

WOKING BOROUGH COUNCIL



BOROUGH BOUNDARY REVIEW

COUNCIL SIZE SUBMISSION

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INTRODUCTION

In 2012 the Local Government Boundary Commission for England confirmed that a review of Woking Borough Council's warding pattern would be undertaken, with a view to addressing the electoral variance across the Borough within the existing warding pattern. The first stage of any such review is the consideration of the existing Council size, with a view to ensuring an efficient and effective structure is in place.

The Council has established a cross-party Working Group (the 'Borough Boundary Review Working Group') to take forward the challenges of the Review. The Working Group comprises seven Councillors, including the Group Leaders and Deputy Group Leaders, and is supported by a Team of Officers, including the Chief Executive, the Head of Democratic and Legal Services and the Democratic Services Manager. Specialist support is provided by the Elections Team, the Corporate GIS Officer and Planning Services. (NOTE: GIS – Geographical Information System)

The Working Group has been charged with developing the responses and submissions which will be required as a result of the Commission's consultations and proposals. The Working Group is undertaking this role on behalf of full Council, and will submit regular reports to Council to consider and determine the Authority's position at each stage.

SUMMARY OF PROPOSALS

This submission sets out the Council's proposal to seek a reduction in the number of Borough Councillors for Woking from 36 to 30, representing a reduction of some 17%. In reaching this conclusion, the Council has taken into account a number of factors:

- The workload of Councillors.
- The electoral cycle.
- The changing way in which residents access information and services.
- Changes to the services provided by the Council.
- The financial position of the Council, and the Country as a whole.
- The existing governance arrangements of the Council, including the size of Committees and the number of working groups.
- Changes in legislation, including the impact of the Localism Act.
- The way in which the Council fulfils its scrutiny responsibilities.

In looking at these factors, the Working Group has recognised the differences in approaches taken by Councillors in managing their roles, acknowledging that some Councillors seek positions of responsibility within the Authority, whilst others concentrate on engaging with their local community, taking a more 'back-bench' role on Committees.

As part of this Submission, the Council has sought to use an evidence based approach, and to this end has undertaken a survey of Councillors exploring their workload patterns. The Council has also reviewed its electoral cycle, seeking the views of the public on the two options available to it, namely to retain elections by thirds or to move to all-out elections. A recent review of the Council's governance arrangements has also been used to demonstrate that the Council's procedures are fit for purpose. In seeking this evidence, the Council has sought to minimise any risks and uncertainties associated with seeking a reduction in the number of Councillors.

THE BOROUGH OF WOKING

The Borough of Woking was formed in 1895 as an Urban District under the Local Government Act 1894. The present-day Borough was established in 1974 under the Local Government Act 1972, and is one of two districts in Surrey to retain the boundaries of a single former Urban District (the other being Epsom and Ewell). It is also the only district of Surrey not to have a boundary with a district of any other County.

The population of Woking is 99,198 based on the 2011 Census, a 10.4% increase since 2001. A summary of the local demographics is set out below.

Age structure

- 19% aged 14 or under
- 66% aged between 15 and 64
- 15% aged 65 or over

Gender

- 49.54% males
- 50.46% female

There are 39,467 households in Woking, a 6.8% increase since 2001.

- The average household size - 2.49 people
- Households with dependent children - 31.92%
- Households with one person only - 26.6%
- Households with 65+ only - 19.55%
- Households with children under 5 - 14.14%

Ethnicity

- 83.6% White
- 2.35% Mixed background
- 10.68% Asian
- 1.39% Black or Black British
- 0.88% Chinese
- 1.1% Other Ethnic Group

There is no evidence to suggest that the Borough of Woking has any significant distinct communities, such as those that may be found in larger and more rural areas, to warrant special consideration in the context of the guidance produced by the Commission. However, a detailed review will be undertaken as part of the Council's work to develop a submission on the warding pattern of the Borough.

PART ONE

GOVERNANCE AND DECISION MAKING

“The Commission aims to ensure that councils have the right number of councillors to take decisions and manage their business in an effective way. We therefore look at how decisions are taken across the Authority to assess the volume and distribution of responsibility amongst elected members and staff.” The LGBCE Technical Guidance July 2012.

THE BOROUGH COUNCILLORS

Woking Borough has 36 Councillors and 17 Wards across 6,357 hectares, with each Ward represented by 1 to 3 Councillors. Elections to the Borough Council are held in three out of every four years, with one third of the 36 seats on the Council being elected at each election. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them.

The political balance of the Council for 2013/14 is 21 Conservative Councillors and 15 Liberal Democrat Councillors. There has never been an instance when the Council has been unable to discharge its duties due to a lack of Councillors.

The Council does not have a formal role description for Councillors. However, prospective candidates have access to “Becoming a Councillor – Information for Candidates” through the Council’s website and are invited to attend a briefing which is held some six months before a local election. The event, open to members of public, is presented by a retired Councillor and a serving Councillor and is intended to provide information on the roles and responsibilities of a Borough Councillor, including an indication of the likely workloads. Feedback from retiring Councillors indicates that their workload is on a par to their pre-election expectations, a position the Council has actively sought to achieve through its publications and sessions for prospective candidates.

MEMBER DEVELOPMENT AND TRAINING

Woking Borough Council places a significant level of resource into the development and training opportunities for elected members, and has held the South East Employers Charter Mark for Member Development since 2008 (following the Council becoming a signatory in 2006). The programme is managed by Officers and overseen by the Council’s South East Charter for Member Development Working Group, a body which consists of 4 Councillors (2 Conservative and 2 Liberal Democrat Councillors – 2013/14).

Each year, a Member Development programme of events and briefings is drawn up, taking into account the comments and needs of serving Councillors. The programme includes briefings, training sessions, on-line opportunities and the availability of training DVDs. Such events are provided by both external providers and Officers of the Council and are available to all Members of the Council. Where appropriate, training is included on the agendas of specific Committees, such as the Overview and Scrutiny Committee and the Licensing Committee. Up to two training events are scheduled each month, with additional briefings added throughout the year. In addition, an annual Planning training session is held for Members. Although primarily directed at members of the Planning Committee, all members of the Council are invited to attend. Attendance at such events is monitored by the Member Development Working Group.

As part of the programme of Member development, all retiring Councillors are invited to complete a short survey, seeking feedback on their expectations and experiences as a Borough Councillor.

Similarly, newly elected Councillors are invited to complete surveys after six months in office looking at their expectations and whether they were met.

LEADERSHIP

Woking Borough Council moved to the Strong Leader with Cabinet in May 2011 in line with the provisions of the Local Government and Public Involvement in Health Act 2007. Prior to that, the Authority had operated Executive arrangements, adopted as a result of the Local Government Act 2000. The decision to move to the Strong Leader with Cabinet model was taken by the Council at a Special Meeting on 19 April 2010 following an extensive consultation exercise undertaken in 2009. The Leader of the Council, Councillor John Kingsbury, has been Leader, under Executive arrangements and the Strong Leader with Cabinet arrangements, since 10 July 2008.

LEADER OF THE COUNCIL

The Leader is elected for a four year term of office at the first business meeting of Council. Under Strong Leader arrangements, the Leader of the Council reports the make-up of the Executive at the Annual Council Meeting in May each year. The Executive for 2013/14 consists of the Leader of the Council and six further Members, each of whom are responsible for one of the following seven Portfolio areas:

- Corporate and Financial Services
- Economic Development
- Environmental & Well-being Services
- Grants and Independent Living Services
- Housing Services
- Leisure & Cultural Services
- Planning & Licensing Services

Shadow Portfolio Holders are appointed by the Opposition.

Each Portfolio Area covers a range of Service Plans of the Council, a comprehensive list of which is attached within Appendix 1 to this Submission. The Council currently has 48 Service Plans across the 11 Business Areas, outlined below:

- | | |
|-------------------------------|---------------------------------|
| ○ Asset Management | ○ Information Technology |
| ○ Corporate Strategy | ○ Leisure Services |
| ○ Financial Services | ○ Neighbourhood Services |
| ○ H G Wells | ○ Planning Services |
| ○ Housing Services | ○ Revenue and Benefits Services |
| ○ Independent Living services | |

DELEGATIONS OF THE LEADER OF THE COUNCIL

On 23 May 2011, the Leader of the Council appointed his first Executive and delegated executive functions to it, including the following:

- i) Determine all proposals, within existing policy, which require member approval for action to be taken.

- ii) Determine the Council Tax - Tax Base.
- iii) Monitor and manage the effects of trends and developments affecting the Council's business.
- iv) Carry out all functions that are not otherwise reserved to the Council, its Committees or delegated to officers.
- v) Responsibility for the implementation and regular monitoring of Treasury Management policies and practices.

Under the scheme of delegations, the Leader will exercise the following functions:

- (a) appointment of the Deputy Leader;
- (b) appointment of the Executive, and
- (c) preparation of the Leader's Executive Forward Plan

The delegations of Executive functions are set out in Part 3 of the Council's Constitution and are maintained by the Council's Monitoring Officer. Any changes to the Constitution in relation to Executive functions would be reported to the next appropriate meeting of the Council. No executive authorities have been delegated to the Portfolio Holders and the roles, together with the role of Leader of the Council, are not considered to be full time.

Members of the Council serve on a variety of outside bodies and the Leader and Portfolio Holders are represented on decision making partnerships, such as the Local Committee with Surrey County Council.

THE MAYOR

In 1974 Woking Urban District Council successfully petitioned the Queen to be made a Borough. The Mayor is elected each year at the annual meeting of Borough Council, which is normally held on the third Thursday in May. The role of the Mayor is to represent the Council in the local community as the Borough's "first citizen".

The Mayor adopts a non-political role, with key roles and duties including:

- Chairman of Full Council.
- Opening functions, events and new businesses as the Council's representative.
- Attending award ceremonies and receptions at the request of local schools, businesses, voluntary and community groups.
- Hosting civic receptions for overseas visitors, civic dignitaries and other guests.
- Visiting individuals and groups throughout Woking to mark celebrations and key events.
- Signing documents under seal.

During their period of office, the Mayor will receive numerous invitations to events/functions in the Borough and across Surrey. The role played at these events varies, depending on their nature and the expectations of the organiser. The Mayor's role may sometimes be purely passive where all that is required is the Mayor's presence. There may be other occasions when the Mayor's role is more active in terms of opening events, making a speech, awarding prizes and meeting guests.

At the beginning of each mayor's year, it is traditional for the Mayor to set up an appeal for a certain cause. During the course of the year, the Mayor will organise a number of events to raise money for the appeal. Although the Financial Services Manager acts as the honorary treasurer to the appeal, the appeal is not controlled by the Council and the Mayor has complete discretion over who should benefit from the money raised, having regard to the appeal's purpose.

The Mayor asks the Deputy Mayor to stand in if the Mayor is not available. The Deputy Mayor has two distinct roles. When formally deputising for the Mayor, they have the same non-political responsibilities and prerogatives as the Mayor. When not formally deputising they, however, continue to function as regular Councillors.

THE REGULATORY COMMITTEES

Woking Borough Council has three regulatory Committees: the Planning Committee, the Appeals Committee and the Licensing Committee. Appendix 4 sets out the governance structure of the Council.

THE PLANNING COMMITTEE

The Planning Committee sits on average every four weeks to, amongst other duties, determine planning applications that have been reported to it complete with a recommendation from the Head of Planning Services.

Other duties of the Committee include consideration of other development control matters, e.g. planning enforcement cases, and matters relating to the Council's Building Control functions. :

Members of the public and applicants are entitled to address the Planning Committee on certain planning applications. Ward Councillors, who are not members of the Planning Committee, are allowed to speak at the Planning Committee, regardless of Party.

The Planning Committee has 13 Members, with a proportional allocation of seats (8 Conservative and 5 Liberal Democrat Councillors – 2013/14). It is a standing Committee, the membership of which is determined annually at the first business meeting of Council in May. The meetings of the Committee are set annually by Council in December, and are normally held at the Civic Offices at 7.00 p.m. on Tuesdays at 3-5 week intervals. Attendance at the Planning Committee is high and there have been no occasions when the Committee has not been quorate.

The Council adopted a Core Strategy in October 2012. This is an approved "Development Plan" for the purposes of the Town and Country Planning Act 1990. The Council is also undertaking a Green Belt review. As such, the National Planning Policy Framework has had no adverse impact on the workload of the Planning Committee or Members. The Council will consider applications for Neighbourhood Forums and Neighbourhood Plans in the normal way. Although such applications will impose an additional workload on Officers, it is not anticipated that there will be any effect on Members.

SCHEME OF OFFICER DELEGATED AUTHORITY - PLANNING

The full scheme of Officer Delegations to the Head of Planning Services is maintained in the Council's Constitution. An extract from the Constitution is set out in Appendix 2. The scheme is extensive and covers a wide range of categories of planning applications and other matters which include:

- change of use applications which do not raise significant planning issues.
- minor applications proposing extensions and/or alterations to non-residential properties.
- responses to consultations which do not raise significant planning issues.
- the making of Tree Preservation Orders after consultation with Chairman or Vice-Chairman.
- applications to fell, lop or top trees subject to Tree Preservation Orders or which fall within Conservation Areas.
- refusal of applications which are clearly contrary to Development Plan policy, and where there

are no special circumstances which might justify a departure from policy.

The Head of Planning Services (or in her absence an authorised Deputy) determines applications under delegated authority at weekly meetings. The officers will, at their discretion, refer particular applications to the Planning Committee for determination.

THE LICENSING COMMITTEE

The Licensing Committee meets four times a year and is responsible for any matter which falls under the remit of the Licensing Act 2003 and in accordance with the Council's approved statement of Licensing Policy. Specifically the Committee is responsible for the policies of the Council relating to licensing.

The Council has two Licensing Sub-Committees – Licensing Sub-Committee A and Licensing Sub-Committee B – which consider premises licences, club premises certificates, temporary events notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late night refreshment.

Matters relating to Hackney Carriage and Private Hire licences are dealt with by the Council's Taxi Licensing Sub-Committee.

The Licensing Committee has 13 Members, with a proportional allocation of seats (8 Conservative and 5 Liberal Democrat Councillors – 2013/14). It is a standing Committee, the membership of which is determined annually at the first business meeting of Council in May. The meetings of the Committee are set annually by Council in December, and are normally held at the Civic Offices at 6.30 p.m. on Tuesdays. Attendance at the Licensing Committee is high and there have been no occasions when the Committee has not been quorate.

THE LICENSING SUB-COMMITTEES

Licensing Sub-Committee A meets during the daytime and consists of three Members with named substitutes. Licensing Sub-Committee B meets during the evening and consists of three Members with named substitutes. Named substitutes are appointed to ensure that the quorum can be achieved even if the Sub-Committees are called at short notice. The dates of the meetings are ad hoc, determined by the necessity to consider any matters within their remit.

The Taxi and Licensing Sub-Committees meets on an ad hoc basis, with the meetings held during the daytime. The Sub-Committee has six Members (3 Conservative and 3 Liberal Democrat Councillors – 2013/14) and four named substitutes (2 Conservative and 2 Liberal Democrat Councillors – 2013/14).

SCHEME OF OFFICER DELEGATED AUTHORITY – LICENSING

The full scheme of Officer Delegations to the Neighbourhood Services Manager is maintained in the Council's Constitution. An extract from the Constitution is set out in Appendix 3.

THE APPEALS COMMITTEE

Delegated authority to determine decisions on intentional homelessness lies with the Council's Executive Director (Mark Rolt) subject to a consultative procedure whereby members of the Appeals Committee shall receive details of a proposed decision and be afforded a right to call in a decision or determination by the Committee.

The Appeals Committee deals with appeals lodged with the Council against intentional homelessness determinations and meets on an ad hoc basis when such appeals have been lodged. The Committee has 3 Members (2 Conservative and 1 Liberal Democrat Councillor –

2013/14) and 2 named substitutes (1 Conservative and 1 Liberal Democrat Councillor – 2013/14). The Committee meets infrequently, having only met once (1 May 2012) in recent years.

Changes to existing legislation, national or local policy are not considered likely to have a significant effect on the level of workload for Councillors associated with the appeals Committee.

THE STANDARDS AND AUDIT COMMITTEE

The Standards and Audit Committee comprises 5 Councillors (3 Conservative and 2 Liberal Democrat Councillors – 2013/14) and 2 Co-opted (independent) Members and meets 4 times a year. The meetings are held at 7.00 p.m. on Thursday evenings at the Civic Offices. The Committee is appointed annually at the first business meeting of the Council in May.

Attendance at the Standards and Audit Committee is high and there have been no occasions when the Committee has not been quorate.

Co-opted (independent) members are not entitled to vote at meetings, and will serve for a fixed term of three years (with no prohibition on reappointment). The office of Chairman is filled by a co-opted (independent) member and in the case of an equality of votes, the Vice-Chairman may exercise a second or casting vote.

The responsibilities of the Standards and Audit Committee include:

- promoting and maintaining high standards of conduct by councillors and co-opted members.
- monitoring the operation of the Members' Code of Conduct.
- determining allegations that there has been a breach of the Members' Code of Conduct.
- act as the Council's Audit Committee;
- overseeing the Council's Risk Management and Health and Safety policies and practices.

STANDARDS HEARINGS SUB-COMMITTEE

The Standards Hearings Sub-Committee comprises 5 councillors (3 Conservative and 2 Liberal Democrat Councillors – 2013/14) and one co-opted (independent) member. The Sub-Committee acts on the Committee's behalf in determining allegations that there has been a breach of the Members' Code of Conduct in accordance with arrangements adopted by Council. The meetings are ad hoc, called on those occasions where an allegation of a breach of the Code of Conduct has been alleged. The Sub-Committee has not met since its establishment in June 2012.

The Sub-Committee is chaired by the co-opted (independent) member (unless she is absent, in which case the Vice-Chairman will chair the meeting). The co-opted (independent) member is not entitled to vote at meetings. In the case of an equality of votes, the Vice-Chairman may exercise a second or casting vote.

Woking Borough Council has appointed an Independent Person for a three year term of office, pursuant to Section 28(7) of the Localism Act 2011. The views of the Independent Person are sought and are taken into consideration before (i) the Monitoring Officer considers whether to refer a complaint for investigation and (ii) the Sub-Committee takes any decision on whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

COMPANIES

The Council operates a number of companies to facilitate the delivery of outcomes in its approved policies and strategies. The main group of companies is within the Thameswey Group, with other

companies formed as necessary such as Bandstand Square Development Ltd, a joint venture company between Woking Borough Council, Surrey County Council and the private sector.

The Council appoints directors to these companies, with each company having at least one Member of the Council and one Officer serving as Directors. The Member of the Council Director is usually appointed from within the Council's Executive in accordance with Portfolio Holder responsibilities.

The Business Plans of these companies are considered by the Executive and determined by Council.

OUTSIDE BODIES

Each year, the Borough Council appoints Councillors and other community representatives to a wide range of outside bodies. These include Management Committees of Borough- and Surrey-wide organisations, including a number of voluntary organisations serving the community. A full list of the bodies is set out in Appendix 1 to this Submission.

The workload associated with the appointments varies, though would normally involve the attendance of the Councillor at between 4 and 6 meetings a year at different venues in the County. The number of appointments to each Group is normally determined by the needs of the body concerned and varies between 1 and 4 Councillors. A schedule setting out the nature of the positions is provided to all Councillors prior to the confirmation of appointments by the first business meeting of the Council in May each year. The schedule seeks to give an indication of the time commitment of each body and further provides an indication of the number of meetings held each year, their location and time of day.

TIME COMMITMENT OF COUNCILLORS

Since 2004, the Council has undertaken a survey of Members which has asked a series of questions relating to the workload commitments involved in their roles and responsibilities as Borough Councillors. The survey has been undertaken every three years (2004, 2007, 2010 and 2013) and the questions have remained unchanged to enable any patterns over time to emerge. Summarised below are the main findings from the survey over the past ten years. On each occasion, the survey was distributed to all 36 Councillors.

29 responses (out of a possible 36) were received in the 2013 survey (compared to 19 in 2010).

On average, Woking Borough Council Members have had this role for just over 8.4 years. Three years ago the average was 8.5 years and in 2007 it was 5.5 years. Twenty-one out of the 29 respondents (sixteen out of 19 in 2010) said that this was the first time they had held this position. The reasons given by serving Councillors for their decision to become a Councillor are set out in Appendix 5 to this Submission. The results show that Councillors serve at least two terms of office on average, indicating a good level of retention. Indeed, the surveys of retiring Councillors would indicate that the main reasons for retiring are losing their seat, personal circumstances and wishing to develop their careers. Overall, the expectations of new Members are met and there is general satisfaction with the role.

The number of respondents holding a position of responsibility was on a par at 62% with the results of the 2010 survey though varies significantly from the figure of 46% in 2007.

The estimated total number of hours per month Members spend on Borough Council activities has fallen slightly since 2010 to just over 69 hours. This figure has fallen steadily over the period of the surveys. Those Members holding a responsibility within the Council spend just over 27 hours per month on the various activities as a direct consequence of their position of responsibility,

significantly lower than the figure of 38 hours indicated in 2010.

TIME SPENT ON BOROUGH COUNCIL ACTIVITIES

The survey explored the number of hours per month that Council Members estimate they spend on a range of Borough Council activities. The chart below includes the average number of hours from 2004, 2007, 2010 and 2013; a reduction of some 20% over the period.

2004	2007	2010	2013	
87.3	73.8	72.9	69.4	
Detailed break down				
Activity	2004	2007	2010	2013
Attending Council and Committee Meetings	20	23.9	20.8	21.2
Preparing for such meetings:	11.6	13.1	10.4	12.1
Serving on Outside Bodies:	4.9	4.7	5.9	6.59
Community work	8.8	7.4	13.1	9.72
Dealing with individual Constituents	11.9	11	11	11.1
Political party meetings relating to Council business	6.9	6.1	6.4	7.3
Other	23.2	7.6	5.3	1.3

Eighteen or 62% of respondents said they held a position of responsibility within the Council. This compares with a figure of 63% in 2007. The list of positions mentioned were as follows:

- Executive member
- Shadow Executive
- Chairman of a Committee
- Vice-Chairman of a Committee
- The Mayor
- Chair of Woking Partnership
- Grants Champion
- Deputy Mayor
- Chairman of Woking Partnership
- Vice Chair of Surrey Waste
- Equalities Champion

➤ Working Group Chairman

The survey asked those Members that said they hold a position of responsibility to indicate the number of hours per month they estimate they spend on the same list of activities as a direct consequence of this position of responsibility. The chart also includes the results from 2004, 2007 and 2010.

Activity	2004	2007	2010	2013
Attending Council and Committee Meetings	8.4	17.6	9.9	8.5
Preparing for such meetings:	7.1	9.5	5.3	9.4
Serving on Outside Bodies:	2.4	2.5	4.4	2.2
Community work	9	2.1	4.9	3.1
Dealing with individual Constituents	6.8	2.1	5.1	2.0
Political party meetings relating to Council business	6	3.4	2.1	1.9
Other	14.4	1.1	0	0.6

The chart below includes the average number of hours from 2004, 2007, 2010 and 2013; a reduction of some 49% over the period.

2004	2007	2010	2013
54.1	38.3	31.7	27.7

FEEDBACK FROM RETIRING COUNCILLORS

Woking Borough Council invites retiring Councillors to complete a feedback form, the details of which are then reported to the South East Charter for Elected Member Development Working Group. Set out below is a summary of the most recent responses received.

What attracted you to the role of Councillor?	<p>Working in the community.</p> <p>I wanted to get into politics and find out more about local government. I thought I could use my skills for the benefit of the community.</p> <p>My interest in politics and experience in the civil service.</p> <p>Helping people in the community.</p>
Was the role of Councillor what you expected before becoming elected?	<p>Yes.</p> <p>The role took up more time than I expected and made me realise why people go into it when they retire.</p> <p>Broadly yes.</p> <p>Probably more work.</p>

What have you liked most about being a Councillor in Woking?	<p>Trying to improve the life of the community.</p> <p>I have enjoyed meeting people, getting more involved in the community and experiencing new things.</p> <p>The opportunity to be at the hub of decision making amongst an interesting group of people.</p> <p>Getting things done better. Helping residents through the complexity of local government.</p>
What have you liked least about being a Councillor in Woking?	<p>The politicisation of some aspects.</p> <p>Talking too much about issues and not getting things done in meetings.</p> <p>Feeling out of my depth.</p>
Is there anything about the role that could be improved?	No.
Was your workload too heavy/too light?	<p>Reasonable.</p> <p>I found it a bit hard managing all my other commitments too but I think I did the minimum. I found 'councilloring' ok, it was the party political activities on top of this that were a burden.</p> <p>Heavy at times but broadly about right. You can adjust your workload to suit the time you had.</p> <p>Fine in general terms.</p>
Did the Council's development programme for Councillors meet your needs?	Yes
What factors influenced your decision to retire as a Councillor?	<p>Personal circumstances.</p> <p>I was voted out.</p> <p>To further develop my career.</p> <p>Family and personal commitments.</p>
Are there any changes to the Councils practices/policies that you would like to recommend?	No

THE COUNCIL'S GOVERNANCE ARRANGEMENTS – 2012/13 REVIEW

In 2012/13 the Council established a cross-party Governance Review Task Group to undertake a review of the Council's Executive and Cabinet structure to determine whether any changes should be brought in following the adoption of the Localism Act. Central to the discussions were the following key considerations:

- The retention of overview and scrutiny functions. Any new arrangements would need to include a scrutiny role to hold decision makers to account and to look forward at policy development.
- The Council's arrangements had to be accountable, transparent and open.
- Any proposals should seek to improvement public engagement in the business of governing.

The Task Group reviewed the existing arrangements and the potential for change, taking into account advice from the Centre for Public Scrutiny, research and the potential arguments to redesign the existing Governance arrangements.

One of the more common arguments for change put forward by Councils was the desire to provide a greater number of roles for 'back bench' Councillors. This point was discussed by the Task Group which noted, amongst other issues, that Councillors had different approaches to their roles and responsibilities, with some taking on a greater role in decision making whilst others opted to concentrate on their Ward work. As a result, a proportion of the Councillors took seats on a greater number of Committees than their colleagues. Changing the governance arrangements to provide a greater number of Committees, and therefore seats, could simply result in some Councillors taking on an even greater number of seats.

The Task Group considered the implications of moving to a Committee model and failed to identify any potential benefits for the public, either in terms of transparency or in terms of greater public engagement. No reasons for returning to a Committee system were highlighted and there was general satisfaction with the existing arrangements. It was acknowledged that there was scope for improvements in the Executive model, though these could be achieved without the need to design and adopt a new governance structure.

On the basis of the discussions, the supporting information and other research, the Members of the Task Group unanimously agreed that the status quo should be maintained. The outcome was reported to Council in April 2013 and it was resolved that the existing Governance arrangements should be retained.

PART TWO

SCRUTINY FUNCTIONS

“Every Council has mechanisms to scrutinise the executive functions of the Council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering Council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way through the number of Councillors it recommends.” The LGBCE Technical Guidance July 2012.

THE OVERVIEW AND SCRUTINY COMMITTEE

Woking Borough Council has a single Overview and Scrutiny Committee comprising 13 Councillors (8 Conservative and 5 Liberal Democrat Councillors). The Committee is Chaired by an Opposition Member and meets at least seven times a year. The meetings are held on Monday evenings at the Civic Offices and attendance levels of Councillors are high. No meetings have been cancelled on the basis that a quorum has failed to be achieved.

The Overview and Scrutiny Committee supports the work of the Leader, Executive and the Council as a whole. This allows citizens to have a greater say in Council matters by examining matters of local concern. These lead to reports and recommendations which advise the Leader, Executive and the Council as a whole on its policies, budget and service delivery. The Overview and Scrutiny Committee also monitors decisions made under the Council’s Executive arrangements. It can ‘call-in’ an Executive decision taken by the Leader, the Executive, individual members of the Executive or individual councillors exercising powers in relation to their wards which has been made, but not yet implemented. This enables the Committee to consider whether the decision is appropriate. The Committee may recommend that the Executive decision be reconsidered. The Committee may also be consulted on forthcoming decisions and the development of policy.

The Council initially operated three Overview and Scrutiny Committees; the Economic, Environmental and Social Overview and Scrutiny Committees. Subsequent reviews by Councillors found that such an arrangement could lead to confusion, overlap and, in some areas, gaps in the areas of responsibility. It was further felt that the workload was such that a single Overview and Scrutiny Committee would provide a more efficient and effective model.

The Committee ensures that its level of activity is manageable through its annual work programme and regular reports from existing reviews and task groups. Any proposals for new reviews are scrutinised carefully by the Committee, to ensure that adequate resources are available and that the potential outcomes of such reviews justify the resource and time necessary. The Committee has not been in a position where its work programme has adversely affected its ability to undertake the scrutiny process to function effectively.

WORKLOAD

The Committee relies on the establishment of Task Groups to undertake reviews. The nature and scope of the Task Groups varies though each will submit a short report to the Committee at regular intervals.

Examples of existing Task Groups include the On-street Parking Task Group, the Commercial Way Task Group and the Economic Regeneration Task Group (a full list is set out in Appendix 1). Though the majority of the Task Groups are ‘Task and Finish’, the Committee has taken the decision to have two standing task groups – the Housing Task Group and the Finance Task Group.

The Task Groups tend to receive reports prepared by Officers to assist the Members in undertaking their scrutiny role. However Members are encouraged to undertake their own research. The Committee itself, and its Task Groups, are fully supported by the Council's Democratic Services Team.

The Committee itself undertakes both pre-decision scrutiny of Executive matters and scrutiny of the activities of the Executive. Where necessary, the Committee will call-in decisions over which concerns have been identified. Special meetings of the Committee will be convened if necessary to consider the call-ins. In addition to reviews, the Committee invites presentations from both Officers and outside bodies on specific matters (such as a service of the Council or the role played by a local community organisation funded by the Council).

Members of the Committee are not expected to undertake any work between meetings of the Committee, unless appointed to serve on any of the Task Groups. The Chairman will work with Officers to manage the agendas of the meetings and bring to their attention and forthcoming matters for the Committee.

RECENT ACTIVITIES OF THE OVERVIEW AND SCRUTINY COMMITTEE

Set out below are examples of recent items included on the agendas of the Overview and Scrutiny Committee.

June 2013

Broadcasting of Council meetings (pre-decision scrutiny)
Appointments to Working Groups
Work Programme

March 2013

Coordination between WBC Planning and Surrey County Council
Woking Partnership Community Safety Plan
Annual Report
Work Programme
Call-in – Woking Park Artificial Turf Pitch

February 2013

Work Programme
Local Infrastructure – residential parking

January 2013

Local Infrastructure – Surrey County Council Education
Task Group Updates
Processes and procedures of the Planning Department
Work Programme.

PART THREE

REPRESENTATIONAL ROLES OF COUNCILLORS

“The Commission understands that there is no single approach to representation and members will represent and provide leadership to their communities in different ways. However, we are interested in hearing about the extent to which members are routinely expected to engage with communities and how this affects workload and responsibilities. In particular, if the Council has defined a role for elected members, the Commission would find that evidence interesting.” The LGBCE Technical Guidance July 2012.

Councillors' Commitments

It is clear that one of the key reasons individuals seek to become a Councillor is the role they can play in the community, seeking improvements for local residents. It is therefore understandable that a significant proportion of their time is spent on engaging with their residents. Earlier in this submission, the results are set out of a recent survey of Members on the workloads (ref: Part One – Time Commitments of Councillors). The survey asked the Councillors to estimate the number of hours they spent on community work and dealing with constituents each month. The results show that on average, Councillors spent 9.7 hours on community work and 11.1 hours on dealing with constituents each month, representing in total 30% of the time their role as Councillor. The actual time commitment will vary significantly between Councillors, dependent on their other responsibilities, the nature of the area they represent and the number of Councillors for that Ward. Regardless, community engagement continues to form a substantial element of the overall role of a Councillor.

The way in which Councillors undertake this engagement again varies though will involve local surgeries, blogs and, if necessary, attending public meetings such as those of local residents' groups. Significant changes have occurred in the way in which members of public access information, and comments by Councillors would indicate that these have had a significant effect on the number of enquiries received from members of public. The public, for example, is far more likely to find out information for themselves than was the case when the Council size was last reviewed. The use of the internet has replaced a high proportion of direct contact and the amount of information available electronically has grown enormously, with websites such as that hosted by the Borough Council providing extensive information which previously residents may have turned to their local councillor for. Telephone calls from members of public have fallen, with more and more enquiries being received by e-mail. Overall, the view of Members is that the demands of residents on their time has reduced significantly as other avenues of enquiry have grown.

Councillors do attend local community meetings, though with the absence of any parishes within the Borough, these are normally organised through residents associations or local community groups such as Neighbourhood Care schemes. The nature of the ward, and the number of Councillors representing the ward, has an impact on the level of commitment taken up by a Councillor for such events. The main purpose is to listen to the views of the residents and, where appropriate, represent those views within the Council.

It is clear that Councillors deal with their case loads in a variety of ways. Overall, Councillors seek to assist their constituents directly though will seek the assistance of Officers if necessary. In the majority of cases, the Councillors will remain engaged until the matter has been resolved to the satisfaction of the resident. Officers will support Councillors in their role as community leaders, providing any necessary resources to ensure that they are not hindered. Costs of surgeries are met by the Council.

Interaction with young people is one of the challenges faced by Councillors and the Council as a whole. However, the Woking Borough Youth Council is one of the many ways this gap is bridged and gives a voice to the future generation. Members between the ages of 12 – 18 are invited to commit to monthly meetings at the Council Chambers. The Youth Council is currently managed by the Woking YMCA, members are always encouraged to chair meetings and contribute any matters they feel need addressing in the Borough. In previous years projects have included speed debating sessions at local schools and inviting Councillors to discuss and answer questions on a variety of topics important to young people. The Youth Council has an annual budget from which small grants can be awarded to local youth projects and initiatives as well as giving awards to young people nominated for achieving excellence or overcoming adversity. In recent years, due to press coverage and social media, the profile of the Council has been raised, as well as now working on the possibility of an interactive app to help young people become more aware of sports, clubs and leisure opportunities in Woking.

As the Woking Borough Youth Council grows so too does the dialogue between themselves and Councillors; though there is room for improvement by means of more immediate ways of communication through social media to engage even more young people with Local Government issues.

Two Borough Councillors, with named substitutes, are appointed to serve on the Youth Council each year. Local Democracy Week focusses on young people and projects in previous years have included speed debating sessions at local schools, with the Councillors invited to answer questions around a variety of topics.

The Council has been successful in recent years of attracting younger Councillors as a result of its positive engagement with young people through the Youth Council, the Local Democracy promotion and the awareness raising sessions for potential Councillors. In the context of forecast workload, it is envisaged that young people will continue to be more likely to use electronic means rather than traditional ways to engage with politicians and that the Council's use of web casting and social media will prove increasingly effective in engaging this part of the community..

PART FOUR

THE FUTURE

“The Commission understands that the role of local authorities is constantly changing. In particular, changes such as the introduction of elected mayors in some parts of England have significantly altered the nature of decision making and role of elected members. Equally, many authorities have not seriously considered the size of their Council since the introduction of Executive/Scrutiny functions over a decade ago. The pace of change for authorities is likely to continue into the foreseeable future. That is why you should consider future trends and developments when coming to conclusions on council size.” The LGBCE Technical Guidance July 2012.

LOCALISM AND POLICY DEVELOPMENT

Woking Borough Council recognises the impact the Localism Act has had on local government and in 2012/13 undertook a review of its governance structure to ensure that the assumptions behind the structure remained fit for purpose. The outcome of the review is summarised in Part One of this submission.

The Council, using guidance published by the Centre for Public Scrutiny, took into account a number of key points, namely:

- Any new arrangements would need to include a scrutiny role to hold decision makers to account and to look forward at policy development.
- The Council's arrangements had to be accountable, transparent and open.
- Any proposals should seek to improve public engagement in the business of governing.

Above all, the Council recognised the importance of identifying the reasons for changing the existing Governance arrangements, before designing a new model. The Task Group charged with the review looked at the workloads of Councillors, in particular that of back-benchers, to ensure that all Members considered themselves involved in the business of the Council.

The conclusion of the Task Group – that no changes were necessary to the structure – is supported by the finding of the recent survey of Councillors which showed that all 29 respondents considered themselves to be active members of the Authority.

It is not envisaged that the Localism Act will have a significant impact on the workload of Councillors in the coming years and it is not felt that the Act represents a material consideration in the Authority's submission on Council size.

The Council has a wide programme of having devolved assets to local community organisations ranging from allotments to sports clubs. The Council does not have plans to devolve political responsibility to local areas.

The Council has worked closely with voluntary and community organisations over many years and has extensive experience of working with the community to identify services that can be provided or supported by such organisations. Councillors often play a key role in such arrangements, with suitable Officer support to ensure that the Members have sufficient resources to function effectively. The Council also has a programme of enhancing community-owned assets to support local organisations.

SERVICE DELIVERY

Negotiations are currently ongoing with Surrey County Council on changing the Local Committee to a Joint Committee to oversee certain Borough and County Council activities within the Borough. The Council has outsourced management of a significant element of its services e.g. environmental maintenance, leisure and housing management. This has resulted in a substantial reduction in the Council's workforce of some 50% since 2000. These changes have not reduced the political accountability for such services.

The substantial reduction in external support from the Government will continue to have a major impact on how the Council approaches service delivery. The Council is a member of Enterprise M3 and will need to consider joint governance arrangements with other members in order to access funding for infrastructure improvements. Such arrangements are not significant in terms of Council size. The Council along with all other Surrey authorities and the Surrey Police Authority is a member of Surrey First. This was established to enable joint working across Surrey and may be used to facilitate this in the future. Again, this would not be significant in terms of Council size.

FINANCE

Along with other Boroughs and Districts, Woking Borough Council has seen a 28% reduction in its Government support leading up to 2013/14. Additional burdens placed on it in 2013/14, due to changes in Council Tax support and forecast, further reductions of some 12% in 2013/14 and 10% for 2015/16 onwards, means that, effectively, by April 2016, the Council will have suffered over a 50% reduction in government funding.

Through increased commercial activities, such as the operation of companies (ref Section 1 – Companies) and through streamlining of business processes, the Council has avoided cutting services to the public. There has, however, been a substantial reduction in the scale of directly employed people and it is considered appropriate to similarly reduce the number of Councillors as the ways of delivering business and ways of engaging with the public become increasingly streamlined.

The average cost for an elected Member is some £10,000. The proposed reduction will secure an annual saving of £60,000 pa. In proposing a reduction to 30, Members consider it is important to give a signal to staff and the public that they are making their contribution towards the savings requirements of the Council.

INDICATIVE SHAPE OF THE COUNCIL

In proposing a reduction in the number of Councillors, it is envisaged that the Council's Committee structure will be streamlined and from this it is considered that a total of 30 Councillors is sufficient to run the business of the Council.

TIME COMMITMENTS OF COUNCILLORS

The workload of Councillors covers attendance at meetings and representing the electorate. The reduction of Committee sizes will enable 30 Councillors to meet the workload whilst still only requiring a Member being on up to two Committees.

The changing nature of public engagement with the Council through increasing use of self service via the web, email, social media and webcasting will continue to reduce the time demands of Members.

In 2003 the electorate of Woking was 69,896 equalling to 1,941 electors per Member, increasing to 74,523 in 2013 equalling to 2,070 electors per Member. The Council's proposal to reduce to 30

Councillors will increase the electors per Member to 2,484. As demonstrated by the Survey on Members' time commitments in Part 1 during the period of elector growth the time demand on Members reduced by some 20%.

It is therefore reasonable to assume that the public will continue to use alternative means of accessing Council information. The growth forecast for Woking over the next ten years (292 dwellings per annum) would support an electorate of 79,000 by 2023. This would increase electors per Councillor to 2,633. It is considered that, in the context of modern open and transparent local government, this will not result in an unacceptable workload per Member.

PART FIVE

CONCLUSIONS

The review of the Council's size has taken into account the information and evidence set out in this Submission. The Council has concluded that a reduction in the current number of Councillors from 36 to 30 Members is achievable whilst ensuring that their role in the community and on the Council is not adversely affected. The Council is aware that such a reduction can lead to risks and uncertainties and as such has taken into account a range of factors and evidence in reaching its conclusions. These factors are:

1. **The workload of Councillors.** Since 2004 Councillors have been invited to complete a workload survey every three years. This highlights that the overall workload of Councillors has reduced by some 20% and for those with special responsibilities some 50%. The Working Group has reviewed the results and support the view that workloads have fallen since the last council size review was undertaken.

Surveys of retiring Councillors show that the level of workload is manageable and meets their expectations. Councillors on average remain with the Authority for over two terms of office, giving an indication again that the roles and responsibilities of a Borough Council can be balanced with both home and work commitments.

This reduction in workload indicates that a substantial reduction in the number of Councillors would be possible. However, in preparing these proposals, the Council has had regard to the indication from the Boundary Commission that it would not expect to see a figure less than 28.

2. **The electoral cycle.** Woking Borough Council currently elects its Councillors by thirds and the Boundary Review afforded the Council the opportunity to consider moving to all-out elections. A public consultation exercise was undertaken during the months of June and July 2013, ending on 19 July. A report on the outcome of the consultation was reported to the Council at its meeting on 25 July 2013. No change was proposed and accordingly the Council size will be limited to a figure divisible by three.
3. **The changing way in which residents access information and services.** The Council has invested in 'electronic' government to enable residents to access services of the Council through the web and to communicate with the Council effectively by email. This form of access has dramatically increased since 2000 and it is clear from the experiences of longer serving Councillors that the way in which residents seek information has changed significantly, with email contact common and the availability of online information reducing the need for individuals to approach Councillors directly. Similarly, Councillors can engage with the local community in a variety of ways, including email, blogs and websites. Overall, this greater availability of information has reduced the volume of enquiries received by Councillors.

The Council has a contact centre located at the Civic Offices in the Town Centre which local people can phone or visit. The Authority has close integration with the Police and Social Care services and a Neighbourhood Service organisation with Officers working directly in the local community. This makes it significantly easier for residents to access information and services than was previously the case. The Council has introduced webcasting which will again make it easier for residents to discover what decisions have been made by the Council at its formal meetings i.e. it will not be necessary for residents to contact Members to find this out.

4. **Changes to the services provided by the Council.** In recent years, the Council has adjusted to the changing economic environment. Seeking to maintain services, the Council has sought to reduce its staffing costs by reducing the head count and seeking other ways of providing the services. Accordingly, the Council has outsourced services such as the leisure facilities and housing provision, and continues to seek new approaches to service delivery. The role of Councillors in regard to such services has changed accordingly, moving from direct involvement to a greater emphasis on scrutiny and management of contracts.
5. **The financial position of the Council, and the Country as a whole.** In proposing a reduction from 36 to 30 Councillors, the Council has recognised the need to make their contribution towards the savings of the Council. This is important not only in itself, but as a positive signal to staff who have already faced reductions and to the public. Considerable savings will be achieved through a reduction in Council size, whilst the level of engagement and representation is maintained.
6. **The existing governance arrangements of the Council, including the size of Committees and the number of Working Groups.** As is demonstrated in Part One of the Submission, the Council has recently reviewed its governance arrangements and concluded that the existing arrangements are fit for purpose. However, the Council feels that the size of the main Committees reflects the size of the Council, rather than the need to transact its business in the most efficient and effective manner. As part of the proposal to reduce the Council size, the Council will reduce the size of the Executive and Committees (as indicated in Part Four) with a view to achieving streamlined but effective governance whilst maintaining roles for all Councillors.

The number and size of the Council's Working Groups will also be reduced, with the aim of achieving a more structured approach to both the range of working groups and the number of Members sitting on such bodies.

The Council will also reduce Members' appointments to Outside Bodies and limit these to those that are critical to the Council's business.

7. **Changes in legislation, including the impact of the Localism Act.** In reaching its proposal, the Council was mindful of the potential impact of changes in legislation, such as those brought in by the Localism Act. However, it is considered that the Council's governance arrangements are robust and that the proposal to reduce the Council size will not have a detrimental effect on the Authority's ability to respond to any changes in legislation.
8. **The way in which the Council fulfils its scrutiny responsibilities.** The Council has well developed scrutiny arrangements, overseen by a Committee which has evolved its approach to ensure that no reviews are undertaken without first identifying the necessary resources, including Member availability and Officer support. The Council is of the opinion that the Overview and Scrutiny Committee at 13 Members is larger than is necessarily efficient and effective and will reduce its size in line with the proposed reduction in Council size. Establishment of Task Groups, and their membership size, will continue to be overseen by the Committee on the basis of resource availability. In a similar approach, it is considered that the average size of Working Groups and Task Groups (in excess of 5 members, with Task Groups numbering up to 9 Councillors) will be reduced without impacting on their ability to undertake a review.

PART SIX

SUBMISSION

The Council submits that the Council size is reduced from 36 to 30 Councillors. The Council has ruled out the possibility of increasing the Council size and, using the evidence gathered and the experiences of serving and retired Councillors, has proposed the reduction in the Council size by a manageable number. The Council's decision to retain elections by thirds limits the Council's consideration of Council size to a number divisible by three, to ensure each constituent has the same number of opportunities to vote, regardless of the ward within which they live. The Council has therefore decided to recommend that the Council size should be reduced to 30. Whilst the evidence supports the option to consider a size of Council below, say, 27, this would go against the advice of the Boundary Commission and the option has not been developed further.

The Council has concluded that a reduction in the Council size by six would achieve the aims of the review without impacting on its ability to deliver its services or adversely affecting the needs of constituents and Councillors in terms of engagement. Indeed, it is considered that a more streamlined approach to decision making and scrutiny will be achieved, together with a cost saving for the Authority.

The Council considers that the proposed reduction to 30 Councillors is correct in the context of the Council's current arrangements, and will also be "future proof". This is because the number 30 has been determined by reference to a Strong Leader structure where the Leader has chosen to delegate responsibility for executive decisions to his Executive. There are therefore no foreseeable circumstances in which an increased number of Councillors could be required. This would not necessarily be the case if the Council was operating a structure under which the Strong Leader had retained responsibility for executive decisions (as he/she could subsequently decide to delegate those functions to the Executive).

Recommended to the Local Government Boundary Commission for England:

That the Council size of Woking Borough Council be reduced from **36 to 30 Councillors**, effective from May 2016.

APPENDICES

APPENDIX 1: COUNCILLORS AND COMMITTEES 2013/14

APPENDIX 2: SCHEME OF PLANNING DELEGATIONS

APPENDIX 3: SCHEME OF LICENSING DELEGATIONS

APPENDIX 4: THE COUNCIL'S DECISION-MAKING STRUCTURE

APPENDIX 5: 2013 SURVEY OF MEMBERS WORKLOADS – REASONS FOR BECOMING A COUNCILLOR

Woking Borough Council Councillors and Committees 2013/14



This document sets out the arrangements of the Council, its Councillors and Committees for 2013/14. The document includes:

- Mayor, Deputy Mayor, Leader of the Council & Group Leaders
- Council, the Executive and Committees – Memberships and Meeting Dates
- Portfolio Responsibilities
- Member Working Groups and Task Groups
- Consultation Groups, User Panels, 'Ad Hoc' Authorities & Committees and Ex Officio Appointments
- Useful Numbers & Links (page 23-24)

Mayor and Deputy Mayor

The Mayor of Woking for 2013/14 is:

Councillor Anne Roberts

The Deputy Mayor of Woking for 2013/14 is:

Councillor Tony Branagan

Leader of the Council

Councillor John Kingsbury

Group Leaders

The Leader and Deputy Leader of each political group for 2013/14 are as follows:

	Leader	Deputy Leader
Conservative	Councillor John Kingsbury	Councillor David Bittleston
Liberal Democrat	Councillor Ann-Marie Barker	Councillor Will Forster

Political Composition of the Borough

The Council is made up of 36 Councillors who are elected by local residents and represent 17 wards across the Borough of Woking. The Council is elected by thirds. A regular election of twelve Councillors is held, usually on the first Thursday in May, in three out of every four years. There are no elections for the Borough Council in the fourth year. Each Councillor is elected for a four year term. The next Borough Council elections will be held in May 2014.

Conservatives	21
Liberal Democrats	15

Council, the Executive and Committees – Membership and Meeting Dates

Council

Membership

All Members of the Council.

Meetings of the Council are chaired by the Mayor, with the Deputy Mayor sitting as Vice-Chairman.

Meeting Dates

Meetings on Thursday at 7pm unless otherwise stated.

16 May 2013 (Mayor Making)
20 May 2013 (Monday)
11 July 2013
25 July 2013 (Special)
26 September 2013 (Special Accounts)
24 October 2013
5 December 2013
13 February 2014
3 April 2014

Executive

Membership

Councillor J Kingsbury (Chairman)
Councillor D J Bittleston (Vice-Chairman)
Councillor A C L Bowes
Councillor G S Cundy
Councillor G W Elson
Councillor Mrs B A Hunwicks
Councillor M A Whitehand

Meeting Dates

Meetings on Thursday at 7pm unless otherwise stated.

27 June 2013
18 July 2013
12 September 2013
10 October 2013
21 November 2013
12 December 2013 (Special – Grants)
16 January 2014
6 February 2014
20 March 2014

Overview and Scrutiny Committee

Membership

Councillor L S Lyons (Chairman)
Councillor G G Chrystie (Vice-Chairman)
Councillor Mrs H J Addison
Councillor M A Ali
Councillor A-M Barker
Councillor S J Bellord
Councillor D C Coulson
Councillor K M Davis
Councillor W P Forster
Councillor S Hussain
Councillor M Iqbal
Councillor Mrs L M N Morales
Councillor E Watson Green

Meeting Dates

Meetings on Monday at 7pm.

10 June 2013
22 July 2013
2 September 2013
11 November 2013
20 January 2014
24 February 2014
24 March 2014

Planning Committee

Membership

Councillor M J Smith (Chairman)
Councillor M A Ali (Vice-Chairman)
Councillor A W Branagan
Councillor G G Chrystie
Councillor A M Coulson
Councillor K M Davis
Councillor I Eastwood
Councillor S Hussain
Councillor T J Liddington
Councillor D McCrum
Councillor A E Murray
Councillor R A Sharp
Councillor R A G Wilson

Meeting Dates

Meetings on Tuesday at 7pm.
21 May 2013
12 June 2013 (Wednesday)
2 July 2013
30 July 2013
3 September 2013
1 October 2013
5 November 2013
26 November 2013
17 December 2013
14 January 2014
11 February 2014
11 March 2014
22 April 2014

Standards and Audit Committee

Membership

Mrs C Storey (Independent Co-opted Member)
(Chairman)
Councillor D Farrant (Vice-Chairman)
Councillor A W Branagan
Councillor B K Cross
Councillor I Johnson
Councillor M J Smith
Mr P Morley (Independent Co-opted Member)

Meeting Dates

Meetings on Thursday at 7pm.
4 July 2013
19 September 2013
28 November 2013
6 March 2014

Standards Hearings Sub-Committee

Membership

Councillor A W Branagan
Councillor B K Cross
Councillor D Farrant
Councillor I Johnson
Councillor M J Smith
Mrs C Storey (Independent Co-opted Member)

Meeting Dates

Meetings of the **Standards Hearings Sub-Committee** are arranged when an allegation that a Councillor has failed to comply with the Members' Code of Conduct needs to be determined (in accordance with arrangements adopted by the Council for dealing with such allegations).

Licensing Committee

Membership

Councillor C W Thomson (Chairman)
Councillor A E Murray (Vice-Chairman)
Councillor Mrs H J Addison
Councillor M A Ali
Councillor M Bashir
Councillor A C L Bowes
Councillor I Eastwood
Councillor D Farrant
Councillor K Howard
Councillor M Iqbal
Councillor T J Liddington
Councillor Mrs L M N Morales
Councillor E Watson Green

Meeting Dates

Meetings on Tuesday at 6.30pm.
18 June 2013
15 October 2013
21 January 2014
25 March 2014

Licensing Sub-Committees

Membership

Licensing Sub-Committee A (daytime)

Councillor Mrs H J Addison
Councillor I Eastwood
Councillor A E Murray
Councillor A C L Bowes (Substitute)
Councillor D Farrant (Substitute)
Councillor T J Liddington (Substitute)

Meeting Dates

Meetings of the **Licensing Sub-Committees** are arranged when representations have been received from interested parties on applications for new, or variations to existing, Premises Licences.

Licensing Sub-Committee B (evening)

Councillor M Bashir
Councillor K Howard
Councillor C W Thomson
Councillor M A Ali (Substitute)
Councillor T J Liddington (Substitute)
Councillor Mrs L M N Morales (Substitute)

Taxi Licensing Sub-Committee (daytime)

Councillor M Bashir
Councillor I Eastwood
Councillor D Farrant
Councillor K Howard
Councillor A E Murray
Councillor C W Thomson
Councillor Mrs H J Addison (Substitute)
Councillor A C L Bowes (Substitute)
Councillor T J Liddington (Substitute)
Councillor Mrs L M N Morales (Substitute)

Meetings of the **Taxi Licensing Sub-Committee** are arranged when Taxi matters cannot be dealt with under Delegated Authority.

Appeals Committee

Membership

Councillor A E Murray (Chairman)
Councillor S J Bellord (Vice-Chairman)
Councillor K Howard
Councillor Mrs H J Addison (Substitute)
Councillor B K Cross (Substitute)

Meeting Dates

Meetings are arranged in the event of an appeal against a housing determination being lodged with the Council.

Portfolio Responsibilities

Corporate & Financial Services – Cllr J Kingsbury (Shadow Portfolio Holder: Cllr B K Cross)

Economic Development – Cllr G W Elson (Shadow Portfolio Holder: Cllr I Johnson)

Environmental & Well Being Services – Cllr Mrs B Hunwicks (Shadow Portfolio Holder: Cllr K Howard)

Grants & Independent Living Services – Cllr M A Whitehand (Shadow Portfolio Holder: Cllr L S Lyons)

Housing Services – Cllr D J Bittleston (Shadow Portfolio Holder: Cllr W P Forster)

Leisure & Cultural Services – Cllr G S Cundy (Shadow Portfolio Holder: Cllr I Eastwood)

Planning & Licensing Services – Cllr A C L Bowes (Shadow Portfolio Holder: Cllr A-M Barker)

<u>Service Plan</u>	<u>Business Area</u>	<u>Portfolio Holder</u>	<u>Shadow Portfolio Holder</u>
<u>Accessibility</u>	Corporate Strategy	Cllr M A Whitehand	Cllr L S Lyons
<u>Asset Management</u>	Asset Management	Cllr J Kingsbury	Cllr B K Cross
<u>Brockhill Extra Care</u>	Independent Living Services	Cllr M A Whitehand	Cllr L S Lyons
<u>Building Control</u>	Planning Services	Cllr A C L Bowes	Cllr A-M Barker
<u>Careline</u>	Independent Living Services	Cllr M A Whitehand	Cllr L S Lyons
<u>Centres for the Community</u>	Independent Living Services	Cllr M A Whitehand	Cllr L S Lyons
<u>Cesspool Emptying</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Civic Functions & Expenses</u>	Corporate Strategy	Cllr J Kingsbury	Cllr B K Cross
<u>Climate Change/Strategy</u>	Corporate Strategy	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Community Meals</u>	Independent Living Services	Cllr M A Whitehand	Cllr L S Lyons
<u>Community Safety</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Corporate Employer</u>	Corporate Strategy	Cllr J Kingsbury	Cllr A-M Barker
<u>Corporate Financial Planning & Policy</u>	Financial Services	Cllr J Kingsbury	Cllr B K Cross
<u>Corporate Management & Members' Services</u>	Corporate Strategy	Cllr J Kingsbury	Cllr A-M Barker
<u>Corporate Planning & Policy</u>	Corporate Strategy	Cllr J Kingsbury	Cllr A-M Barker
<u>Cultural & Community Development</u>	Neighbourhood Services	Cllr G S Cundy	Cllr I Eastwood
<u>Customer Care</u>	Revenue and Benefits Services	Cllr J Kingsbury	Cllr B K Cross
<u>Elections & Electoral Registration</u>	Corporate Strategy	Cllr J Kingsbury	Cllr A-M Barker
<u>Environment & Sustainability</u>	Corporate Strategy	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Environmental Control</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Environmental Maintenance Contract</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Family Support Programme</u>	Independent Living Services	Cllr Mrs B A Hunwicks	Cllr K Howard

<u>Food and Health & Safety</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr I Eastwood
<u>General Community Services Function</u>	Corporate Strategy	Cllr G S Cundy	Cllr L S Lyons
<u>General Overview & Scrutiny</u>	Corporate Strategy	Cllr J Kingsbury	Cllr A-M Barker
<u>Grants to Voluntary & Community Organisations</u>	Corporate Strategy	Cllr M A Whitehand	Cllr L S Lyons
<u>H G Wells Conference & Events Centre</u>	H G Wells	Cllr G W Elson	Cllr B K Cross
<u>Health & Wellbeing</u>	Corporate Strategy	Cllr Mrs B A Hunwicks	Cllr I Eastwood
<u>Health & Wellbeing Development</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr I Eastwood
<u>Homelink & Private Sector Housing (inc. Housing Advances)</u>	Housing Services	Cllr D J Bittleston	Cllr W P Forster
<u>Housing Benefits & Council Tax Local Support</u>	Revenue and Benefits Services	Cllr J Kingsbury	Cllr W P Forster
<u>Housing Needs, Strategy & Enabling</u>	Housing Services	Cllr D J Bittleston	Cllr W P Forster
<u>HRA - Home Support Service</u>	Independent Living Services	Cllr M A Whitehand	Cllr L S Lyons
<u>Information Communication Technology</u>	Information Technology	Cllr G W Elson	Cllr A-M Barker
<u>Leisure Centre and Pool in the Park</u>	Leisure Services	Cllr G S Cundy	Cllr I Eastwood
<u>Licensing</u>	Neighbourhood Services	Cllr A C L Bowes	Cllr I Eastwood
<u>Local Land Charges/Searches</u>	Revenue and Benefits Services	Cllr A C L Bowes	Cllr A-M Barker
<u>Marketing Communications</u>	Corporate Strategy	Cllr D J Bittleston	Cllr W P Forster
<u>Parking Services</u>	Neighbourhood Services	Cllr J Kingsbury	Cllr B K Cross
<u>Planning Implementation</u>	Planning Services	Cllr A C L Bowes	Cllr A-M Barker
<u>Planning Policy</u>	Planning Services	Cllr A C L Bowes	Cllr A-M Barker
<u>Promoting the Local Economy</u>	Corporate Strategy	Cllr G W Elson	Cllr I Johnson
<u>Public Conveniences</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Public Market</u>	Neighbourhood Services	Cllr G W Elson	Cllr I Johnson
<u>Removal of Untaxed & Abandoned Vehicles</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard
<u>Revenue (Council Tax & Business Rates) Collection</u>	Revenue and Benefits Services	Cllr J Kingsbury	Cllr B K Cross
<u>Taxi & Private Hire Licensing</u>	Neighbourhood Services	Cllr A C L Bowes	Cllr I Eastwood
<u>Waste and Recycling</u>	Neighbourhood Services	Cllr Mrs B A Hunwicks	Cllr K Howard

Members Working Groups and Task Groups

Anti Social Behaviour Task Group

Councillor S Hussain
Councillor Mrs L M N Morales

Borough Boundary Review Working Group

Councillor A-M Barker
Councillor D J Bittleston
Councillor W P Forster
Councillor Mrs B A Hunwicks
Councillor I Johnson
Councillor J Kingsbury
Councillor A E Murray

Celebrate Woking Working Group

Councillor A W Branagan
Councillor G G Chrystie
Councillor D Farrant
Councillor T J Liddington
Councillor I Johnson

Climate Change Working Group

Councillor S J Bellord
Councillor K M Davis
Councillor K Howard
Councillor Mrs B A Hunwicks
Councillor D McCrum
Councillor Mrs L N M Morales

Commercial Way Task Group

Councillor Mrs H J Addison
Councillor S J Bellord
Councillor B K Cross
Councillor G W Elson
Councillor L S Lyons

Cycle Woking Working Group

Councillor A-M Barker
Councillor D J Bittleston
Councillor Mrs B A Hunwicks
Councillor Mrs L M N Morales
Councillor A E Murray

Economic Regeneration Task Group

Councillor A-M Barker
Councillor S J Bellord
Councillor B K Cross
Councillor S Hussain
Councillor I Johnson
Councillor M J Smith

Elections and Electoral Registration Review Panel

Councillor A-M Barker
Councillor W P Forster
Councillor J Kingsbury
Councillor A E Murray
Mrs C Storey, Independent Co-opted Member

Equalities Task Group

Councillor W P Forster
Councillor M Iqbal
Councillor L S Lyons
Councillor R A G Wilson
Councillor M A Whitehand (Lead Member for Equalities)

Finance Task Group

Councillor M A Ali
Councillor A-M Barker
Councillor S J Bellord
Councillor B K Cross
Councillor Mrs L M N Morales
Councillor A E Murray

Freedom of the Borough Working Group

Councillor M Bashir
Councillor G S Cundy
Councillor I Eastwood
Councillor I Johnson
Councillor J Kingsbury

H G Wells Task Group

Councillor I Eastwood
Councillor D Farrant
Councillor T J Liddington
Councillor M J Smith

Councillor C W Thomson

Housing Task Group

Councillor Mrs H J Addison
Councillor D C Coulson
Councillor W P Forster
Councillor M Iqbal
Councillor Mrs L M N Morales
Councillor R A G Wilson

Leisure Partnership Board

Councillor A-M Barker
Councillor D J Bittleston
Councillor B K Cross
Councillor G S Cundy
Councillor I Eastwood
Councillor A E Murray

Local Development Framework Working Group

Councillor A C L Bowes
Councillor G S Cundy
Councillor I Eastwood
Councillor R A Sharp
Councillor M J Smith

Military Covenant Advisory Panel

Councillor A W Branagan
Councillor B K Cross
Councillor I Eastwood
Councillor D Farrant
Councillor J Kingsbury
Councillor Mrs L M N Morales

Ostensible Authority Standing Panel

Councillor D J Bittleston
Councillor J Kingsbury
Councillor M A Whitehand
Councillor G G Chrystie (Substitute)
Councillor A E Murray (Substitute)
Councillor M J Smith (Substitute)

On Street Parking Task Group

Councillor A W Branagan
Councillor I Johnson
Councillor J Kingsbury
Councillor L S Lyons

PFI Project Panel

Councillor D J Bittleston
Councillor I Johnson
Councillor J Kingsbury

Selection Panel

Councillor A-M Barker
Councillor D J Bittleston
Councillor W P Forster
Councillor J Kingsbury

Sheerwater Oversight Panel

Councillor S J Bellord
Councillor D J Bittleston
Councillor D C Coulson
Councillor G S Cundy
Councillor D Farrant
Councillor W P Forster
Councillor I Johnson
Councillor J Kingsbury

SE Charter for Member Development Working Group

Councillor B K Cross
Councillor G W Elson
Councillor I Johnson
Councillor M A Whitehand

Treasury Management Panel

Councillor M A Ali
Councillor B K Cross
Councillor J Kingsbury
Councillor Mrs L M N Morales
Councillor M J Smith

Town Centre Oversight Panel

Councillor Mrs H J Addison
Councillor D J Bittleston
Councillor B K Cross
Councillor I Eastwood
Councillor G W Elson
Councillor I Johnson
Councillor J Kingsbury

Councillor R A Sharp
Councillor C W Thomson

Woking Strategic Partnership Board

Councillor D J Bittleston
Councillor G W Elson
Councillor J Kingsbury

Consultation Groups and User Panels

Goldsworth Park Lake & Recreation Ground Users Group

Councillor Mrs H J Addison
Councillor A M Coulson
Councillor D C Coulson
Councillor B K Cross
Councillor I Eastwood

Joint Committee with Employees

Councillor A C L Bowes
Councillor I Eastwood
Councillor I Johnson
Councillor J Kingsbury
Councillor Mrs L M N Morales
Councillor A E Murray

Local Agenda 21 Liaison Group

Councillor K M Davis
Councillor K Howard
Councillor Mrs B A Hunwicks
Councillor D McCrum

National Non-Domestic Ratepayers Consultation Forum

Councillor B K Cross
Councillor I Johnson
Councillor J Kingsbury
Councillor M J Smith

‘Ad Hoc’ Authorities and Committees

Arts Council for Woking

(One representative appointed annually, to be appointed to the Arts Council Executive)
Councillor A E Murray

Ashford & St Peters Hospital NHS Trust

(One representative appointed every 3 years)
Councillor M J Smith (Retires 2016)

Basingstoke Canal Joint Management Committee

(One representative appointed annually)
Councillor K M Davis

Byfleet Village Hall, Working Men’s Club and Institute Charity

(Two nominated trustees appointed every four years)
Councillor A E Roberts (Retires 2014) Councillor D Farrant (Retires 2014)

Fairoaks Airport Consultative Committee

(One representative appointed annually plus substitute)
Councillor R A G Wilson
(Sub: Councillor K Howard)

Marjorie Richardson Centre – Management Group

(One representative appointed annually)
Councillor A E Murray

Maybury Centre Trust

(Two nominated trustees appointed every four years)
Councillor M A Ali (Retires 2015) Councillor M Bashir (Retires 2015)

National Parking Adjudications Service Joint Committee

(One representative appointed every two years plus substitute)
Councillor A E Murray (Retires 2015)
(Sub: Councillor A C L Bowes)

North West Area Passenger Transport Forum

(One representative appointed annually)
Councillor R A G Wilson

Police and Crime Panel

(One representative appointed annually)
Councillor B K Cross

Pyrford Charities

(Five nominated trustees appointed every four years)

Rev N J Aiken
The Rectory, Aviary Road,
Pyrford, GU22 8TH
(Ex-Officio Member)
Mrs M Tipple
St Mary's, The Ridgeway
Pyrford
(Retires May 2014)

Mr M Cuckow
41 Dean Close, Pyrford
GU22 8NX
(Retires May 2017)
Mr V Wither
Lane End, Ridgeway Road
Pyrford, Gu22 8PN
(Retires May 2015)

Mrs J Smith
63 Hamilton Avenue
Pyrford, GU22 8RU
(Retires May 2016)

RELATE West Surrey

(Two representatives appointed annually)

Councillor Mrs H J Addison

Councillor Mrs L M N Morales

Shopmobility

(One representative appointed annually plus substitute)

Councillor Mrs H J Addison
(Sub: not appointed)

Smith's Charities

(Five trustees appointed every four years)

Councillor S J Bellord (Retires 2014)
Councillor G S Cundy (Retires 2014)

Councillor D J Bittleston (Retires 2014)
Councillor Mrs L M N Morales (Retires 2016)

Mrs M Tuckey
4 Downsview Avenue
Westfield
Woking, GU22 9BT (Retires 2016)

South East Employers

(One representative appointed annually plus substitute)

Councillor J Kingsbury
(Sub: not appointed)

SCC Local Committee

(Seven representatives appointed annually with substitutes)

Councillor M A Ali
Councillor A W Branagan
Councillor J Kingsbury

Councillor A-M Barker
Councillor B K Cross
Councillor D McCrum

Councillor A E Murray

Councillor G G Chrystie (substitute)
Councillor T J Liddington (substitute)

Councillor K M Davis (substitute)
Councillor L S Lyons (substitute)

Sport Woking (formally Woking Sports Council)

(Two representatives appointed annually)

Councillor A W Branagan

Councillor I Eastwood

Surrey County playing Field Association

(One representative appointed annually)
Councillor I Eastwood

Surrey Heathlands Project Members Steering Group

(One representative appointed annually)
Councillor K M Davis

Surrey Museums Consultative Committee

(One representative appointed annually)
Councillor T J Liddington

Sutton Green Village Hall Management Committee

(Two representatives appointed annually. Both must be Borough Councillors, one representative to be a Ward Member for Mayford & Sutton Green)

Councillor S J Bellord Councillor W P Forster

Woking Access Group

(One representative appointed annually)
Councillor Mrs H J Addison

Woking Association of Voluntary Service (Executive Committee)

(Four representatives appointed annually)

Councillor G G Chrystie Councillor D Farrant
Councillor T J Liddington Councillor Mrs L M N Morales

Woking Citizens' Advice Bureau – Management Committee

(Four representatives appointed annually)

Councillor G G Chrystie Councillor B K Cross
Councillor T J Liddington Councillor A E Murray

Woking Cycle Forum

(Two representatives appointed annually plus substitutes)

Councillor Mrs L M N Morales Councillor A E Murray
Councillor A-M Barker (substitute) Councillor D J Bittleston (substitute)

Woking Palace Consultative Panel

(Two representatives plus Ward Councillor appointed annually)

Councillor D Farrant Councillor T J Liddington
Councillor Mrs L M N Morales

Woking People of Faith Forum

(One representative trustee appointed every 5 years)
Councillor Mrs B A Hunwicks (Retires 2017)

Woking Squadron Air Training Corps Management Committee

(Two representatives appointed annually)

Councillor L S Lyons Councillor R A G Wilson

Woking Sea Cadets Corps Unit Management Committee

(One representative appointed annually)
Councillor I Eastwood

Woking Youth Council

(Two representatives and substitutes appointed annually)

Councillor A-M Barker Councillor A C L Bowes
Councillor W P Forster (substitute) Councillor C W Thomson (substitute)

Ex-Officio Appointments

Allotments Consultation Group

Deputy Mayor to be invited to act as judge at the Annual Allotments Competition
(Councillor A W Branagan)

Asset Management Group

Portfolio Holder for Property Management
(Councillor J Kingsbury)

Asset Management – Lead Member

Portfolio Holder for Property Management
(Councillor J Kingsbury)

Children & Young People – Lead Member

Portfolio Holder for Cultural and Community Development
(Councillor G S Cundy)

Joint Committee for Oversight of Delivery of Surrey Public Authority Services

Leader of the Council or their nominee
(Councillor J Kingsbury)

Lakeview Working Group

Ward Members for Goldsworth East
(Councillor Mrs H J Addison, Councillor A M Coulson and Councillor B K Cross)

Safeguarding – Lead Member

Portfolio Holder for Independent Living
(Councillor M A Whitehand)

Surrey Climate Change Partnership Members Group

Portfolio Holder for Climate Change
(Councillor Mrs B A Hunwicks)

Surrey Scrutiny Co-Ordination Group

Chairman or Vice-Chairman of the Overview and Scrutiny Committee
Councillor L S Lyons and Councillor G G Chrystie (substitute)

Surrey Local Development Framework Members Group

Portfolio Holder for Corporate Planning and Policy
(Councillor A C L Bowes)

Surrey Waste Partnership

Portfolio Holder for Waste and Recycling
(Councillor Mrs B A Hunwicks)

Transport – Lead Member

Vice-Chairman of Local Committee or their nominee
(Councillor J Kingsbury)

Transport for Woking Board

Leader of the Council or their nominee
(Councillor J Kingsbury)

Woking and District Chamber of Trade and Commerce

Leader of the Council or their nominee
(Councillor J Kingsbury)

Woking Dance Festival Ltd

Leader of the Council or their nominee
(Councillor G S Cundy)

Woking Partnership

Leader of the Council or their nominee
(Councillor Mrs B A Hunwicks)

Useful Numbers & Links

Woking Borough Council Website - Council & Democracy

Visit <http://www.woking.gov.uk/council> for information on –

- How Decisions are Made
- Petitions
- Your Local Councillors
- Councillor retirement dates
- County Councillors for Woking
- Member of Parliament, Jonathan Lord MP
- Members of the European Parliament
- Council and Committee Meetings, including agendas, reports and minutes
- Public Speaking at the Planning Committee
- Electoral information.....and many more topics

Woking Borough Council Chief Officers

To view the Council's Chief Officers and the organisation structure visit <http://www.woking.gov.uk/council/about/organised>

Surrey County Council

Visit www.surreycc.gov.uk or telephone the Contact Centre on 03456 009009 or email contactcentre@surreycc.gov.uk or write to County Hall, Penrhyn Road, Kingston upon Thames, Surrey, KT1 2DN

For SCC Civic & Ceremonial Duties contact Caroline Breckall on 020 8541 9127 or visit <http://www.surreycc.gov.uk/your-council/how-the-council-works/civic-and-ceremonial-duties>

To view Surrey County Council Services and the Corporate Leadership Team and Organisational Structure visit <http://www.surreycc.gov.uk/council-services>

District & Borough Councils in Surrey

Elmbridge Borough Council,

Civic Centre, High Street, Esher, KT10 9SD
TEL: 01372 474474

Guildford Borough Council,

Millmead House, Millmead, Guildford, GU2 4BB
TEL: 01483 505050

Reigate & Banstead District Council,

Town Hall, Castlefield Road, Reigate, RH2 0SH
TEL: 01737 276000

Spelthorne Borough Council,

Council offices, Knowle Green, Staines,
TW18 1XB
TEL: 01784 451499

Tandridge District Council,

Council Offices, Station Road East, Oxted,
RH8 0BT
TEL: 01883 722000

Epsom & Ewell Borough Council,

Town Hall, The Parade, Epsom, KT18 5BY
TEL: 01372 732000

Mole Valley District Council,

Pippbrook, Dorking, RH4 1SJ
TEL: 01306 885001

Runnymede Borough Council,

Civic Centre, Station Road, Addlettsone,
KT15 2AH
TEL: 01932 838383

Surrey Heath Borough Council,

Surrey Heath House, Knoll Road, Camberley,
GU15 3HD
TEL: 01276 707100

Waverley Borough Council,

The Burys, Godalming, GU7 1HR
TEL: 01483 523333

Further Information

Your Guide to Local Services in Woking 2013/14

An A-Z directory booklet called 'Your Guide to Local Services' is produced annually by Woking Borough Council which gives details of the services provided by the members of The Woking Partnership, including Woking Borough Council, Surrey County Council, Surrey Police and NHS Surrey. This booklet includes contact telephone numbers, email addresses and website links for key service providers. **If you would like a copy of this guide please contact Woking Borough Council on 01483 755855.**

If you have any questions about the information contained in this document please do not hesitate to contact Democratic Services on 01483 743863 or email memberservices@woking.gov.uk.

Woking Borough Council
Civic Offices
Gloucester Square
Woking GU21 6YL
Tel: 01483 755855
www.woking.gov.uk

Civic Offices Opening Hours:

Monday	9.00 am - 4.45 pm
Tuesday	9.00 am - 4.45 pm
Wednesday	9.00 am - 4.45 pm
Thursday	9.00 am - 4.45 pm
Friday	9.00 am - 4.45 pm

Revised June 2013

Scheme of Planning Delegation

Extract from the Borough Council's Constitution

HEAD OF PLANNING SERVICES

1. Environmental Assessment: To determine, as appropriate, the division of planning applications into the categories identified in Schedules 1 and 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011, and to require the submission of such environmental information as may be necessary in respect of Schedule 2 development (6/TP/13.11.90/381).
2. Planning and Compensation Act 1991 (references below to 1990 Act are to the Town and Country Planning Act 1990):
 - (a) Emergency Enforcement/Stop action: to approve in consultation with the Chairman the taking of enforcement and Stop Action in an emergency;
 - (b) Breach of Condition Notices: to approve the issue of Notices alleging a breach of condition (Section 187A of the 1990 Act);
 - (c) Certificates of Lawful Use or Development: to determine applications for Certificates of Lawfulness of existing or proposed use or Development (Sections 191/2 of the 1990 Act) in consultation with the Corporate Services Manager (6/TP/10.9.91/200); and
 - (d) Temporary Stop Notices: to approve the service of Notices under Section 171E of the 1990 Act (this authority shall also extend to the Borough Planning Officer's authorised Deputy and such other Planning Officers, Arboricultural Officers and Planning Enforcement Officers as may be authorised from time to time).
3. Planning Applications, etc.: There shall be delegated to the Head of Planning Services or in his/her absence, an authorised Deputy, power to determine the following categories of planning applications and other matters:
 - (a) householder applications, i.e. developments falling within the curtilage of residential properties which require planning consent and are not a change of use;
 - (b) change of use applications which in the opinion of the Head of Planning Services do not raise significant planning issues;
 - (c) minor applications proposing extensions and/or alterations to non-residential properties;
 - (d) applications for approval of samples of building materials and/or landscaping schemes;
 - (e) applications for the renewal of period consent (unless there has been a material change of circumstances);
 - (f) applications for the renewal of time expired consents where there has been no material change in circumstances;

- (g) applications submitted under the Advertisement Regulations;
- (h) the location of equipment by statutory undertakers;
- (i) responses to consultations by Surrey County Council, neighbouring authorities, utility companies or other statutory authorities which in the opinion of the Head of Planning Services do not raise significant planning issues;
- (j) the making of Tree Preservation Orders after consultation with Chairman or Vice-Chairman (Ward Member(s) for information) and the subsequent confirmation of the TPO within 6 months where no objections have been received; the revocation of Area TPOs where they are being replaced by new TPOs or where they no longer meet the Council's agreed selection criteria, in consultation with the Chairman or Vice-Chairman (Ward Member(s) for information) and no objections have been received (these authorities extend to nominated deputies – Planning Committee 7.12.04);
- (k) applications to fell, lop or top trees subject to Tree Preservation Orders or which fall within Conservation Areas (this authority extends to nominated deputies – Planning Committee 7.12.04);
- (l) relaxation and/or minor variations to conditions or agreements subject to which planning permission was granted;
- (m) applications which involve minor amendments to previously approved proposals;
- (n) refusal of applications which are clearly contrary to Development Plan policy, and where there are no special circumstances which might justify a departure from policy;
- (o) the refusal of applications which have attracted a recommendation to refuse from the Highway Authority;
- (p) shop front applications;
- (q) the serving of a Building Preservation Notice in emergency after consultation with the Chairman or Vice-Chairman (Ward Member(s) for information);
- (r) decisions that a proposed amendment to an approved scheme is insufficient to require the submission of a further planning application;
- (s) applications for Conservation Area Consent to demolish buildings or structures and which do not require planning consent;
- (t) reserved matters applications which are considered by the Head of Planning Services to be consistent with an outline consent and which do not raise significant planning issues;
- (u) applications in respect of Listed Buildings which in the opinion of the Head of Planning Services do not raise significant planning issues;
- (v) reserved matters applications where siting has been agreed in an outline consent and which in the opinion of the Head of Planning Services do not raise significant planning issues;

- (w) applications for a determination of whether the prior approval of the Local Planning Authority would be required pursuant to the Town and Country Planning General Permitted Development Order 1995; and
- (x) in consultation with the Chairman, applications that the Planning Committee has resolved should be approved subject to the prior completion of a Section 106 Agreement where such Agreement has not been completed within a time-scale considered reasonable by the Head of Planning Services.
- (y) 'High Hedges': The Borough Planning Officer (or his/her appointed officers is authorised to determine applications of complaint over high hedges under the Anti-Social Behaviour Act 2003 (29.04.05/Standing Order 23.2).
- (z) Town and Country Planning (General Development Procedure) (Amendment No. 3) (England) Order 2009 and Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations 2009:
 - Extensions to the time limits for implementing existing planning permissions and consents (including applications submitted by Woking Borough Council and Thamesway Group companies);
 - Non-material amendments to existing planning permissions and consents (including applications submitted by Woking Borough Council and Thamesway Group companies), and
 - Minor material amendments to existing planning permissions and consents (including applications submitted by Woking Borough Council and Thamesway Group companies).

NOTE: (1) These delegations will not apply insofar as an application:

- i) involves an elected Member of the Council; or
- ii) involves a member of the Council's staff; or
- iii) has been submitted by Woking Borough Council (save in respect of the delegation at paragraph 3(z) above).

(2) The Head of Planning Services (or in his/her absence an authorised Deputy) shall determine applications at weekly meetings. The officers shall refer, at their discretion, particular applications to the Planning Committee for determination.

(3) No decision shall be made on any delegated application until 21 days have elapsed from the date of the neighbour notification letter.

(4) It is intended that the delegation at paragraph 3(x) above will be exercised where the Head of Planning Services is satisfied that there is no reasonable prospect of the Section 106 Agreement being completed within a reasonable timescale.

4. Protection and Preservation of Trees and Hedgerows: To determine notifications within intended hedgerow removal; to approve or refuse consent as appropriate within the prescribed six week period; to issue or withdraw Hedgerow retention notices in respect of hedgerows classified as "important" within the statutory criteria; to issue Hedgerow replacement notices in appropriate cases; to take all necessary steps in connection with appeals (5/P&E/12.6.97/68).

5. Building Regulations: To determine applications, issue formal notices and decide on any type of relaxation of the Building Regulations.
6. Community Projects Grants: To approve Community Projects Grants up to the value of £100, in consultation with the Chairman and Ward Councillors (21/P&E/10.11.94/317).
7. Historic Building Repair and Community Projects Grants: To approve grants in accordance with the agreed criteria, in consultation with the Chairman and the appropriate Ward Councillors (18/P&E/14.3.96/626).
8. Urgent Works Notice: To serve any Urgent Works Notice under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 for the urgent protection of all listed Buildings in the Borough, in consultation with the Chairman and all Ward Councillors (10/P&E/12.3.98/548).
9. Village Centres Environmental Action Programme: To give grant aid of up to £1,000 for minor improvements, in consultation with the Chairman and local Ward Members (9/P&E/9.11.95/345).
10. Village Centre and Community Project Grants: To give grant aid of up to £2,000 for minor improvements, in consultation with the Chairman and local Ward Members (16/P&E/12.9.96/280).
11. Licensing Act 2003: The Head of Planning Services (or an authorised deputy in his/her absence) is authorised to object to a proposed licence application on Planning Grounds (5/Council/16.12.04/196).

Scheme of Licensing Delegation

Extract from the Borough Council's Constitution

NEIGHBOURHOOD SERVICES MANAGER

26. Taxi and Private Hire Licensing:

- (1) Subject to the Neighbourhood Services Manager's discretion to refer any case for consideration by the Licensing Committee, there shall be delegated the power to determine applications for licences for:
- (a) private hire operators, private hire drivers and taxi drivers; and
 - (b) private hire vehicles and taxis, pursuant to the provisions of the Local Government (Miscellaneous Provisions) Act 1972 Part II, the Town Police (Clauses) Act 1847 and the Transport Acts of 1980 and 1985.
- (2) Issuing of temporary drivers' licences to applicants satisfying specified criteria (14/Highways/8.3.90/872).

27. Revocation/Suspension of Licences: In consultation with the Chairman of the Licensing Committee (or in his/her absence, the Vice-Chairman) to suspend or revoke private hire operators' and drivers' and taxi drivers' licences in appropriate cases (29/P&E/28.9.92/241).

30. Licensing Act 2003.

The Neighbourhood Services Manager is authorised to determine applications and carry out functions of the Licensing Policy set out below (5/Council/16.12.04/196).

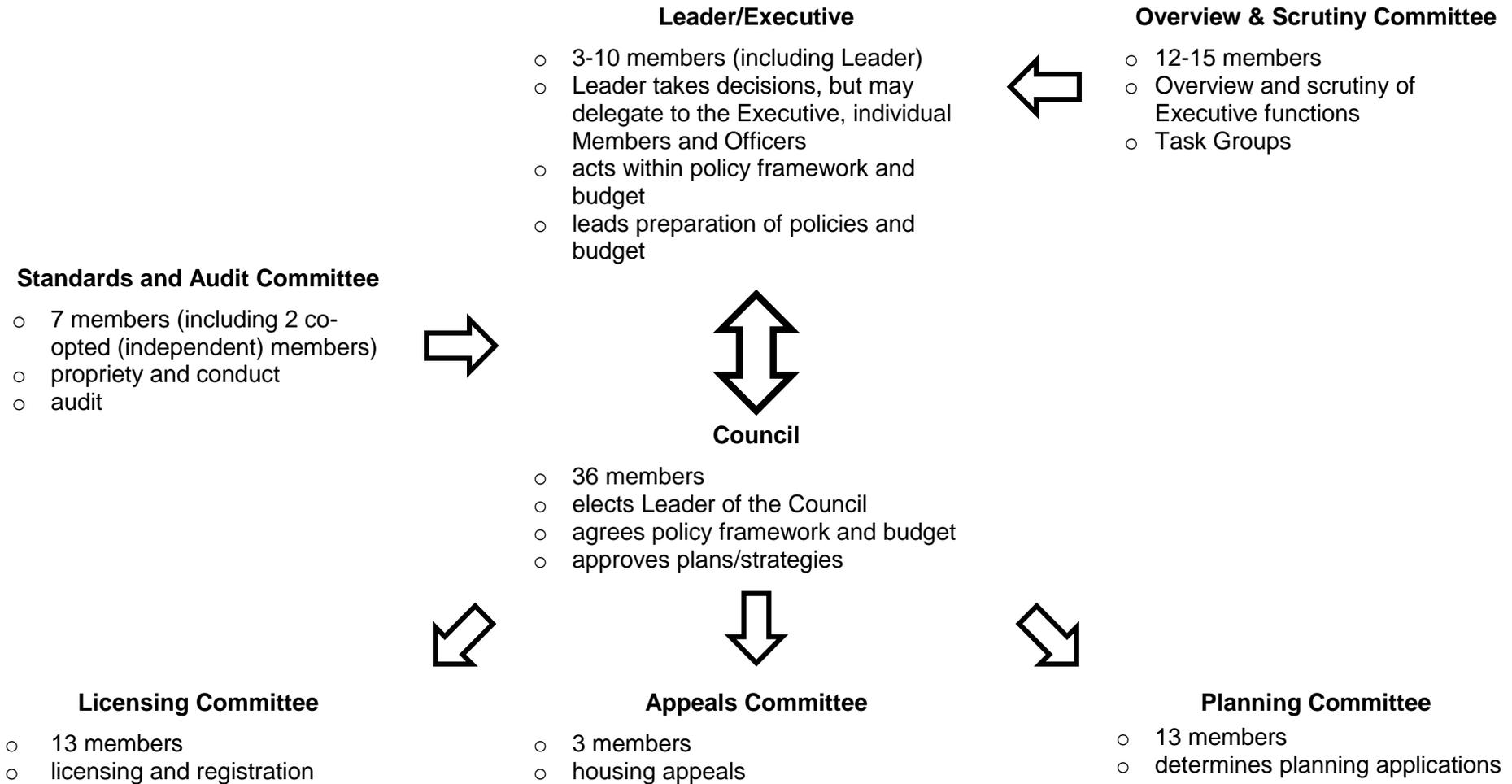
Matter to be Dealt With	<i>Sub-Committee</i>	<i>Officers</i>
Application for personal licence	If a Police objection is made	If no objection made
Application for personal licence, with unspent convictions	All cases	
Application for premises licence / club premises certificate	If a relevant representation is made	If no representation made
Application for provisional statement	If a relevant representation is made	If no representation made
Application to vary premises licence / club registration certificate	If a relevant representation is made	If no representation made
Application to vary designated personal licence holder	If a police objection is made	All other cases
Request to be removed as designated personal licence holder		All cases
Application for transfer of premises	If a police objection is	All other cases

licence	made	
Application for Interim Authorities	If a police objection is made	All other cases
Application to review premises licence / club premises registration	All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.		All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases	
Determination of a police representation to a temporary event notices	All cases	

31. Hackney Carriage and Private Hire Licensing Service. The Neighbourhood Services Manager is authorised to consider dispensations from the following requirements, where a vehicle is used primarily for contract hire purposes:

- (i) that from 1 April 2005, all hackney carriage vehicles that are not “DDA compliant” shall be fitted with an illuminated white top box of a prescribed size and design displaying the words “Taxi – For Hire”; and
- (ii) that from 1 April 2005, all private hire vehicles presented for licensing shall be fitted with an illuminated yellow top box of a prescribed size and design displaying the words “Advance Booking Only” (5/Council/16.12.04/197).

The Council's Decision-Making Structure



2013 Survey of Members' Workloads

Reasons for becoming a Councillor

Interest in serving the community and making decisions that influence where I live.
Helping woking residents
To help improve the facilities for Woking's Resident
Represent our residents effectively to improve our locality and seek inward investment into the ward from woking bc and other bodies. Promote a vibrant retail sector.
To help my community
I wanted to do community work.
Having been active in the community already it was a natural progression to become a councillor to continue helping improve my local community.
To improve the quality of life for local residents and to improve our town.
Thought I could make a difference.
To represent the ward effectively
Interested in local issues. Hoping to assist general public with Civic issues
To help residents. To inform residents about the council's policies/ vision. Be involved in making decisions + forming strategies + policies that will develop the vision for Woking Borough Council as a place to live and work
Interest in local affairs and involvement with the community
To become more involved in the Community.
To help my fellow residents to solve their problems. To share Woking's future
To serve/work in the community where I live
Serve the community Influence decision making Improving youth provision

Community involvement. Political interest
Helping others and making that small difference
To be a voice on behalf of my local community and make a difference.
A combination of political ambition, personal ego and making a difference in my local area. I particularly enjoy achieving victories in casework or larger projects that benefit Woking as a whole.
To be involved with the community.
Helping residents, improving the borough, getting things done
To make a difference as a Ward member first and foremost, to help with policy making across the borough and to see Woking as a benchmark of good practice
I was a school governor which gave me a sense that I was contributing to the community so when I was asked if I had any interest in standing for Council it seemed like a good opportunity.
Represent and serve my local area, and help shape Council decisions.
The previous candidate was not doing a good job - ie turning up to residents meetings and telling us residents that "nothing" had happened in the council since we last saw him a whole year earlier -(he missed the vast majority of residents meetings which were held 6 times a year). I thought even I could do a better job than him as residents deserved someone to stand up for them.... so I stood.
To represent my community.