGH COUNCIL will be held on **TUESDAY, 9 JUNE 2020** at **6.00 pm** and you are hereby summoned to attend this meeting, via Zoom video-conference.

The Agenda for the Meeting is set out below.

The meeting can be viewed remotely in accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, via the Council's You Tube channel.

Yours sincerely

ROBIN TAYLOR

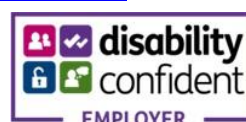
Head of Policy and Governance

Agendas are available to download from Waverley's website ([www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)), where you can also subscribe to updates to receive information via email regarding arrangements for particular committee meetings.

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The meeting will be webcast and can be viewed by visiting  
[www.waverley.gov.uk/committees](http://www.waverley.gov.uk/committees)



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## **INFORMAL QUESTIONS**

**Members of the public may ask questions of the Leader, the Deputy Leader, or an appropriate Executive Portfolio Holder during informal question time prior to the Annual Council meeting, which will be held via Zoom video-conference.**

**Details of how to register to ask an informal question are published on the Council's website with the Annual Council meeting agenda.**

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## **AGENDA**

1. **WELCOME, INTRODUCTIONS AND PROCEDURAL INFORMATION**

The Mayor, Cllr Mary Forszewska, to move that Council Procedure Rule 21.1 (the requirement for Members to stand to speak) be suspended for this meeting.

2. **APOLOGIES FOR ABSENCE AND ROLL CALL**

The Mayor to report apologies for absence.

The Head of Policy & Governance to carry out a roll call of Members in remote attendance.

*The Head of Policy & Governance will ask each Member in alphabetical order to declare that they are present. Please wait to be called then:*

- a) unmute your microphone on your PC / tablet etc ,*
- b) confirm that you are "Present";*
- c) then please remember to, once again, mute your microphone.*

3. **MAYOR'S ANNOUNCEMENTS**

The retiring Mayor, Cllr Mary Forszewska, will provide a summary of her year in office.

4. **ELECTION OF MAYOR FOR 2020/21**

To elect the Mayor of the Borough of Waverley for the 2020/21 Council year.

- i) The retiring Mayor, Cllr Mary Forszewska, will call for nominations for the Mayor.

*Please note that if there is only one nomination the Mayor will not ask for all Members to indicate their approval or otherwise but, rather, will declare the motion carried and only ask if any Member wishes to vote against.*

- ii) The retiring Mayor, Cllr Forszewski, will declare the result.
- iii) The new Mayor will read their declaration of acceptance of office and be presented with the Chain of Office.

The meeting will continue with the new Mayor in the chair.

5. ELECTION OF DEPUTY MAYOR FOR 2020/21

To elect the Deputy Mayor of the Borough of Waverley for the 2020/21 Council year.

- i) The new Mayor will call for nominations for the Deputy Mayor.

*Please note that if there is only one nomination, the Mayor will not ask for all Members to indicate their approval or otherwise but, rather, will declare the motion carried and only ask if any Member wishes to vote against.*

- ii) The new Mayor will declare the result.
- iii) The new Deputy Mayor will read their declaration of acceptance of office and be presented with the Deputy Mayor's Chain of Office.

6. VOTE OF THANKS TO THE RETIRING MAYOR

A vote of thanks to the retiring Mayor will be moved and seconded.

7. MINUTES (Pages 9 - 30)

To confirm the Minutes of the Council meeting held on 18 February 2020.

These will be signed at a later date.

8. 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.

9. NEW MAYOR'S ANNOUNCEMENTS

To receive announcements from the new Mayor.

10. EXECUTIVE APPOINTMENTS 2020/21 (Pages 31 - 32)

Council to note the Leader's appointments to the Executive for the Council year 2020/21.

*The Mayor will not be calling for a vote but will, instead, assume that this item is noted by Council.*

11. REVIEW OF POLITICAL PROPORTIONALITY OF THE COUNCIL AND APPOINTMENT OF MEMBERS TO COMMITTEES (Pages 33 - 46)

The Local Government and Housing Act 1989 requires local authorities, where Members are divided into political groups, to review periodically (and as soon as practicable after any change in the political composition of the council) the representation of the political groups on their principal committees to ensure that the seats are allocated in the same proportion as that in which the council as a whole is divided.

This report confirms the political composition of the Council following the by-election in the Milford ward, held on 12 February 2020, the allocation of seats on the principal committees (Annexe 1), and the appointment of members to committees for 2020/21 in accordance with the wishes of the political groups (Annexe 2).

**Recommendation**

**It is recommended that Council notes:**

- i. the proportional allocation of seats on the Principal Committees and SCC Local Committee in accordance with the political proportionality of the Council as detailed in Annexe 1; and,**
- ii. the Group Leaders' nominations to the Principal Committees, as detailed in Annexe 2.**

*The Mayor will not be calling for a vote but will, instead, assume that this item is noted by Council.*

12. MINUTES OF THE EXECUTIVE

To receive the Minutes of the Executive meetings held on 3 March 2020 and 12 May 2020, and to consider the recommendations set out within.

12.1 Minutes of the Executive meeting, 3 March 2020 (Pages 47 - 54)

There are no matters in Part I for Council decision.

*Members of the Council wishing to make a statement on any Part II Matters of Report must give notice to the Democratic Services Team by midday on Tuesday 9 June 2020.*

12.2 Minutes of the Executive meeting, 12 May 2020 (Pages 55 - 64)

There are two matters in Part I for Council decision, and these are set out at Agenda items 12.3 and 12.4, below.

*Members of the Council wishing to make a statement on any Part II Matters of Report must give notice to the Democratic Services Team by midday on Tuesday 9 June 2020.*

### 12.3 **EXE 79/19 Temporary Governance Arrangements (Pages 65 - 72)**

This report proposes temporary changes to the Council's governance arrangements in response to the business imperative to prioritise urgent action to support the Waverley community during the Coronavirus emergency.

It summarises key changes in legislation (via the Coronavirus Act 2020) and Regulations (via the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings (England)) Regulations 2020) ("the Regulations") and makes recommendations on temporary arrangements for Council and committee meetings during the 6-month period from April to October 2020.

The Executive has asked the Standards Committee to review the proposals set out in this report for new temporary planning committees to streamline the planning committee arrangements, and recommendations to temporarily amend the Council's Constitution in this regard are brought to Council via the Standards Committee elsewhere on this meeting agenda.

#### **Recommendations**

##### **The Executive recommends to Full Council:**

- i. That in principle, remote meetings, at least for the time being, be used sparingly, and that only matters considered to be critical to the Council's business be dealt with by way of remote meetings. Non-critical, 'business as usual' items and items that can be delegated to officers (either through existing or new delegations), delayed or cancelled are not dealt with by remote meetings. All time-limited emergency provisions to be reviewed at the July Council meeting and at any further Full Council meetings beyond that as required.**
- ii. That the revised schedule of committee meetings outlined for Phases 1, 2 and 3 in paragraph 4.8 below, is agreed; a detailed calendar of meetings will be provided to Members as soon as possible.**

NB. The Executive's recommendations (below) in relation to the timing of Annual Council, the appointment of the Mayor and Deputy Mayor, and committee appointments have been superseded by the scheduling of Annual Council on 9 June 2020.

- That the Annual Meeting of Council for 2020 be postponed until such date to be agreed by the Leader of the Council, the Mayor, and the Chief Executive.
- That the Mayor and Deputy Mayor remain in their current roles until an Annual Meeting of the Council is held.
- That the committee memberships for 2019/20 continue for 2020/21, subject to any adjustments required to satisfy political proportionality

following the January 2020 by-election; and that existing committee chairmen and vice-chairmen continue for 2020/21 unless there is a need to appoint a new chairman and/or vice-chairman due to any other reason.

12.4 **EXE 80/19 Safeguarding Policy for Children and Adults at Risk (Pages 73 - 126)**

This report proposes changes to the Council's Safeguarding Policy of 2017 and reflects changes within Surrey County Council Children's Services following the Ofsted re-inspection of services for children in need of help and protection in May 2018 where they found Surrey County Council's Children Services inadequate in relation to: *Children who need help and protection and Leadership, management and governance*.

**Recommendation**

**The Executive recommends to Full Council that the Safeguarding Policy for Children and Adults at Risk is adopted.**

13. MINUTES OF THE STANDARDS COMMITTEE, 21 MAY 2020 (Pages 127 - 132)

To receive the Minutes of the Standards Committee meeting held on 21 May 2020, and to consider the recommendations set out within.

13.1 **STD 25/19 Waverley Members' Code of Conduct - Proposed revision (Pages 133 - 146)**

This report proposes a minor revision to the Waverley Member's Code of Conduct, to update the descriptions of the seven Nolan Principles to those now being used by the Committee on Standards in Public Life. The revised version of the Waverley Members' Code of Conduct showing the new text as tracked changes is attached at Annexe 1.

**Recommendation**

**The Standards Committees recommends to Full Council that the revised Waverley Members' Code of Conduct be adopted.**

13.2 **STD 26/19 Remote meetings Protocol and Procedure Rules (Pages 147 - 154)**

The current Covid-19 pandemic and related Government restrictions have impacted on local authorities' decision making processes and the ability for meetings of the Full Council, its committees and Executive to be held. This is in large part due to the inability in previous legislation for members to vote at meetings remotely.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the Regulations') which came into effect in early April now

provide the ability for remote meetings to be held. This report responds to the provisions in the Regulations and seeks to provide clarity around the necessary arrangements for remote meetings and attendance.

### **Recommendation**

**The Standards Committee recommends to Full Council that the ‘Remote Meetings Protocol and Procedure Rules’ as set out in Annexe 1 is recommended to Full Council for adoption.**

#### **13.3 STD 27/19 New Planning Committees - Temporary arrangements for 2020/21 (Pages 155 - 170)**

This report sets out proposals for the establishment, on a temporary basis, of two new planning committees (WESTERN and EASTERN) to replace the Council’s five existing planning committees (Joint Planning Committee, and Southern, Western, Eastern and Central Area Planning Committees, in order to streamline planning committee decision-making arrangements whilst resources are stretched due to the impact of the Covid-19 pandemic.

### **Recommendation**

**The Standards Committee recommends to Full Council that:**

- i. the arrangements set out in Section 4 of the report are adopted as a temporary measure to facilitate decision-making by Planning Committees whilst the work of the Council is impacted by the effects of the Coronavirus pandemic;**
- ii. the Terms of Reference of the new temporary WESTERN and EASTERN planning committees as set out in Annexe 1 are incorporated into the Constitution and clearly identified as being temporary measures for a period to be agreed by Full Council;**
- iii. the need for the new temporary WESTERN and EASTERN planning committees is kept under review by the Planning Committee Chairmen in consultation with the Head of Planning & Economic Development, and should be reviewed by Full Council in December 2020.**
- iv. where an application could be decided under delegated authority were it not for there being a connection with a Member of Officer, then these applications may be delegated to the Head of Planning & Economic Development in consultation with the relevant Planning Committee Chairman and Vice-Chairman, and relevant Ward Member(s), such special delegation expiring with the temporary planning committee arrangements.**

#### **14. MINUTES OF THE AUDIT COMMITTEE, 2 MARCH 2020 (Pages 171 - 186)**

To receive the Minutes of the Audit Committee meeting held on 2 March 2020.

There are no matters in Part I for Council decision.

*Members of the Council wishing to make a statement on any Part II Matters of Report must give notice to the Democratic Services Team by midday on Tuesday 9 June 2020.*

15. 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).